



**P.O. Box 397 ~ Lompoc, CA 93438-0397**  
**815 West Ocean Avenue ~ Lompoc, CA 93436**  
**(805) 736-3423 ~ FAX (805) 735-7672 ~ TDD (800) 545-1833 ext. 594**

**PUBLIC MEETING NOTICE**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**Harry's House**  
**890 N. Refugio Road Building 100**  
**Santa Ynez, CA**

**Thursday, April 18, 2024**  
**5:00 P.M.**

**AGENDA**

The Housing Authority of the County of Santa Barbara Commission currently provides in-person public participation as well as virtual participation.

Members of the public are invited to attend the meeting in-person at Harry's House located at 890 North Refugio Road Building 100, Santa Ynez, CA or online at <https://us02web.zoom.us> or by calling +1 (669) 900-6833. Meeting ID: **810 6155 6536** Passcode: **854419**

Any member of the public who would like to provide public input on an item listed on the agenda may attend the in-person meeting and provide comments or email [kelsieshroll@hasbarco.org](mailto:kelsieshroll@hasbarco.org) prior to 5:00 p.m. and you will be recognized to speak on the agenda item in the order such requests are received by the Commission.

**I. CALL TO ORDER**

**II. ROLL CALL**

Shay Allen
Christian Alonso
Robert Doyle
Lisa Knox-Burns
Henry Mercado
Greg Ortiz
James Pearson

**III. INTRODUCTIONS**

Any member of the public may address the commission on items of interest to the public that are within the subject matter jurisdiction of the Housing Authority. For reasons of practicality, speakers will be limited to three (3) minutes each. No action shall be taken on any item not appearing on the agenda unless otherwise authorized by law. In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact [kelsieshroll@hasbarco.org](mailto:kelsieshroll@hasbarco.org) at least 48 hours prior to the meeting to allow the Housing Authority to make reasonable accommodations.

- IV. Approval of Minutes of March 28, 2024 Regular Meeting. M\_\_\_\_\_S\_\_\_\_\_
- V. Public Comment Period<sup>1</sup>
- VI. Report of the Secretary/Executive Director
- VII. Approval of Operations and Management Reports M\_\_\_\_\_S\_\_\_\_\_
- VIII. Resolution No. 4035 Approval of Expenditure List  
as submitted, including meeting expenses. M\_\_\_\_\_S\_\_\_\_\_
- IX. WRITTEN COMMUNICATIONS
- X. COMMISSIONERS' ORAL COMMUNICATIONS
- XI. UNFINISHED BUSINESS
- XII. NEW BUSINESS
- A. Resolution No. 4036 – Approval to Write-Off Uncollectible Tenant Accounts Receivable  
for the period ended March 31, 2024 M\_\_\_\_\_S\_\_\_\_\_
- B. Resolution No. 4037 – Approval of Updated Injury and Illness Protection Plan  
M\_\_\_\_\_S\_\_\_\_\_
- C. Resolution No. 4038 – Approval of Record Management Policy M\_\_\_\_\_S\_\_\_\_\_
- XIII. ADJOURNMENT M\_\_\_\_\_S\_\_\_\_\_

---

<sup>1</sup>



**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA  
March 28, 2024**

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on March 28, 2024 at the Santa Ynez Valley Marriott located at 555 McMurray Road, Buellton, CA 93427.

Commissioner James Pearson convened the meeting at 2:01 p.m.

Upon roll call the following Commissioners were present: Shay Allen, Christian Alonso, Lisa Knox-Burns, Henry Mercado, Greg Ortiz and James Pearson.

Also present were Bob Havlicek, Executive Director; Irene Vejar, Director of Human Resources; Loren Reeves, Staff Accountant; Stacey Murphy, Director of Resident & Support Services; Sanford Riggs Director of Operations; Nancy Wesoff, Director of Contract Administration & Compliance; Juan Garcia, Information Systems Manager; Beverly Negrete, Senior Quality Control Manager; and Kelsie Shroll, Executive Assistant. The rest of the Housing Authority who attended the Winter Staff Meeting were present as well.

**APPROVAL OF MINUTES**

**MOTION by** Commissioner Mercado, seconded by Commissioner Ortiz to approve the minutes of the regular meeting of February 22, 2024. Commissioner Knox-Burns acknowledged Maria Ayala for her work with the FSS program. All voted aye. Motion carried.

**MOTION by** Commissioner Alonso, seconded by Commissioner Knox-Burns to approve the minutes of the special meeting of March 12, 2024. Commissioner Knox-Burns recognized the IT team for assisting with setting up Zoom for the South County Commissioners in Goleta. All voted aye. Commissioner Alonso abstained as he was not present at the meeting. Motion carried.

**PUBLIC COMMENT PERIOD**

No public comments were received.

**REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR**

Executive Director, Bob Havlicek had Sanford Riggs, Director of Operations, update the board on how many Fire Avert devices have been installed and what we have planned for those not installed yet. Commissioner Ortiz asked if there is any way to use these for microwaves. Sanford will check on this and report back to the board.

Sanford also updated the Board on Buena Tierra. Currently, work is to be completed by the end of April and then Housing will lease up the remaining units. He notified the Board that we have already had issues with a couple of tenants, and for one tenant, we will be taking eviction action.

Sanford and Stacey Murphy, Director of Resident and Supportive Services, updated the Board on a recent townhall meeting at Central Plaza Apartments. This was a joint effort between the two departments, and there are more townhall meetings planned for the rest of the year at other developments.

In addition to Bob's report, he attended a Planning Commission meeting in Santa Maria the day before. There are nine projects in South County and a dozen in North County that are potential sites of major rezoning. The Housing Authority is potentially involved in five of the nine located in South County. Many of the projects are being referred to us by others in the industry of the Board of Supervisors.

Commissioner Alonso asked about the issues with contract management referenced in the Resident Services section of the report and if we had considered a contract management system to help. Sanford explained to him that we are looking into a system, but also we have a purchasing agent budgeted for this year and hopefully, that person will help with these issues too.

## **APPROVAL OF OPERATION AND MANAGEMENT REPORTS**

**MOTION by** Commissioner Allen, seconded by Commissioner Mercado to approve the operation and management reports. All voted aye. Motion carried.

## **APPROVAL OF EXPENDITURES**

**Resolution No. 4032** - Approval of Expenditure List as submitted, including meeting expenses.

**MOTION by** Commissioner Knox-Burns, seconded by Commissioner Alonso to adopt Resolution No. 4032. Loren Reeves, Sanford Riggs, and Bob Havlicek answered several questions related to expenditures to the satisfaction of the Board. All voted aye. Motion carried.

## **COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner Ortiz asked if there were any updates on the water damage at Pescadero Lofts. Sanford informed the board that Jim Harms, Assistant Director of Maintenance, has started the evaluation process and is looking into different options. He is also looking into the oak tree issue there. We are also working on the speed bumps. We are working on letters that will be sent out to residents and neighbors. We will also check with the fire department first before finalizing anything.

## **NEW BUSINESS**

**Resolution No. 4033** Amendment – Approval of the Issuance of 345 Project-Based Vouchers.

**MOTION by** Commissioner Knox-Burns, seconded by Commissioner Allen to adopt Resolution No. 4033. All voted aye. Motion carried.

**Resolution No. 4034** – Approval to increase the Housing Authority credit card limit with Bank of America from \$120,000 but not to exceed \$250,000. **MOTION by** Commissioner Mercado,

seconded by Commissioner Alonso to approve Resolution No. 4034. All voted aye. Motion carried.

**MOTION to move the regular April 2024 to meet at Harry's House in Santa Ynez.**

**MOTION by** Commissioner Alonso, seconded by Commissioner Ortiz to move the location of the April 2024 meeting. All voted aye. Motion carried.

#### **ORAL PRESENTATION ON BROWN ACT**

Tom Lewis provided a presentation to the Board on the Brown Act. A few things that he stressed:

- a) Board members should not talk about board related items together especially if there is four or more of them because that is considered a quorum. However, the same goes if four board members talk about the same item in a chair such as Commissioner Knox-Burns and Commissioner Ortiz are discussing a topic that is board related and then Commissioner Ortiz asks Commissioner Alonso to reach out to Commissioner Allen about said item. That is four Commissioners which constitutes as a quorum.
- b) You don't have to take minutes for closed session, but you should report once back in session if any actions need to be taken or not.
- c) For the public comment period, everyone is allowed three minutes to speak, but if they have a translator they are allowed twice as long.
- d) The whole meeting packet must be posted online, and you have to have a link on the front page of the website to go to current board meeting packets.

#### **ADJOURNMENT**

There being no further business to come before the Board, **MOTION by** Commissioner Mercado, seconded by Commissioner Ortiz to adjourn the meeting at 4:06 p.m. All voted aye. Meeting adjourned.

---

James E. Pearson  
Chair

---

Robert P. Havlicek, Jr.  
Secretary/Executive Director

# **HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA EXECUTIVE DIRECTOR'S REPORT**

## **DEVELOPMENT REPORT**

### **Escalante Meadows (Guadalupe/80 units)**



Currently, construction completion is set for February 2025. We have a site walk scheduled for May 8<sup>th</sup> at 2:30pm with community stakeholders and the Escalante Meadows Development Company board.

### **Cypress & 7<sup>th</sup> (Lompoc/Special Needs/15 one-bedroom units)**



Currently, construction completion is set for the end of the year due to construction delays and weather.



**Harry's House (Santa Ynez/Seniors/60 units)**

We have had multiple tours of Harry's House, and have others scheduled, for potential new tenants to fill the current vacancies. HASBARCO staff has been working with Harry's House staff to work through internal processing issues mainly with Finance and HR.

**Perkins Place (New Cuyama/33 units with a component of farmworker housing)**

We are addressing the issues that were raised by County Roads at our last meeting with them. We are documenting our experience with County Roads to share with the Board of Supervisors the 14 month process it has taken to resolve the issues.

**Heritage Ridge (Goleta/63 Family Units/41 Senior Units)**

We recently submitted updated applications for National House Trust Fund (NHTF) funding. We plan to apply for 4% LIHTC/Tax-Exempt bonds on April 23, 2024.

**Buena Tierra (Goleta/Super 8 Motel/60 units)**

As of now, we're expecting to receive permanent Certificate of Occupancy by May 1<sup>st</sup>, which will allow us to be fully leased up by May 15<sup>th</sup>. We are tentatively planning for a ribbon cutting ceremony the last week of June/first week of July.

**Hollister Lofts (Special Needs/35 units)**

We presented the Exclusive Negotiation Agreement (ENA) to the Board of Supervisors on April 2<sup>nd</sup> and it was approved. Now, we will be working on the tax credit/bond application.

### **Polo Village (Buellton/49 Family Units)**



Construction is progressing well and we are starting early to coordinate meetings on occupancy of units in particular working with the VA to house Veterans.

### **Depot Street (Santa Maria/Special Needs/80 units)**

There is nothing new to report since the closed session by our counsel.

### **Carpinteria Unified School District (CUSD/Special Needs/41 units)**

We're still waiting for our land use approval application to be deemed complete. County Roads has issues with our proposed entrance road. We thought that we had reached an agreement that would allow us to move forward, but they are still pushing back.

### **Patterson Point (Goleta/Special Needs/24 units)**

We have selected Banc of California to be our lender to provide construction and permanent financing. Red Stone Equity Partners will be the investor. We will begin due diligence calls shortly. The Construction Management team is working diligently to obtain permits from the State of California for the modular units to be constructed off site and the County of Santa Barbara Planning Department to approve sitework. It is a monumental and tricky task.

### **Public Housing**

We are working on disposing of the final two properties in the Public Housing program, which are the admin office campus and the Goleta housing management office.

## **DEPARTMENT REPORTS**

### ***HOUSING OPERATIONS:***

#### ***ORGANIZATIONAL IMPROVEMENTS***

The Housing Management Department continues to work toward operational improvements and efficiencies. The following tasks are in progress:

- A project is ongoing with the IT department and finance to improve and computerize the move out package for vacant units. This is “live” and working.
- A solicitation for a Diversity, Equity, and Inclusion plan (DEI) is complete and proposals have been received. We received two proposals. The meeting is scheduled for April 23, 2024. We are having an Executive Director from another agency join our call. She is familiar with the DEI process. We were coordinating her schedule/ availability. Thus, the delay. This is an important subject, and we want to ensure it is handled appropriately.
- A vendor was contracted to conduct a survey of Affordable Housing Residents. We have a Draft report. We should have the final report finished within 2 months. The results are being graphed against national averages.
- We have retained Nan McKay and Associates to evaluate our Violence Against Women Procedures (VAWA) and emergency transfer policy. We have received a DRAFT report and have some questions. We expect the report to be final by the month’s end.
- Orlando Cabrera, Attorney with Arnall and Golden in D.C. and the former Assistant Secretary of HUD held an in-person training session with Management staff and Finance Staff. This session provided both high level insight and practical advice for staff. There was an extensive Q and A.
- In collaboration with the Training Coordinator, an Integrated Pest Management (IPM) Training is being conducted in person on April 16<sup>th</sup> and 17<sup>th</sup>. This will be a full day training spread across 2 days and will be mandatory for all maintenance staff. This is done over 2 days to enable maintenance coverage. IPM is a HUD preferred methodology and strives to utilize the least toxic methods to humans first and enhances efficacy. This will be helpful to our Bedbug eradication efforts as well as education on rats, roaches, and other pests. The trainer is highly experienced and we sought out this training to bolster our response to pests.
- With the coordination of the Training Coordinator, we are having an outside consultant conduct an in-person training on the “Housing First” model. This is required on multiple Permanent Supportive Housing developments and is a national model preferred and/or required when housing homeless individuals.
- We have contacted Legal Aid in Santa Barbara County, and they will be conducting a training on Evictions and other pertinent issues. They will be joined by the court mediator (Mr. Corbo). This training was conducted on a smaller scale several years ago and now we are expanding this to all appropriate Affordable Housing management staff. This allows staff to hear the perspective of opposing counsel.

- We are having a series of Section 8 Landlord meetings and the first will take place at the Raddison Hotel, in Santa Maria on April 17<sup>th</sup> 2024.

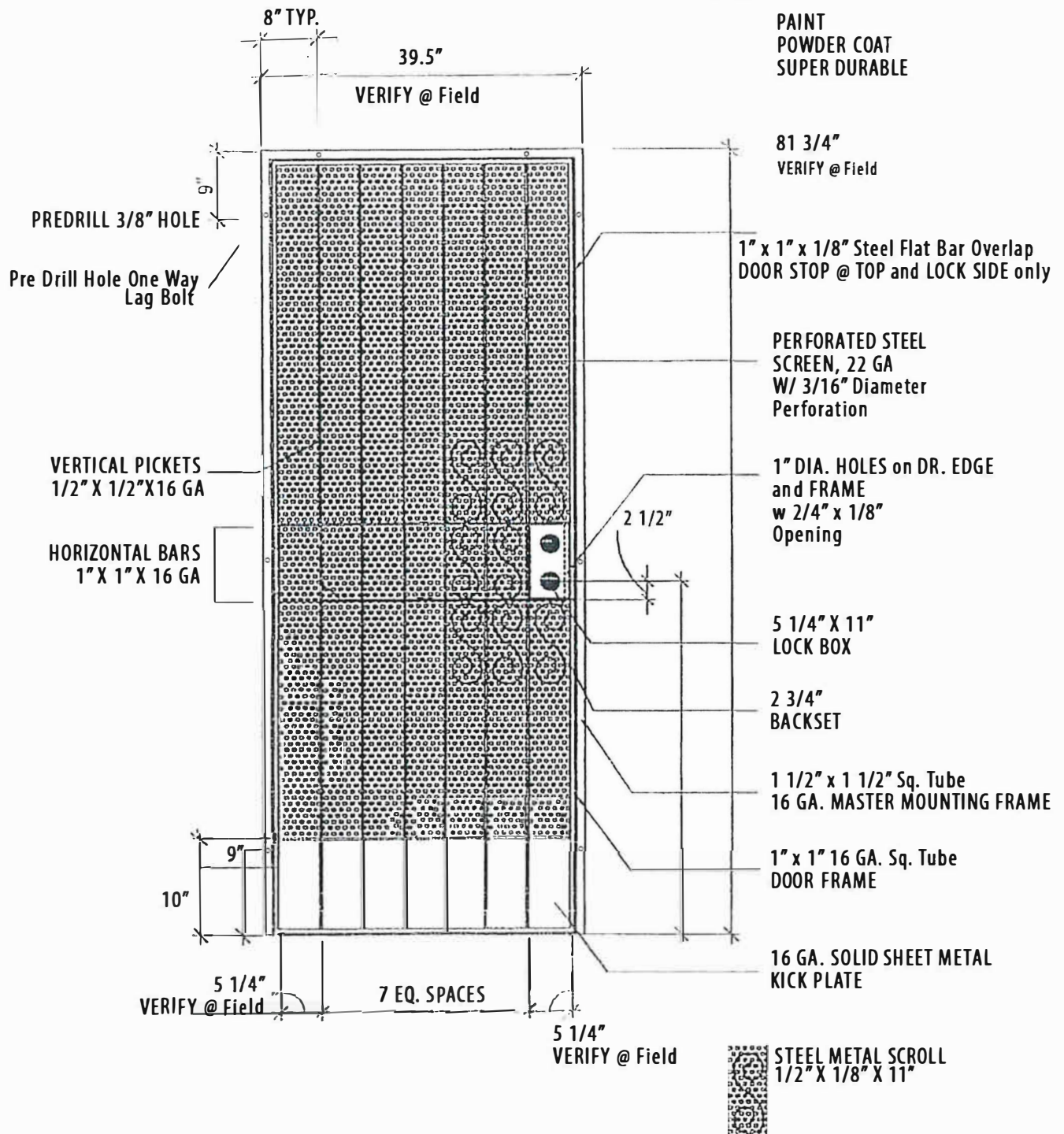
#### *SAFETY AND SECURITY IMPROVEMENTS PLANNED OR IN PROGRESS*

- Alltech Security is working at Buena Tierra, 2 guards 24/7. The Manager organized a meeting with the security team and the Sheriff's department, Good Samaritan and HASBARCO staff to develop a security strategy. This will evolve as the building is fully leased. We have a strategy to restrict access and install a security shed at the front entry. All other pedestrian access points will be closed. Visitors will need to sign in.
- The digital fingerprinting process is working well at the three offices. This is time and money saving and more importantly, will result in a better background check.
- The Housing Management Department, in collaboration with the Resident Services department and the Safety Unit is rolling out the NARCAN boxes. The installation is underway at all sites.
- HASBARCO has requested law enforcement statistics from all the law enforcement organizations that cover our jurisdiction. We will compare our sites to the jurisdictions at large. This will be used in a larger report which will be prepared by the Executive Director's office.
- We are in the final stages of planning for the Parking Boss digital parking program. All the parking spots are being mapped. Once this is done, we will be conducting outreach to residents and rolling out the program.
- HASBARCO conducted an RFP for security doors at Evans Park. We received a proposal and are analyzing it. These security doors will be for front and back and are heavy duty powder coated steel. See specification below.



# STEEL SECURITY SCREEN DOOR

NOT TO SCALE



**Evans Park**  
200 West Williams Street  
Santa Maria, CA 93458

### *HCV DEPARTMENT (SECTION 8)*

The HCV Department continues to work diligently on the Buena Tierra Lease up. HASBARCO received a letter advising that we are in shortfall, but we still have latitude in our lease up numbers to lease up Buena Tierra and emergency transfer voucher holders (aka Health and Safety). In addition, we selected 50 names from the regular HCV waiting list.

Challenges remain with the Foster Youth to Independence Vouchers (FYI) and VASH. We are confident we can house voucher holders but there is difficulty obtaining referrals from the Department of Social Service (DPSS) and the Veterans Administration (VA).

We have been having a series of meetings with Community Based Organizations (CBO's) and representatives from the Coordinated Entry System (CES) to muster referrals of eligible FYI youth to refer to DPSS, who in turn would refer FYI to HASBARCO. It is a requirement of the grant that referrals come directly from DPSS. Two of the key CBO's are Fighting Back of Santa Maria and the YMCA in South County, and they were participants in our group meeting.

We met with DPSS leadership on April 10<sup>th</sup>, and they support the efforts for HASBARCO to try and funnel potential applicants via CBO's to their organization. On the same day, we met with VA Leadership to discuss referrals. The VA advises that they are bringing 2 new caseworkers on board and according to them, this should increase referrals.

### ***Affordable Housing - Significant Events:***

#### **HARRY'S HOUSE**

There are three vacant units at Harry's House (HH) and prospects for these units have been provided to HH staff. With the assistance of Hamner and Jewell (Kelly Rojas) we have worked with several people to move them to Section 8 Housing. These individuals were moved with Health and Safety Vouchers. Two were relocated and there are 3 more pending. It is anticipated that they will relocate within the next two months.

Staff and management will continue to work with HH staff on vacancies and training to take over the LIHTC certifications.

We are working in collaboration with Bernie Baggarly to have a videographer produce a video to highlight the features and services at HH. If this proves successful, we will replicate this for other sites.

#### **EVANS PARK**

There were 2 units destroyed by fire at Evans Park in late 2022. These units are complete and will be put back online. One unit will be filled from a transfer of an Evans Park family who need a larger bedroom size and one will be for someone off the outside waiting list. Most of the repair cost was covered by Insurance. The fire was caused by an extension cord in a shed, whereby the resident had a heater warming her dog during a cold snap. The development department managed most of the reconstruction project. See completion photos below.



### **BUENA TIERRA**

There are 20 units leased and we will lease the rest of the building when the Certificate of Occupancy (C of O) is received. When the C of O is received, we will lease up the remaining units.

Management is working collaboratively with Development, Resident Services and Good Samaritan while the 20 residents live there while construction is still ongoing. While this scenario presents challenges, the partial lease up presents opportunities to understand resident dynamics and understand the maintenance issues in the building. We are actively analyzing these issues.

There has been police activity at the building and security planning is evolving. We had 2 arrests on property and are giving a Notice to Quit for one resident as of this writing.

### **PESCADERO LOFTS**

As previously reported, there are several issues to be addressed. Assistant Director James Harms has been working to secure solutions to the following issues:

1. Water intrusion – We have a potential solution of a large tempered (safety glass) window system on the balcony. Estimates are being developed and an Architect will review.
2. We are researching the possibility of speed bumps at the common driveway on the side of the building. We are approaching local property owners for concurrence.
3. The large Oak tree at the front entrance of the property is failing. We have been treating this upon the recommendation from an Arborist. We have obtained a second opinion. An analysis is being conducted, including of soil samples. The report will be forthcoming.

## **DEPOT STREET**

At Depot Street, we had a motor vehicle strike a child on a bicycle. There were no serious physical injuries reported. A resident had allegedly loaned her car to friend and she returned the vehicle and struck the child. The driver was arrested for DUI.

We are investigating the situation as it pertains to the resident. We are also taking traffic calming steps such as stop signs. The Fire Department has approved temporary speed bumps for this site.

We have also inspected all balconies for safety and are inspecting Fire Doors.



## **OTHER**

We submitted NAHRO Award applications on April 10<sup>th</sup>, 2024, for the following:

1. Harry's House Cultivates Togetherness in New LIHTC for Seniors.
2. Redesigned Trash Enclosures Prevent Illicit Activity, Graffiti and Transient Use as Restrooms.
3. Harry's House keeps Seniors Active and Out of Costly Skilled Nursing Homes.
4. Harry's House Open House and Job Fair Crosses the Generation Gap.
5. Housing Navigation Performs Intuitive, Sustainable Relocations One Client at a Time.

Awards are typically announced via letter to the Executive Director in advance of the next NAHRO conference. There are 2 award levels, Award of Merit and Excellence.

## ***RESIDENT SERVICES:***

### **Resident and Supportive Services Department – Stacey Murphy, Director of Resident and Supportive Services**

Here is a summary of the key activities and initiatives undertaken by the Resident and Supportive Services Department over the past month, categorized according to our three main goals for 2024.

#### **RS Goal #1: Build Community and Enhance Service Provision**

- **Town Hall Meeting at Central Plaza:** The department held a town hall meeting, which saw significant attendance from various departments including Housing Management, Maintenance, Security, and our Executive Director. A highlight was a multiple-choice game designed to educate residents about their lease agreements, coupled with a dynamic Q&A session. During this session, junior residents proposed the addition of a basketball court to foster youth engagement, which was well-received. The Associate Director of Maintenance and the Director of Resident and Supportive Services are now collaborating on a proposal for this basketball court to be presented to the City of Santa Maria.
- **Community Engagement at Buena Tierra:** Buena Tierra's inaugural "Coffee and Community" event, a joint effort with AmeriCorps, Housing Management, and Good Samaritan, featured live music and community singing, enhancing resident-staff bonding. This successful event also kicked off the "Buena Tierra Together" Resident Incentive Program, aimed at boosting participation in community events and the utilization of support services.
- **Senior Concerns at Stanley/Miller:** A meeting was held to address senior concerns at Stanley/Miller, particularly regarding the hot lunch program at the community center. New guidelines were established to foster positive resident interactions. The department is also collaborating with our Senior Wellness Program provider to refine and enhance the program, which is paused until May to allow for the development of a new engaging curriculum for seniors at our three Lompoc sites. This pause is strategic, aiming to shift focus from negative behaviors to promoting wellness and connection among our senior residents.

#### **RS Goal #2: Data-Driven Decision Making and Digital Transition**

- **Collaborative Initiatives:** The department engaged in strategic discussions with Behavioral Wellness' new HART program and the Housing and Compliance teams to innovate on managing waiting lists and coordinated entry systems. Efforts are underway to develop supportive services proposals and agreements, crucial for submitting CTCAC applications for projects at Heritage Ridge Senior, Heritage Ridge Special Needs Family, and Hollister Lofts in Goleta. These initiatives are focused on enhancing our supportive services framework and ensuring the successful implementation of upcoming housing projects.
- **Proactive Data Collection:** This month, we've made strides in shifting from a historically reactive stance to a proactive approach in managing compliance documentation. This change aims to address and streamline how we handle requests from funding sources, which has previously been a source of significant stress for the team. We are currently in the process of compiling all necessary documentation and creating a



customized report that will aim to accommodate various types of requests. This effort is ongoing, and I am optimistic that once it becomes fully operational, it will greatly reduce the stress levels within our team.

### **RS Goal #3: Build a High Performing, Collaborative Resident Services Team**

- We continue to strengthen our collaborative efforts with supportive services providers across all of our Permanent Supportive Housing sites. Notably, at Depot Street and Buena Tierra, which both serve complex resident populations, we have reached an agreement to increase the frequency of our collaboration meetings to a weekly basis. I am enthusiastic about the positive trajectory of these meetings, as I believe the time invested will significantly enhance staff relationships and ultimately lead to improved service provision for our residents. This commitment to frequent and meaningful collaboration underscores our dedication to fostering a high-performing, unified team that excels in meeting the diverse needs of our communities.

### **Resident Services Team - March Reports**

#### **Family Self Sufficiency Program (FSS) & Resident Services - Maria Ayala, Assistant Resident Services Manager**

##### **Briefings:**

- Morning and evening and English and Spanish FSS Briefings were conducted in all regions (Santa Maria, Lompoc, Santa Ynez, and Goleta).
- Additionally, an FSS briefing via Zoom was held for those unable to attend in person.

##### **Participant Interest:**

- 48 residents on the waiting list received the invitation to participate.
- 18 participants showed interest in signing up for the FSS program.
- 12 more FSS applications were handed to participants who attended the briefings to share with other Section 8 residents who they know who might want to apply for placement on the waiting list.

##### **Contracts:**

- 3 contracts became effective on 4/1/2024.
  - 1 PBV
  - 1HCV
  - 1 EHV
- 11 FSS contracts are pending client signature and are set to be effective on 5/1/2024.

Overall, March saw significant interest and engagement with the FSS program, with a total of 21 participants either enrolled or in the process of enrolling. The outreach efforts through both in-person and virtual briefings appear to be effective in attracting participants to the program.

### **Property Reports**

#### **Central Plaza, Depot Street - Patricia Limon, Resident Services Specialist**

Accomplishments: On March 13th, Depot had the privilege of hosting The Concert Truck, bringing a unique musical experience right into our community. The hour-long performance captivated all who attended, offering a much-needed respite and a chance to immerse in the soothing strains of classical melodies. Following the concert, attendees were treated to light refreshments, including a cup of fresh fruit and a generously sized cookie, adding a sweet note to

the evening's enjoyment. This memorable gathering wasn't just about the music; it was a celebration of community and the shared joy that comes from experiencing art together.

Our monthly Mobile Food Pantry in March I was thrilled to welcome three new volunteers from Depot to our dedicated team. Their enthusiasm and hard work were palpable, leaving no doubt they'll be eager to join us in future efforts. I have invited residents from Central Plaza to partake in the pantry's offerings this month. Four residents took up the invitation and were profoundly grateful for the assistance received.

We're thrilled to report that the recent Town Hall meeting at Central Plaza was a resounding success. Thanks to Maria, who generously stepped in to provide translation services, everyone present was able to fully engage and contribute to the discussions, ensuring that all voices were heard and valued.

The proposal for a basketball court at Central Plaza has sparked considerable interest and discussion among the HASBARCO directors. We're excited about the possibility of this new addition and are currently exploring the best ways to bring this vision to life.

**Evans Park and West Cox – Anaysa Preciado, Resident Services Specialist**

Evans Park:

Tuesday, March 12th 3-4:30pm – Benefits of Gardening Event

- Residents learned the benefits of gardening and how it creates connections, boosts physical wellness, builds self-esteem, and grows mental wellness.
- After the presentation residents received instruction on how they would create their flowerpot and the aftercare of how to take care of the wildflower they would be potting.
- Valentine Chicas was the raffle winner and won 3pc Outdoor Graden Shears Set.
- There was a total of 10 residents who attended the event.

Wednesday, March 20<sup>th</sup> 4-5pm – Volunteer Meeting

- Volunteers learned about the importance of Motor Vehicle Safety, how to reduce risks on the road and watched videos on potential scenarios that are very common while operating a vehicle.
- Residents also learned about upcoming events and received a summary of the February Food Distribution.
- A total of 3 volunteers attended the meeting for March.

Friday, March 22<sup>nd</sup> 1-3pm – Evans Park Food Distribution

- We served a total of 150 families, 21 were onsite home deliveries and 16 residents picked up in person.
- A total of 22 new families attended and completed a client intake form to receive a barcode. The barcodes help minimize the wait time and can be used at other food distribution in the Santa Barbara County.
- We had a total of 14 volunteers for March.

Central Coast Literacy Council (CCLC) - Every Thursday from 10-11:30am

- A certificate will be given to the students who completed this semester by Diana Craig on the last day of class – April 18th.
- CCLC will have a prize for the student with the best attendance.
- A total of 10 students have been attending March classes.

Santa Maria Public Library Bookmobile – Every Thursday 1-3pm

- The SMPL Bookmobile continues to give families access to free books to take home and check out. They offer books in both English and Spanish and families can register to receive a library card onsite.

West Cox:

Wednesday, March 13<sup>th</sup> 10-11am – Older Adult Nutrition Program (OANP)

- With the help of my volunteer Brenda Walker, we were able to successfully deliver 24 food home deliveries of fresh fruit, vegetables, and canned goods.

Tuesday, March 26<sup>th</sup> 2-3:30pm – Good Neighbor Part 1: “How to be a good neighbor to your landlord.”

- Good Samaritan and Resident Services covered informative topics from the Good Neighbor Handbook on how to prevent lease violations, evictions, and the importance of effective communication with their supportive team.
- Inspector Victor Honma went over engaging topics such as the Housing Quality Standards (HQS) and common West Cox violations like hoarding, bed bugs, unauthorized guests, and the impact of the actions of residents causing a ripple effect to not only their community but our Agency.
- Residents were able to ask questions and had turns answering what a good neighbor is to them, a few of the answers were:  
Q: What is a good neighbor to you?
  1. “Always respect everyone no matter who it is.
  2. “One that greets a neighbor, says hi and bye with a smile.”
  3. “Neighbors that are friendly and considerate and caring. People that come together to make it work in a safe and friendly environment.”
- Good Samaritan had 3 raffle winners; each winner received a set of cleaning supplies.
- A total of 12 residents attended the event.

Accomplishments:

In April, students at Evans Park will successfully complete their semester of classes and receive certificates of completion, marking a significant milestone in their academic journey and showcasing their dedication to achieving their full potential. Meanwhile, at West Cox, residents have displayed growing engagement and curiosity in our events and discussions. Furthermore, we have welcomed two new residents to West Cox, who have embraced our services and joined the Older Adult Nutrition Program, further enhancing the programs impact.

**Rancho Hermosa, Creekside Apartments, Golden Inn Village Family** – Yesica Sanchez, Resident Services Specialist

Rancho Hermosa: At our recent Rancho Hermosa event we had a great turnout with 9 residents. As we delved into the fascinating world of gardening and its numerous benefits. Participants learned that gardening is more than just a hobby- it’s a therapeutic outlet. Spending time outdoors tending to plants not only provides relaxation but also serves as excellent exercise. Engaging in gardening activities promotes physical wellness, boosts self-esteem, and nurtures mental well-being. Additionally, we learned about various plants that can be used for natural remedies, further highlighting the holistic advantages of gardening. Additionally, residents had



the opportunity to engage in hands-on gardening activities by creating small pots to take home with them. This all made for such a lovely event.

In March, I also held a Resident Meeting at Rancho Hermosa, where I communicated my on-site schedule and the range of services I offer to assist them. During the meeting, we were joined by the Housing Specialist and Caretaker, who addressed any concerns or questions residents had about Rancho Hermosa. Their presence provided valuable assistance and support to the community.

In our most recent event on April 4<sup>th</sup>, 2024, Good Samaritan and I hosted an Easter Egg Hunt and Painting activity, which attracted 16 participants. The painting session focused on promoting self-care by encouraging residents to express their feelings through art. Many residents attended with their children, as it was a family- oriented event. The positive feedback and gratitude from residents for organizing an event catered to the kids were heartwarming and reaffirmed the importance of community engagement initiatives.

Creekside: I will be hosting a Resident Meeting update, during which we will have a guest presenter, Veronica Dominguez from SER-jobs. She will be sharing information about the programs they offer, including services tailored for farm workers. Additionally, there will be an event titled “Benefit of Gardening” scheduled for the upcoming month.

Golden Inn Village Family: In March, we initiated on-site Supportive Service Coordination. Some of the services we are providing include computer skills training, assistance with smartphones, access to health and wellness resources, and various other supportive services. Currently, as of now, no residents have utilized these services at the GIV Family site. We aim to inform residents during the upcoming Resident Meeting that our support is available should they require assistance.

Accomplishments: I’m pleased to highlight a significant accomplishment: an increase in resident participation at Rancho Hermosa. Last month, we experienced a lack of attendees at our event, but this time around, we successfully attracted new faces among the residents attending our event. It’s incredibly rewarding to see residents engaging with community events, and I’m eager to replicate this success across our other properties.

**Cypress Court, Stanley Horn Homes (Weitzel Center), Parkside Senior, Golden Inn Village Senior, Harry’s House** – Maria Conchita Lopez, Resident Services Specialist

Cypress Court: Resident Meeting was held on March 25<sup>th</sup>, 2024, with 15 residents attending. Residents had the opportunity to meet and greet New and Existing staff members from HASBARCO. The Ice breaker was to share how long you have lived at Cypress Court? Three of our residents have lived at Cypress Court for 10 years.

Meeting topics, questions, and concerns:

- When the power goes out use the stairs and push open the doors, the buttons will not work without power. Always notify maintenance if power goes out. Maintenance numbers are posted on the white boards and bulletin boards.
- No big rocks near all the entries and exits.
- Reminder to clean after your pets.
- Keep the Donation table clean.

- Request for more information on Route One agency.
- Request for a copy scanner in the computer Room.
- Request for more services and activities at Cypress Court.

Reminders will be sent in the next newsletters to all residents. The Resident Services Specialist will work on a presentation with Route one and work on adding more activities at Cypress Court.

- OANP Brown Bag: March 6<sup>th</sup>, 2024, 36 Residents participate in the Brown Bag Program.
- Older Adult Nutrition Education Cooking Class: March 6<sup>th</sup>, 2024, 8 Residents attended.
- Central Coast Senior Nutrition Program: Average of 16 Residents participate in receiving a hot lunch Monday-Friday.

**Stanley Horn Homes and Miller Plaza (Weitzel Center):** Resident Meeting was held on March 26th, 2024, with 13 residents attending. Residents had the opportunity to meet and greet New and Existing staff members from HASBARCO. The Ice breaker was to share how long you have lived at Stanley Horn Homes or Miller Plaza. One of our residents has lived at Stanley Horn homes for 25 years.

Meeting topics, questions, and concerns:

- Parking: Residents do not have assigned parking unless housing and resident have an agreement in writing. Parking is for residents not guests or caregivers. Guests use street parking.
- Hot Lunch Program: Feedback and a follow up meeting with residents. TBD
- Poster Signs: will be posted around the community Room, regarding safety and respect in our community buildings.
- Stove Devices: Residents would like more training on how to use them. Meeting with Maintenance. TBD

Reminders will be sent in an upcoming newsletter. Resident Services Specialist will work on a follow up meeting regarding Hot Lunch program. Coordinate with Maintenance department for a Meeting/Training on stove devices.

- OANP Brown Bag: March 6<sup>th</sup>, 2024, 2 Residents from Miller Plaza and 30 Residents from Stanley Horn Homes participate in the Brown Bag Program.
- Central Coast Senior Nutrition Program: Average of 13 Residents participate in receiving a hot lunch Monday-Friday.

**Parkside:** Resident Meeting was held on March 13th, 2024, with 8 residents attending. Residents had the opportunity to meet and greet New and Existing staff members from HASBARCO. The Ice breaker was to share how long you have lived at Parkside? One Resident has lived at Parkside 28 years.

Meeting topics, questions, and concerns:

- Homeless people enter the laundry room and hangout on the property.
- Reminder the laundry room door should always be closed.
- Reminder pick-up after your pets.
- Request more signs around the building (No trespassing)
- Request to have laundry room to be clean every day.
- Request bus schedule.
- Request more information on life Alert and HEAP Utility Assistance Program.
- Request to use the Community room and have it cleaned.

Reminders have been sent in April's newsletters to all residents. Resident Services Specialist will schedule a follow up meeting, invite housing department and maintenance department.

OANP Brown Bag: March 6<sup>th</sup>, 2024, 20 Residents participate in the Brown Bag Program.

Golden Inn Village Senior: Service Coordination Hours have started at Golden Inn Village Seniors in the computer room. These services aim to support our residents with computer literacy, smart phone assistance, health and wellness resources, food resources, mental health support and much more.

Resident meeting has been scheduled for April 30<sup>th</sup>, 2024. Collaboration has been made with the Housing Department and Resident Service Department to host the meeting at Golden Inn Village Senior and Family sites.

Harry's House: Service Coordination Hours at Harry's House in the library room every first Tuesday of each month from 10am-3:30pm. Resident Service Specialist has laptops available for residents to use during these hours. The services aim to support our residents with computer literacy, smart phone assistance, health and wellness resources, food resources, mental health support and much more.

Resident Service Specialist will attend the Town Hall Meeting at Harry's House on Wednesday April 3<sup>rd</sup>, 2024. This will be an opportunity to remind residents of Service Coordination hours at Harry's House.

Accomplishments:

Since starting Coordination Hours, the month of March at all five of my sites assigned to me, I have had the pleasure of meeting with residents one on one and assisting them with services. Coordination hours have given me the opportunity to be more engaged at the sites.

In a personal note I have completed the Food Handlers Assessment and received a California food handler certificate.

**Lompoc Family Sites** – Elvira Bustos-Martinez joined the Resident and Supportive Services team on Monday, April 8<sup>th</sup>! She will spend the month of April onboarding and will start working with residents at her assigned sites in May.

**Pescadero Lofts, Positano, Sandpiper, Aparicio, and LC Grossman Homes** – Phil Willis-Conger, Partnership Liaison, Resident Services

Pescadero Lofts & Positano

UCSB Student Volunteers

- The UCSB quarter ended along with the students' class "Writing in the Community", which brought the students into Positano and Pescadero Lofts as IT tutors for our residents. However, 4 of the students enjoyed their work with our residents so much that they have signed up directly as HASBARCO volunteers to continue volunteering.

## Pescadero Lofts

### Coffee Hour

- 4 weekly Coffee, Community, & Conversation (CCC) gatherings.
- An average of 11 people attended.

### Healing Heart Circle

- This resident support group, facilitated by AmeriCorps member Heike Hyson, happened 3 Wednesdays (3 to 4pm) in March.

### Public Health Nurse

- The Public Health Nurse made her monthly visit to Pescadero Lofts and worked with several residents.

### Behavioral Wellness' new "Housing Assistance & Rehousing Team" (HART)

- HART met twice by Zoom in March, and reviewed and updated the Permanent Supportive Housing Case Management Collaboration Worksheet. (The worksheet is a tool to help review the status of Pescadero Lofts residents from a wide variety of perspectives, and record action items.)
- Staff are looking forward to HART providing a regular presence at Pescadero Lofts and other high-need Hasbarco properties once their hiring process is complete. Many of our residents could benefit greatly from the additional, on-site case management and mental health assistance that BeWell will provide.

## Positano

### Zumba

- 7 resident-initiated Zumba sessions were held at Positano with an average of just under 3 people per session.

### Yoga

- 7 resident-initiated Yoga sessions were held at Positano with an average of just under 3 people per session.

Resident Services' general philosophy is that the Community Rooms on our properties are for the benefit of, and use by, our residents. However, some issues at one of our properties revealed the need for a comprehensive evaluation, and the creation of an agency-wide policy for use of the Community Rooms. That process is underway, and Resident Services and Operations will be seeking resident and staff input on the policy before bringing it to the Board for final approval. In the meantime, all resident-initiated programs in the Community Rooms are temporarily suspended. So March is the last month for Zumba and Yoga classes at Positano for a while.

## Resident Events

- Pescadero Lofts Black History Bingo 3/12/24: 6 residents and 1 staff person attended and learned about key figures in Black History while playing a great game of Bingo.
- Positano "Conflict Management" 3/19/24: 10 residents and 4 staff people listened to a presentation from the Conflict Solutions Center
- Sandpiper Recycle Bingo Night 3/14/24: 5 residents and 1 staff person attended and learned about the "Do's" and "Don'ts" of recycling while enjoying a Bingo game.

## Food Distribution

MFP = Mobile Food Pantry Includes USDA Commodities - Open to Residents and the Public

FFF = Free Fresh Food - Free & Hasbarco Purchased Food - Open to Residents, Remaining Items Available to Public at Sandpiper.  
March served 107 households and 234 individuals

### Accomplishments

I am delighted that I could create a game (Bingo) to painlessly teach residents about recycling—an important but potentially boring subject.

I am even more delighted that collaborating with an African-American resident at Pescadero Lofts (who had a deck of Black History cards), we were able to modify the Bingo game to acquaint residents with the vital contributions of Blacks to American history. (For example: why didn't Hollywood Westerns and our history textbooks teach us that 25% of cowboys in the West were Black?)

On a personal level I am grateful that the Housing Authority pays me to work with residents like “Doña Maria” who lost her son and her sister within the space of 2 months, and 3 additional family members within the previous two years. Resident Manager Anna Tapia alerted me to Doña Maria’s situation and her suicidal ideation. I was able to connect her to a bilingual grief counselor at Hospice of Santa Barbara who has been working with her weekly. Doña Maria was very grateful and reported she was feeling much better. I was just doing my job, and glad that through Hasbarco we can make a difference in residents’ lives.

### ***INFORMATION TECHNOLOGY:***

Here is a snapshot of some of the current workload for the IT Department:

**Support** – HASBARCO IT continues to support all users both in the office or users working from home in troubleshooting issues as they arise. - **Ongoing**

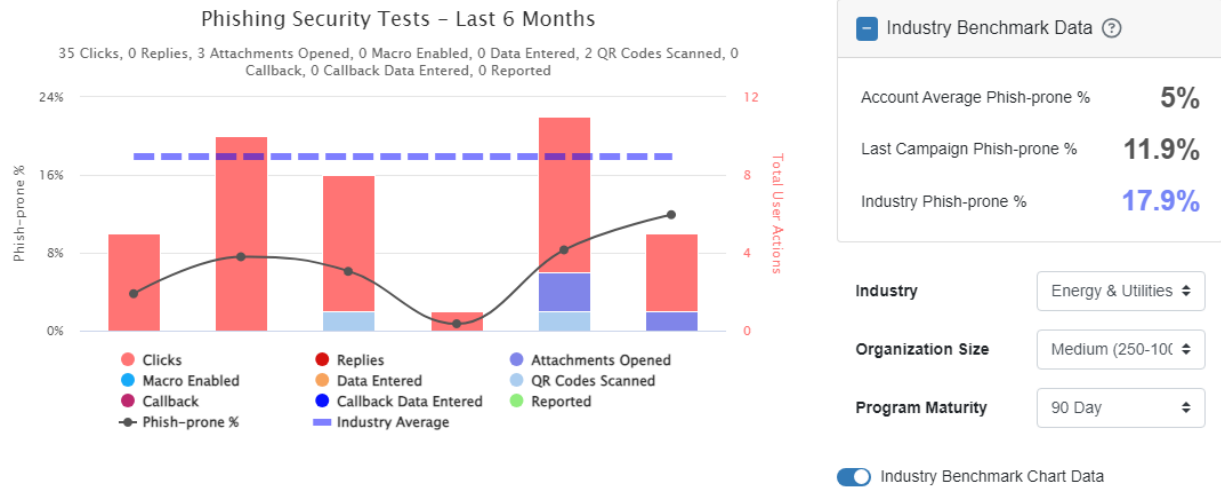
### **Other Projects**

- o Continuing to work with Vendors and our Development team for the Network infrastructure design, installation at different phases throughout the multitude of active projects. – Still on ongoing
  - o Active projects
    - Buena Tierra – **Still ongoing pending on some cameras once construction is fully completed.**
    - Cypress & 7<sup>th</sup> – **Still ongoing**
    - Escalante Meadows - **Still ongoing**

### **Monthly Email Phishing Campaign**

- The software that we use to conduct the monthly phishing campaigns is called “knowbe4” which is the world's largest integrated platform for security awareness training combined with simulated phishing attacks.
- **Most recent report shown below**

## Phishing



## Other Items:

### Yardi:

- We are continuing working on Inspection templates for maintenance staff to be able to utilize when conducting Move in, Move out, Health and Safety, Preventative Maintenance and UPCS inspections. – **Still on going**

### Summary

- Phase III (the final phase) of our project Move out/Vacate process went Live on Monday, April 1st!
- The Project Team participated in End-User Trainings over the last two weeks:
- We began with Maintenance IQ Mobile Inspections App training last week with the Maintenance Managers and their backups.
- On the week of March 25, three training sessions conducted by area for the new Move Out Process using the new Maintenance IQ Unit Turn functionality and the new Vacate Packet Workflow using the new Case Manager functionality.
- The trainings were recorded and one of the trainings was published in Aspire and now available, the link was distributed to all participants invited to the meeting.
- Follow-up sessions will be scheduled for early May with the training participants:
- The timing will allow a bit of time for users to really begin using the new process before we meet so that we can discuss:
  - Ideas to resolve issues and difficulties being encountered with the new process.
  - Ideas of how the processes, reports, functionality and setup can be improved.
- This weekend, final updates to setup for the new functionality will be conducted in the Live database.
- All move out processes through 3/31 should be conducted and completed with the current processes. Any new notices to move out as of 4/1 should follow the new process.
- We will continue to issue status reports periodically as we follow-up on the actively used functionality of the project.
- Thank you for everyone's continued time and dedication to participating in this project.

- Attached you will find reference guides that were created for staff and also available in **ASPIRE**

### ***STATE UPDATE:***

#### **Note from the CHC Executive Director:**

It can be easy to lose focus at this time of year in the Capitol, with dozens of different bill ideas moving through policy committees—including a lot of good ones—and the state’s budget picture still in flux ahead of tax season.

Amidst all of this noise and uncertainty, especially around **the state’s projected \$38 billion-plus revenue shortfall**, CHC’s message is simple: Now is not the time to stop funding affordable housing construction. And **we hope state leaders will do everything they can** in the next few months **to maintain the affordable housing pipeline**, keep tens of thousands of workers on the job, and give more struggling lower-income Californians a place to call home.

We are **actively supporting several policy vehicles** for achieving this goal: Restoring the \$500 million in housing tax credits the Governor proposed cutting in January; funding the state’s flagship Multifamily Housing Program in this year’s budget; putting a statewide housing bond on the November ballot; and helping pass ACA 1, a measure lowering the vote threshold to 55% for local housing bonds. We are also working closely with **Assemblymember Jesse Gabriel (D-Encino)**, chair of the Assembly Committee on Budget, on a new proposal, **AB 3160**, to make the state’s enhanced LIHTC permanent.

**All of these steps will be needed to maintain affordable housing production**—and all of them are achievable, even in a down budget year.

Getting them done will require us all to stay focused—and to keep reminding our state leaders that **the only way to rebuild California’s budget is by keeping Californians housed**.

- Legislative leaders and Governor Newsom identified \$12 billion to \$18 billion in funding “solutions” in the current budget that will trim a sizable portion of the projected budget shortfall. CHC and our partners continue to work with legislators to reject some of the proposed cuts.
- CHC continues to support AB 1657 (Wicks), a \$10 billion housing bond that would support a range of successful affordable housing programs.
- CHC board members, Laura Archuleta and Linda Mandolini, testified during the Assembly Budget Subcommittee No. 7 on Accountability and Oversight, chaired by Assemblymember Avelino Valencia (D-Anaheim). During the hearing both Laura and Linda emphasized how our state’s scalable investments have created more units, helping ensure low-income Californians have access to affordable housing.
- Reminder: Merritt Scholars applications are due on April 15th, please share with undergraduate and graduate students interested in affordable housing.

# Community Connection

## April 2024

- **In this issue:**
- HASBARCO Happenings
- Thriving Together
- Community Resources
- Property Spotlight



## HASBARCO Happenings: A Melodic Afternoon at Depot Street

Last month, Depot Street buzzed with excitement as the Concert Truck, courtesy of Cal Poly Arts, turned our neighborhood into a sunny, outdoor concert hall. Picture this: a bright day filled with classical tunes to modern melodies, right by our basketball court. It wasn't just an event; it was a magical gathering that united us through music.

The concert featured everything from playful Tom and Jerry music to soulful Rhapsody in Blue, delighting over 50 of us with a memorable mix of live music. The event brought together families, pets, and friends, some enjoying the show from their balconies, making it a truly community-centric experience.

Our resident services team added to the charm with tasty snacks and refreshments, while the collaboration between HASBARCO Resident Services, Housing Management, Maintenance teams, and Good Samaritan Case Managers made this day possible. A big thank you to Lourdes Espinoza for making this connection, bringing such joy to Depot Street.

Reflecting on this event, we're reminded of the beauty in unity and the joy our community shares in such moments. A heartfelt thank you to everyone involved in this day of music and community. Here's to more harmonious times ahead at Depot Street.





# Conexión Comunitaria

## Abril 2024

- **En esta edición:**
- Acontecimientos de HASBARCO
- Prosperando Juntos
- Recursos Comunitarios
- Enfoque en la Propiedad



### Acontecimientos de HASBARCO: Una Tarde Melódica en Depot Street

El mes pasado, Depot Street se llenó de emoción con la llegada del Concert Truck, cortesía de Cal Poly Arts, transformando nuestro vecindario en una sala de conciertos al aire libre y soleada. Imagínate esto: un día luminoso lleno de melodías clásicas hasta ritmos modernos, justo al lado de nuestra cancha de baloncesto. No fue solo un evento; fue una reunión mágica que nos unió a través de la música.

El concierto ofreció de todo, desde la música juguetona de Tom y Jerry hasta la conmovedora Rhapsody in Blue, deleitando a más de 50 de nosotros con una mezcla memorable de música en vivo. El evento reunió a familias, mascotas y amigos, algunos disfrutando del espectáculo desde sus balcones, convirtiéndolo en una experiencia verdaderamente centrada en la comunidad.

Nuestro equipo de servicios para residentes añadió encanto con deliciosos bocadillos y refrescos, mientras que la colaboración entre los Servicios para Residentes de HASBARCO, los equipos de Gestión de Viviendas, Mantenimiento y los Gestores de Casos del Buen Samaritano hicieron posible este día. Un gran agradecimiento a Lourdes Espinoza por hacer esta conexión, trayendo tanta alegría a Depot Street.

Reflexionando sobre este evento, nos recordamos de la belleza en la unidad y la alegría que nuestra comunidad comparte en momentos así. Un agradecimiento sincero a todos los involucrados en este día de música y comunidad. Aquí está por más tiempos armoniosos por delante en Depot Street.



# Thriving Together

## Stay Smart About Alcohol: Understanding Limits

**Alcohol Awareness Month** is a time to reflect on our alcohol consumption habits. Understanding the limits and recognizing warning signs of dependence can lead to healthier choices for all ages in our community. Here's a simple guide:

- **Health First:** Overdrinking can cause health issues, including liver damage and memory problems. The CDC recommends no more than 2 drinks a day for men and 1 for women.
- **Spotting the Signs:** Be aware of warning signs of alcohol dependence, such as needing more alcohol to feel its effects, difficulty cutting down on drinking, or drinking affecting daily activities.
- **Recognizing Symptoms:** Symptoms of alcohol-related illness include constant cravings for alcohol, withdrawal symptoms like shaking or sweating, and neglecting responsibilities.
- **Seek Support:** If you're concerned about your or someone else's drinking habits, it's okay to seek help. Sharing concerns with trusted friends or family can be a first step. Local resources are also available for support.

Our community's well-being is our priority. Let's support each other in making informed choices about alcohol use.



## Alcohol Alternatives

Choosing alternatives to alcohol is a great way to make a healthy choice and support friends who are trying to stay sober. Here are some popular and refreshing options:

- **Sparkling Water:** Add a twist of lime, lemon, or cucumber for a refreshing and hydrating drink.
- **Mocktails:** Non-alcoholic versions of popular cocktails. Try a Virgin Mojito or a No-Tequila Sunrise.
- **Herbal Teas:** A wide variety, served hot or iced, can be relaxing and healthful.
- **Fruit Infusions:** Combine fruits like berries, oranges, or peaches with water or iced tea for a flavorful drink.
- **Non-Alcoholic Beer and Wine:** These provide the experience of drinking beer or wine without the alcohol content.
- **Smoothies:** Blend your favorite fruits with yogurt or milk for a nutritious treat.



Trying out these non-alcoholic options can make for fun times without alcohol.

### Sources:

- Centers for Disease Control and Prevention (CDC) – Alcohol Use and Your Health
- National Institute on Alcohol Abuse and Alcoholism (NIAAA) – Understanding Alcohol Use Disorder

# Prosperando Juntos

## Mantente Inteligente Sobre el Alcohol: Entendiendo los Límites

**El Mes de Concienciación sobre el Alcohol** es un momento para reflexionar sobre nuestros hábitos de consumo de alcohol. Entender los límites y reconocer las señales de advertencia de la dependencia puede llevar a decisiones más saludables para todas las edades en nuestra comunidad. Aquí tienes una guía simple:

**Salud Primero:** Beber en exceso puede causar problemas de salud, incluyendo daño hepático y problemas de memoria. El CDC recomienda no más de 2 bebidas al día para hombres y 1 para mujeres.

**Identificando las Señales:** Esté atento a las señales de advertencia de la dependencia del alcohol, como necesitar más alcohol para sentir sus efectos, dificultad para reducir el consumo de alcohol o que el consumo de alcohol afecte las actividades diarias.

**Reconociendo Síntomas:** Los síntomas de la enfermedad relacionada con el alcohol incluyen antojos constantes de alcohol, síntomas de abstinencia como temblores o sudoración, y el descuido de responsabilidades.

**Buscar Apoyo:** Si te preocupa tu hábito de beber o el de alguien más, está bien buscar ayuda. Compartir preocupaciones con amigos o familiares de confianza puede ser un primer paso. También hay recursos locales disponibles para apoyo. El bienestar de nuestra comunidad es nuestra prioridad. Apoyémonos unos a otros para tomar decisiones informadas sobre el uso del alcohol.

### Fuentes:

- Centers for Disease Control and Prevention (CDC) – Alcohol Use and Your Health
- National Institute on Alcohol Abuse and Alcoholism (NIAAA) – Understanding Alcohol Use Disorder



## Alcohol Alternatives

Elegir alternativas al alcohol es una excelente manera de tomar una decisión saludable y apoyar a amigos que están intentando mantenerse sobrios. Aquí tienes algunas opciones populares y refrescantes:

- **Agua con Gas:** Añade un toque de lima, limón o pepino para una bebida refrescante e hidratante.
- **Mocktails:** Versiones sin alcohol de cócteles populares. Prueba un Mojito Virgen o un Amanecer sin Tequila.
- **Tés de Hierbas:** Una amplia variedad, servida caliente o fría, puede ser relajante y saludable.
- **Infusiones de Frutas:** Combina frutas como bayas, naranjas o duraznos con agua o té helado para una bebida llena de sabor.
- **Cerveza y Vino Sin Alcohol:** Estos ofrecen la experiencia de beber cerveza o vino sin el contenido de alcohol.
- **Batidos:** Mezcla tus frutas favoritas con yogur o leche para un bocadillo nutritivo.



Probar estas opciones sin alcohol puede resultar en momentos divertidos sin necesidad de alcohol.

# Community Resources/Recursos Comunitarios

## High School Equivalency Program, Career, Job Training, and Youth Services

**SER Jobs for Progress** has programs to help **farmworkers and their families** acquire the skills needed to retain agricultural jobs or start new careers. Eligible farmworkers are those individuals who primarily depend on employment in agricultural labor. Call us to know if you qualify.

### High School Equivalency Program

- Free books & supplies
- Free testing
- Free classes

### Programa de Equivalencia a la Preparatoria

- Libros Gratis
- Exámenes Gratis
- Clases Gratis

**APPLY NOW**



**REGISTRATE**



### SER NFPJ Services

- Career Services:
  - Skills Assessment & counseling
  - Job Search & placement assistance
- Training Services:
  - Occupational skills and job training
  - On the job Training Opportunities
  - Entrepreneurial training
- Youth Services: tutoring, dropout prevention
  - Paid and unpaid work experience
  - Occupational skills training
  - Financial literacy & entrepreneurial skills training

**Call: 805-310-55770**  
**or visit:**  
**[www.SER-National.org](http://www.SER-National.org)**

## Programa de Equivalencia a la Preparatoria, Servicios para Obtener una Carrera, Entrenamiento de Trabajo, y Servicios para los Jovenes

**SER Jobs for Progresstiene** programas que le ayudan a **los trabajadores del campo y sus familias** a obtener las destrezas necesarias para mantener su trabajo en la agricultura o comenzar una nueva carrera. Los trabajadores del campo elegibles son aquellos quienes primordialmente dependen del trabajo en la agricultura. Llámanos para saber si califica.

### Servicios de SER NFPJ

- Servicios de Carrera:
  - Consejería & Evaluaciones de Habilidades
  - Asistencia de Búsqueda de Trabajo y Asistencia de Colocación en un Trabajo
- Servicios de Entrenamiento:
  - Destrezas Ocupacionales y Entrenamiento de trabajo
  - Oportunidades de Capacitación de Trabajo
  - Entrenamiento para Emprendedores
- Servicios para Jovenes: Tutoria, Prevención de la deserción
  - Experiencia de trabajo remunerado y no remunerado
  - Educación Financiera y entrenamiento de emprendedores de negocios.

**Llama: 805-310-55770**  
**o visita:**  
**[www.SER-National.org](http://www.SER-National.org)**



# Community Resources/Recursos Comunitarios

Available to all SB County Residents!  
¡Disponible para todos los residentes del condado de SB!



## Lompoc Adult School and Career Center

320 North J Street Lompoc CA 93436

Start Anytime! ¡Comience en cualquier momento!



Over 300 Programs! ¡Más de 300 Programas!



Online/Hybrid & In-Person Classes  
Clases en línea/híbridas y en persona

Self-Paced Classes / Clases a su propio ritmo  
[www.lusd.org/las](http://www.lusd.org/las) [las@lusd.org](mailto:las@lusd.org) 805-742-3100



## LASCC FREE Programs/Services – Programas/Servicios GRATUITOS

Online and Hybrid – Start Anytime!

En línea e híbrido: ¡comience en cualquier momento!



¡Gratis! Free!

- High School Diploma
- Full-Service Career and College Transition Center
- Certified Nursing Assistant
- English as a Second Language Level I, Level II, Citizenship
- Computer Basics
- Parent Education Workshops



- Diploma de escuela secundaria
- Centro de servicio completo de transición profesional y universitaria
- Asistente de Enfermería Certificado
- Inglés como Segundo Idioma Nivel I, Nivel II, Ciudadanía
- Conceptos básicos de computación
- Certificación de paraeducador (asistente de maestro)
- Talleres de Educación para Padres

### In-Person Industry Certification Programs

Programas de certificación de la industria en persona

Offered On Site with Local Externships / Ofrecido en el sitio con pasantías locales  
Industry Certification Exam Included / Examen de Certificación de la Industria Incluido

Starting at \$1,995 - Scholarships Available / Desde \$1,995 - Becas disponibles  
Fall and Winter Schedules / Horarios de otoño e invierno

- ✓ Clinical Medical Assistant / Asistente Médico Clínico
- ✓ Electrocardiography Technician / Técnico en Electrocardiografía
- ✓ Pharmacy Technician / Técnico de Farmacia
- ✓ Emergency Medical Technician / Técnico de Urgencias Médicas
- ✓ Phlebotomy Technician / Técnico en flebotomía



### Hundreds of Online Career Certification Programs

Cientos de programas de certificación de carrera en línea

As short as 6 weeks – Starting at \$90 / Tan solo 6 semanas: desde \$90

Instructor Led or Self-Paced – Local Externships • Dirigido por un instructor o a su propio ritmo: pasantías locales

Hundreds of Courses – Start anytime! • Cientos de cursos: ¡comience en cualquier momento!

- ✓ Arts and Design / Artes y Diseño
- ✓ Business Legal / Negocios Legales
- ✓ Computer Applications / Aplicaciones Informáticas
- ✓ Computer Technology / Tecnología Informática
- ✓ Construction & Skilled Trades / Construcción y oficios especializados
- ✓ Healthcare / Industria de la salud



Lompoc Adult School and Career Center

805-742-3100

[las@lusd.org](mailto:las@lusd.org)

[www.lusd.org/las](http://www.lusd.org/las)

# Buena Tierra Spotlight

## Community Room Activities

### Tuesdays

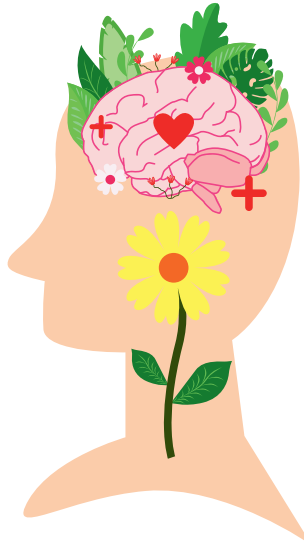
Life Skills Group Meetings (snacks are provided)

- 11-12: Coping Skills
- 1-2 Guided Meditation

### Thursdays

Coffee and Community Time with AmeriCorps

- 2-3



## Transportation to Unity Shoppe Mondays and Fridays

The Unity Shoppe's Family Services Center in Santa Barbara offers a Free Store where residents can obtain free groceries, clothing, and footwear.

Good Samaritan Case Managers will provide transportation to the Unity Shoppe on Mondays and Fridays only. Please reach out to the Good Samaritan Case Manager team to schedule your ride.



## Safety Reminder

Please keep walkways and common areas free of obstacles. This includes:

- Boxes
- Plants
- Porch decorations

Ensuring these areas are clear is crucial for fire safety and emergency access. Additionally, it's important to inform any visitors of these rules to maintain a safe space for everyone.

Thank you for your cooperation and understanding. Together, we can make our community safer and more enjoyable for all. - Housing Management



# Enfoque de Buena Tierra

## Actividades del Salón Comunitario

### Martes

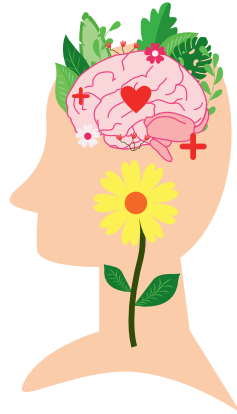
Reuniones del Grupo de Habilidades para la Vida (se proporcionan bocadillos)

- 11-12: Habilidades de Afrontamiento
- 1-2 Meditación Guiada

### Jueves

Café y Tiempo Comunitario con AmeriCorps

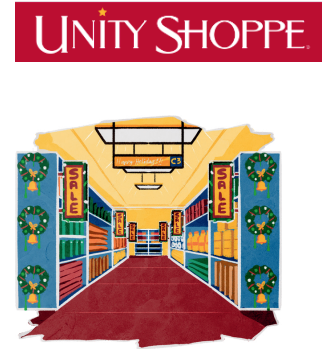
- 2-3



## Transporte hacia Unity Shoppe Lunes y Viernes

El Centro de Servicios Familiares de Unity Shoppe en Santa Bárbara ofrece una Tienda Gratuita donde los residentes pueden obtener alimentos, ropa y calzado gratis.

Los Gestores de Casos del Buen Samaritano proporcionarán transporte hacia Unity Shoppe solo los lunes y viernes. Por favor, comuníquese con el equipo de Gestores de Casos del Buen Samaritano para programar su transporte.



## Recordatorio de Seguridad

Por favor, mantengan las vías de paso y áreas comunes libres de obstáculos. Esto incluye:

- Cajas
- Plantas
- Decoraciones de porche

Asegurarse de que estas áreas estén despejadas es crucial para la seguridad contra incendios y el acceso de emergencia. Además, es importante informar a cualquier visitante sobre estas reglas para mantener un espacio seguro para todos.

Gracias por su cooperación y comprensión. Juntos, podemos hacer que nuestra comunidad sea más segura y agradable para todos. – Administración de Viviendas





# Central Plaza/TZG Spotlight



## FOOD DISTRIBUTIONS

Foodbank of Santa Barbara County will distribute free groceries and fresh produce at the following locations. No documentation/registration required. Everyone is welcome. Measures have been taken to ensure the safety and cleanliness of each site.

UPDATED  
FEBRUARY 6, 2024



- Membership  
Barcode Used



- Drive-thru

## FRESH PRODUCE AND HEALTHY GROCERIES

### SANTA MARIA

**Allan Hancock College**   
800 S. College Dr.  
1st & 3rd Saturday from 8-10:30am

**American GI Forum**  
117 W Bunny Ave.  
2nd Tuesday from 1-4pm

**Boys & Girls Club**   
901 N Railroad Ave., Santa Maria  
2nd Saturday, 8:30-10:30am

**Coast Valley Worship Center**  
2548 S. Broadway  
Every Tuesday, 10-11am

**Elks Lodge**   
1309 N. Bradley Rd.  
Last Thursday of the month, 9am

**Evans Park**   
200 W. Williams St.  
Call for distribution date  
805-925-4393 x3104

**Santa Maria Fairpark**   
937 S Thornburg  
3rd Wednesday, 8-11am

**Oasis Orcutt Senior Center**   
420 Soares Ave.  
3rd Thursday, 9-10:30am

**Orcutt Presbyterian Church**   
993 Patterson Rd.  
Every Friday, 2-4pm

**Red Oaks Baptist Church**   
3600 Pinewood Dr  
4th Monday, 3-5pm

**Residences of Depot St.**   
201 W Depot St.  
3rd Wednesday, 3pm

**Rescue Mission**  
Foursquare Church parking lot  
709 N. Curryer St.  
Every Thursday, 4:30-5pm

**Salvation Army**  
200 W. Cook Ave.  
Every Monday, Wednesday and  
Friday, 9-4pm

**St. Peter's Episcopal Church**  
402 S. Lincoln St.  
Thursdays, 9:30-11am

**Veterans Clinic**  
1550 E Main St  
4th Wednesday, 3-4:30pm

### GUADALUPE

**Beatitude House**  
267 Campodonico Ave.  
Every Tuesday, 10-11:30am

**Family Service Center**  
230 Cesar E. Chavez  
Last Thursday of the month, 12pm

**Guadalupe Senior Center**  
4545 10th St.  
First Thursday, 11:30-2pm

### NIPOMO

**Nipomo Food Basket**  
197 W. Tefft St.  
Every Monday, Tuesday and  
Thursday, 10-1pm

### LOMPOC

**Catholic Charities**  
329 N. 2nd St.  
Monday-Friday, 10-11:45am  
12:30p-2pm

**Lompoc High School**   
515 W. College Ave.  
Last Saturday of the month,  
8-11a  
(If holiday interferes, this will  
move to the prior Saturday)

**Mission Hills Shopping Center**   
1450 Burton Mesa Blvd  
1st Monday, 3-5pm  
(If holiday interferes, this will  
move to the following month)

**Santa Rita Village**   
926 W. Apricot Ave  
4th Wednesday, 10-11:30am

**Trinity Church of the Nazarene**   
500 E North Ave, Lompoc  
2nd Monday, 3-5pm

### LOS ALAMOS

**People Helping People**   
260 Gonzalez Dr  
Every other Thursday, 10-11am  
Call 805-686-0295 for more info

### NEW CUYAMA

**Cuyama Family Resource Center**  
4689 Highway 166  
3rd Friday, 11am

### SOLVANG/SANTA YNEZ

**Bethania Lutheran Church**   
603 Atterdag Rd.  
Every Tuesday, 5:15-6:45pm

**People Helping People**   
1760 Mission Drive  
Every other Thursday, 12-4pm  
Call 805-686-0295 for more info

### BUELLTON

**Santa Ynez Valley Community Outreach**  
(formerly Buellton Senior Center)  
164 W Hwy 246 (Behind post office)  
Daily, 24/7

**Veterans Pantry**  
164 W Hwy 246  
Monday - Friday 8-5pm

### GOLETA/ISLA VISTA

**Goleta Valley Community Center**  
5679 Hollister Ave.  
2nd Saturday, 8:30-10:30am

**Good Shepherd Pantry**  
380 N. Fairview Ave.  
1st Saturday, 9-10am

**L.E.A.P.**  
I.V. Elementary School  
6875 El Colegio Rd.  
3rd Thursday, 11:30-5:30pm  
By Appointment ONLY  
Contact Ana Maya, 805-869-3303

**Sandpiper Apartments**  
375 Ellwood Beach Dr.  
1st Thursday, 9am

### SAN LUIS OBISPO

**St. Patrick's Church**  
501 Fair Oaks Ave.  
Tuesday-Thursday, 4-5pm

### SANTA BARBARA

**Catholic Charities**  
609 E. Haley St.  
Monday-Friday, 9-4:30pm

**Children's Park (Lower Westside)**   
520 Wentworth Ave.  
1st Tuesday, 1pm  
2nd Tuesday, 1pm

**El Camino School**   
5020 San Simeon Dr  
4th Thursday, 4-6pm

**Franklin Community Center**   
1136 E. Montecito St.  
3rd Tuesday, 1:30pm  
Every Thursday, 1pm

**Franklin Elementary School**   
1111 E Mason St., Santa Barbara  
3rd Saturday, 8:30-10:30am

**Grace Food Pantry**  
3689 State St.  
1st, 2nd, 3rd & 4th Saturday, 9am

**Harding Elementary Auditorium**   
1625 Robbins St  
4th Tuesday, 2:30-5pm  
Call (805) 967-5741

**Iglesia Bautista**  
736 W. Islay St  
3rd Thursday, 2pm

**La Cumbre Jr. High School**  
2255 Modoc Rd.  
3rd Thursday 2:30-4:30pm

**McKinley Elementary School**   
350 Loma Alta Dr  
2nd Tuesday 2:30-4:30pm

**New Life Church**  
50 E. Alamar Ave.  
3rd Tuesday, 1-2:30pm

**Positano Apartments**  
11 Camino De Vida  
3rd Monday, 3:30pm

**Presidio Springs**   
721 Laguna St.  
3rd Wednesday, 2-5pm

**Salvation Army**  
4849 Hollister Ave.  
Tuesdays, Thursdays, 9-12pm  
Wednesdays, 1-4pm

**Unity Shoppe**   
110 W. Sola St.  
Monday-Friday, 10-5pm

**Westside Community Center**  
423 W. Victoria St.  
Every Monday, 1pm

### CARPINTERIA

**Carpinteria Children's Project**  
5201 8th St.  
2nd Wednesday, 3-5:30pm

**Reality Church**  
Location is at Girls Inc.  
5315 Foothill Rd.   
Last Thursday of the month,  
4-5:30pm

## PREPARED MEALS

### SANTA MARIA

**Coast Valley Worship Center**  
Salvation Army Parking Lot  
200 W. Cook Ave.  
Every Thursday, 10-11:30am  
Showers and hot food:  
805-739-1512

**Salvation Army**  
200 W. Cook Ave.  
Monday-Thursday,  
11-12pm

### BUELLTON

**Santa Ynez Valley Community Outreach**  
(formerly Buellton Senior Center)  
164 W Hwy 246 (Behind post office)  
Call for information:  
(805) 688-4571

### SANTA BARBARA

**Santa Barbara Rescue Mission**  
535 E Yananoli St.  
Daily (except Wednesday),  
6-6:30am & 6-6:30pm  
Wednesday, 8:15-10am

### LOMPOC

**Half Century Club**  
341 North N St.  
Every Thursday, 5-5:45pm  
**La Purisma Catholic Church**  
333 South I St.  
Every Friday, 4-4:45pm  
**Lompoc Foursquare Church**  
125 North C St.  
Every Monday, 4pm

**Micah Mission**  
500 E North Ave.  
Every Saturday, 1-2:30pm  
138 North B St.  
Sunday, 5-6:30pm

**St. Timothy's Church**  
403 North J St.  
Every Tuesday, 4-5:45pm



# Fire Drills



Dear Residents,

We are pleased to inform you that our next fire drills will take place on **Tuesday, April 9, 2024 from 11am to 11:30am** at **Ted Zenich Gardens**. The following day on **April 10, 2024 from 3pm to 4pm** will be at **Central Plaza**. The purpose of these drills is to ensure that everyone is familiar with our fire evacuation procedures and to practice them in a safe and controlled manner. After the drills, we will hold a debrief session to discuss how the drill went and address any issues or concerns that were raised. This will help us improve our emergency preparedness for future drills. We encourage all residents to participate in the fire drill to ensure that everyone is prepared in the event of a real emergency. Your safety is our top priority, and we appreciate your cooperation





# Enfoque de Central Plaza/TZG



## DISTRIBUCIONES DE ALIMENTOS

El Banco de Comida del Condado de Santa Barbara distribuirá comestibles saludables y productos frescos gratuitos a la comunidad en los siguientes sitios. No se requiere documentos ni cita previa para asistir los sitios. Todos son bienvenidos. Se han tomado medidas para garantizar la seguridad y limpieza de cada sitio.

ACTUALIZADO  
6 DE FEBRERO 2024



- Se utiliza  
tarjeta de  
membresía



- Servicio  
por auto

## PRODUCTOS FRESCOS Y COMESTIBLES SALUDABLES

### SANTA MARIA

Allan Hancock College  
800 S. College Dr.  
1er & 3er sábado, 8-10:30am



American GI Forum  
117 W Bunny Ave.  
2do martes, 1-4pm

Boys & Girls Club  
901 N Railroad Ave., Santa Maria  
2do sábado, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
cada martes, 10-11am

Elks Lodge  
1309 N. Bradley Rd.  
último jueves del mes, 9am



Evans Park  
200 W. Williams St.  
Llamar para día de distribución  
805-925-4393 x3104

Santa Maria Fairpark  
937 S Thornburg  
3er miércoles, 8-11:00am

Oasis Orcutt Senior Center  
420 Soares Ave.  
3er jueves, 9-10:30am

Orcutt Presbyterian Church  
993 Patterson Rd.  
cada viernes, 2-4pm

Red Oaks Baptist Church  
3600 Pinewood Dr  
4to lunes, 3-5pm

Residences of Depot St.  
201 W Depot St.  
3er miércoles, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
cada jueves, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
cada lunes, miércoles y viernes, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Veterans Clinic  
1550 E Main St  
4to miércoles, 3-4:30pm

### GUADALUPE

Beatitude House  
267 Campodonico Ave.  
cada martes, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
El último jueves de cada mes, 12pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

### NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
lunes-viernes, 10-11:45am  
12:30-2pm

Lompoc High School  
515 W. College Ave.  
El último sábado de cada mes\*,  
8-11am

\*Si el día festivo interfiere, esto se  
moverá al sábado anterior.

Mission Hills Shopping Center  
1450 Burton Mesa Blvd  
1er lunes, 3-5pm

\*Si el día festivo interfiere, esto  
se moverá al siguiente mes.

Santa Rita Village  
926 W. Apricot Ave  
4to miércoles, 10-11:30am

Trinity Church of the Nazarene  
500 E North Ave, Lompoc  
2do lunes, 3-5pm

### LOS ALAMOS

People Helping People  
260 Gonzalez Dr  
cada otro jueves, 10-11am

Llame 805-686-0295 para mas  
información

### NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3er viernes, 11am

Bethania Lutheran Church  
603 Atterdag Rd.  
cada martes, 5:15-6:45pm

People Helping People  
1760 Mission Drive  
cada otro jueves, 12-4pm

Llame 805-686-0295 para mas  
información

### BUELLTON

Santa Ynez Valley Community  
Outreach  
(antes Buellton Senior Center)  
164 W Hwy 246 (detrás de la oficina  
de correos)  
diario 24/7

Veterans Pantry  
164 W Hwy 246  
lunes - viernes 8-5pm

### GOLETA/ISLA VISTA

Goleta Valley Community Center  
5879 Hollister Ave.  
2do sábado, 8:30-10:30am

Good Shepherd Pantry  
380 N. Fairview Ave.  
1er sábado, 9-10am

L.E.A.P  
I.V. Elementary School  
6875 El Colegio Rd.  
3er jueves, 3:30-6:30pm

SOLO por cita, contáctese  
Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.

### SAN LUIS OBISPO

St. Patrick's Church  
501 Fair Oaks Ave.  
martes-jueves, 4-5pm

### SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
lunes-viernes, 9-4:30pm

Children's Park (Lower Westside)  
520 Wentworth Ave.  
1er martes, 1pm  
2do martes, 1pm

El Camino School  
5020 San Simeon Dr  
4to jueves, 4-6pm

Franklin Community Center  
1136 E. Montecito St.  
3er martes, 1:30pm  
cada jueves, 1pm

Franklin Elementary School  
1111 E Mason St., Santa Barbara  
3er sábado, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1er, 2do, 3er & 4to sábado, 9am

Harding Elementary Auditorium  
1625 Robbins St  
4to Martes, 2:30-5pm

Iglesia Bautista  
736 W. Islay St  
3er Jueves, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3er jueves, 2:30-4:30pm

McKinley Elementary School  
350 Loma Alta Dr  
2do Martes, 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3er Martes, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3er Lunes, 3:30pm

Presidio Springs  
721 Laguna St.  
3er Miércoles, 2-5pm

Salvation Army  
4849 Hollister Ave.  
martes, jueves, 9-12pm  
miércoles, 1-4pm

Unity Shoppe  
110 W. Sola St.  
lunes-viernes, 10-5pm

Westside Community Center  
423 W. Victoria St.  
cada lunes, 1pm

### CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2do miércoles, 3:30-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.

El último jueves de cada mes,

## COMIDAS PREPARADAS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
cada jueves, 10-11:30am  
Se sirven duchas y  
comida calientes 805-739-1512

Salvation Army  
200 W. Cook Ave.  
lunes - jueves, 11am-12pm

### BUELLTON

Santa Ynez Valley  
Community Outreach  
(antes Buellton Senior  
Center)  
164 W Hwy 246 (detrás de la  
oficina de correos)  
Llame para información:  
(805) 688-4571

### SANTA BARBARA

Santa Barbara Rescue  
Mission  
535 E Yananoli St.  
diario (no miércoles),  
6-6:30am, 6-6:30pm  
miércoles, 8:15-10am

### LOMPOC

Half Century Club  
341 North N St.  
cada jueves, 5-5:45p,  
La Purisma Catholic Church  
333 South I St.  
cada viernes, 4-4:45pm  
Lompoc Foursquare Church  
125 North C St.  
cada lunes, 4pm

Micah Mission  
500 E North Ave.  
cada sábado, 1-2:30pm  
138 North B St.  
cada domingo, 5-6:30pm

St. Timothy's Church  
403 North J St.  
cada martes, 4-5:45pm

# Simulacros de Incendio

Nos complace informarles que nuestros próximos simulacros de incendio se llevarán a cabo el **martes 9 de abril de 2024, de 11am 11:30am en Ted Zenich Gardens**. Al día siguiente, **el 10 de abril de 2024, de 3pm-4pm, será en Central Plaza**. El propósito de estos simulacros es asegurar que todos estén familiarizados con nuestros procedimientos de evacuación por incendio y practicarlos de manera segura y controlada.

Después de los simulacros, llevaremos a cabo una sesión de evaluación para discutir cómo se desarrolló el simulacro y abordar cualquier problema o preocupación que surgió. Esto nos ayudará a mejorar nuestra preparación para emergencias en futuros simulacros. Alentamos a todos los residentes a participar en el simulacro de incendio para asegurar que todos estén preparados en caso de una emergencia real. Su seguridad es nuestra principal prioridad, y agradecemos su cooperación.



# Creekside Spotlight/Enfoque de Creekside

## Creekside Residents "Benefits of Gardening"

**Wednesday, April 24th, 4-5:00PM  
at the Creekside  
Community Room**

Join us and learn the health benefits of gardening and about the roles of plants in the environment while you **create your own flower pot to grow at home!**



Raffle and light refreshments will be provided.

**Raffle  
Prize**



Questions? Contact Resident Services Specialist  
Yesica Sanchez, 805-562-6576 or  
[yesicasanchez@hasbarco.org](mailto:yesicasanchez@hasbarco.org)



## Residentes de Creekside "Beneficios de la jardinería"

**Mircoles, el 24 de Abril, 4-5:00 p.m.  
en la salon comunitario de Creekside**

¡Únase con nosotros y conozca los beneficios de la jardinería para la salud y la funcion de las plantas en el medio ambiente mientras **hace su propia maceta para cultivar en casa!**



Habrà una rifa y aperitivos ligeros.

**Premio  
de la rifa**



¿Preguntas? Comuníquese con la especialista en servicios para residentes Yesica Sanchez, 805-562-6576 o  
[yesicasanchez@hasbarco.org](mailto:yesicasanchez@hasbarco.org)





# Cypress Court Spotlight

## Central Coast Commission For Senior Citizens –Senior Nutrition Program Cypress Court & Stanley Horn Homes

Your Community Central Coast Senior Nutrition Program is waiting to serve you. Free Lunch program for Seniors. Served daily at two of our HASBARCO Locations.

Cypress Court: 125 South 7th Street. Lompoc, CA Monday-Friday at 11:30am  
Stanley Horn Homes: 640 North Q Street. Lompoc, CA Monday- Friday at 12:00pm

Please call to sign up for your free meal (805) 925-9554 Option 1 or Email:  
[meals@centralcoastseniors.org](mailto:meals@centralcoastseniors.org)





# Enfoque de Cypress Court

## Central Coast Commission For Seniors Citizens–Programa de Nutrición Cypress Court y Stanley Horn Homes

Su programa comunitario de nutrición para personas mayores de la Costa Central está esperando para servirle. Programa de almuerzo gratis para personas mayores. Servido diariamente en dos de nuestras localizaciones de HASBARCO.

Cypress Court: 125 South 7th Street. Lompoc, California, lunes a viernes, 11:30 a.m.

Stanley Horn Homes: 640 North Q Street. Lompoc, CA Lunes a viernes 12:00 p.m.

Llame para inscribirse para su comida gratis al (805) 925-9554 Opción 1 o correo electrónico: [meals@centralcoastseniors.org](mailto:meals@centralcoastseniors.org)





# Cypress Court Spotlight / Enfoque

## EARTH DAY EVENT

**Cypress Court**

**Wednesday, April 17th 2024**

**2:00–3:30pm**



Planting, Painting Rocks, Tips on Recycling and How To Save Energy. To end the event join Resident Services Specialist on a walk around Cypress Court to pick up Trash.

**Let's Save The Earth Together!**

Questions: Call your Resident Service Specialist: Maria Conchita Lopez  
(805) 400-2480.



## EVENTO DEL DÍA DE LA TIERRA

**Cypress Court**

**Miércoles 17 de abril del 2024**

**2:00–3:30pm**



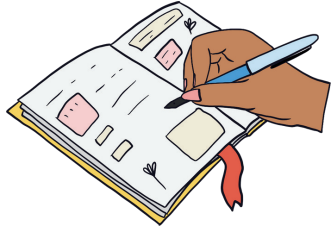
Plantar, pintar rocas, información sobre reciclaje y cómo ahorrar energía. Para finalizar el evento, únete con la especialista de residentes en una caminata por Cypress Court para recoger basura.

**¡Salvemos juntos la Tierra!**

Preguntas: Llame a su Especialista de Servicios para Residentes : Maria Conchita Lopez  
(805) 400-2480.



# Cypress Court Spotlight / Enfoque



CALLING  
ALL  
SENIORS



## Join Our Senior Wellness Promotion Program!

### Enriching & Community-Building Activities for Seniors with Silvia from FSA

Activities For the month of April 2024:

4/4: Drawing.

4/11: Journaling.

4/18: Coloring and listen to music.

4/25: Vision Board.

Sign up today with Maria Conchita Lopez or walk into the program at Cypress Court Community Room on Tuesdays From 12:00 - 2:00 pm.

Maria Conchita Lopez  
Resident Services Specialist  
Call or Text: 805-400-2480  
marialopez@hasbarco.org

## ¡Únete a Nuestro Programa de Promoción de Bienestar!

### Actividades Enriquecedoras y de Construcción Comunitaria para Personas Mayores con Silvia de FSA

Actividades Para el mes de Abril 2024:

4/4: Dibujar.

4/11: Escribiendo en un diario.

4/18: Colorear y escuchar música.

4/25: Tablero de visión.

Regístrese hoy con María Conchita López o ingrese al programa en el salón comunitario de Cypress Court los martes de 12:00 a 2:00 p.m.

María Conchita López  
Especialista en servicios para residentes  
Llame o envíe un mensaje de texto: 805-400-2480  
marialopez@hasbarco.org



# Depot Spotlight

THE HOUSING AUTHORITY AND  
GOOD SAMARITAN STAFF  
INVITE YOU TO

## GOOD NEIGHBOR/ HA LEASE QUIZ GAME 2ND SESSION



**FRIDAY  
APRIL 5TH**

**1:00PM - 2:30PM**

**Depot Community Room  
200 N. Depot St**

Join us for a fun afternoon filled with  
questions, and laughs.

**WIN A PRIZE!**  
**IF YOU ATTEND ALL THE SESSIONS**

PLEASE RSVP TO 661-974-1972 OR  
805-266-1194



Hosted by Depot Case Managers



## Zucchini Bread Day

Join us for a community walk and some  
zucchini bread to celebrate GSS case  
manager Victoria's departure to wish her  
luck on her new adventure!

### Zucchini Benefits:

1. Promotes eyesight
2. Promotes immune health
3. May lower blood sugar levels



## Fire Drills

April 24rd, 2024

Alarms will be set around 3pm  
3pm-3:30pm

Please meet at the basketball  
court. Flyers will be sent out with  
more information.



# Enfoque de Depot

LA AUTORIDAD DE VIVIENDA Y EL  
PERSONAL DEL BUEN  
SAMARTIANO LOS INVITAN A

## BUEN VECINO/HA PREGUNTAS DE ARRENDAMIENTO JUEGO DE PREGUNTAS



**VIERNES  
ABRIL 5TH**

**1:00PM - 2:30PM**  
Salon Comunitario de Depot  
200 N. Depot St

Únase con nosotros para una tarde  
divertida llena de preguntas y risas.



**PUEDEN GANAR UN PREMIO!  
SI ASISTES A TODAS LAS SESIONES**



POR FAVOR RSVP 661-974-1972 OR  
805-266-1194

Hosted by Depot Case Managers



## Zucchini Bread Day

Join us for a community walk and some  
zucchini bread to celebrate GSS case  
manager Victoria's departure to wish her  
luck on her new adventure!

### Zucchini Benefits:

1. Promotes eyesight
2. Promotes immune health
3. May lower blood sugar levels



## Simulacros de Incendio



24 de Abril 2024

Las alarmas se establecen  
alrededor de las 3pm.

3pm-3:30pm

Por favor, reúnanse en las cancha de  
baloncesto.

Se enviaran folletos con mas  
información.



# Evans Park Spotlight

## Fire Drills at Evans Park

All Evans Park residents to participate with the fire drill. When the fire drill begins on **Tuesday, April 9th from 8:30–9:30am:** B&G Club and Office Building will meet behind the Maintenance parking lot.

**9:30– 10:30am:** Evans Park property will meet at the basketball court.

Participating in fire drills are important for several reasons:

- Fire drills help reduce panic by regularly practicing.
- Fire drills help emergency responders, such as fire departments, understand the building's layout and emergency procedures, improving their response.
- Can help save lives in the event of a real fire.
- Fire drills can identify vulnerabilities in emergency procedures, allowing for improvements to be made
- Help people become familiar with emergency procedures, including evacuation routes and assembly points.

Evans Park fire from November 2022:



## Job Readiness Event

**Join us Wednesday, April 24th from 3–4:30pm** at the Evans Park community room to learn the necessary steps needed to transition into the workforce.

Job readiness encompasses a range of skills and preparation depending on the individual. During this event you will learn about:

- Resumes
- Cover letters
- References
- Resources
- How to dress for an interview
- Community education and more!

By focusing on job readiness, you can increase your chances of securing employment, achieving job satisfaction, and advancing in your career.





# Enfoque de Evans Park

## Simulacros de incendio en Evans Park

Todos los residentes de Evans Park participarán en el simulacro de incendio. Cuando comience el simulacro de incendio el **martes 9 de abril a las**

**8:30-10:30am:** B&G Club y el edificio de oficinas se reunirán detrás del estacionamiento de mantenimiento.

**9:30-10:30 am:** La propiedad de Evans Park se reunirá en la cancha de baloncesto.

Participar en simulacros de incendio es importante por varias razones:

- Los simulacros de incendio ayudan a reducir el pánico al practicarlos con regularidad.
- Los simulacros de incendio ayudan al personal de emergencia, como los departamentos de bomberos, a comprender la distribución del edificio y los procedimientos de emergencia, lo que mejora su respuesta.
- Puede ayudar a salvar vidas en caso de un incendio real.
- Los simulacros de incendio pueden identificar vulnerabilidades en los procedimientos de emergencia, lo que permite realizar mejoras.
- Ayude a las personas a familiarizarse con la emergencia, procedimientos, incluidas rutas de evacuación y puntos de reunión.

Incendio de Evans Park de noviembre de 2022:



## Evento de Preparación Laboral

**Únase con nosotros el miércoles 24 de abril de 3-4:30 pm** en el salón comunitario de Evans Park para conocer los pasos necesarios para la transición a la fuerza laboral.

La preparación laboral abarca una variedad de habilidades y preparación dependiendo del individuo. Durante este evento aprenderás sobre:

- Cartas de presentación
- Referencias
- Recursos
- Cómo vestirse para una entrevista
- Educación comunitaria y más!

Al centrarse en la preparación laboral, puede aumentar sus posibilidades de conseguir un empleo, lograr satisfacción laboral y avanzar en su carrera.



# FSS Spotlight

## The Power of Financial Management Education: Join the How Money Smart Are You Program Today!

In today's fast-paced world, managing our finances effectively has become more crucial than ever. From budgeting and saving to understanding credit scores and making informed financial decisions, financial literacy plays a vital role in our daily lives. To help you enhance your financial knowledge and skills, we invite you to participate in the How Money Smart Are You? Program.

The How Money Smart Are You? Program offers a suite of 14 financial games and related issues available in both English and Spanish. These games are designed to educate and entertain, covering a wide range of topics such as earning, spending, saving, borrowing, and protecting your assets. Whether you're a youth just starting to learn about finances or an adult looking to expand your knowledge, there's something for everyone in this program.

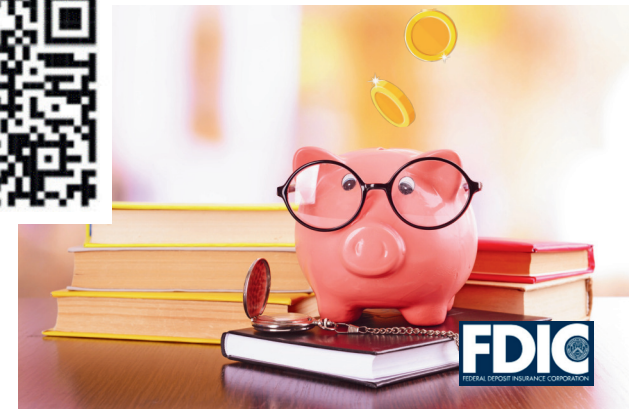
One of the key benefits of participating in this Program is the opportunity to earn virtual coins while learning. Each game includes parts to evaluate or test your knowledge, making the learning process engaging and enjoyable.

By participating in these games, you'll not only enhance your financial literacy but also have fun doing it. And the best part is that you can complete all modules at your own pace.

You can access the How Money Smart Are You games at [www.playmoneysmart.fdic.gov/games](http://www.playmoneysmart.fdic.gov/games). Use "HASBARCO" as the agency to register, so you can save your progress and certificates

It's important to note that financial management goals are included in your Family Self-Sufficiency Program and contract of participation. By participating in the How Money Smart Are You? Program, you'll not only fulfill these goals but also gain valuable skills that will benefit you for years to come.

Remember, you must complete the full program by the date specified on your contract of participation. Don't miss out on this opportunity to improve your financial literacy and secure your financial future. Join the How Money Smart Are You Program today and take control of your finances! Scan the QR code with your phone to register.



# Enfoque de FSS

## El Poder de la Educación Financiera: ¿Qué Tan Inteligente Eres con el Dinero?

En el mundo actual, donde todo se mueve a un ritmo acelerado, gestionar nuestras finanzas de manera efectiva se ha vuelto más crucial que nunca. Desde la elaboración de presupuestos y el ahorro hasta la comprensión de los puntajes de crédito y la toma de decisiones financieras informadas, la alfabetización financiera juega un papel vital en nuestra vida diaria. Para ayudarte a mejorar tus conocimientos y habilidades financieras, te invitamos a participar en el programa ¿Qué Tan Inteligente Eres con el Dinero?

El programa ¿Qué Tan Inteligente Eres con el Dinero? ofrece una serie de 14 juegos financieros y temas relacionados disponibles en inglés y español. Estos juegos están diseñados para educar y entretener, abordando una amplia gama de temas como ganar, gastar, ahorrar, pedir prestado y proteger tus activos. Ya sea que seas un joven que está empezando a aprender sobre finanzas o un adulto que busca ampliar tus conocimientos, hay algo para todos en este programa.

Uno de los principales beneficios de participar en este programa es la oportunidad de ganar monedas virtuales mientras aprendes. Cada juego incluye partes para evaluar o probar tus conocimientos, haciendo que el proceso de aprendizaje sea interesante y divertido. Al participar en estos juegos, no solo mejorarás tu alfabetización financiera, sino que también te divertirás haciéndolo. Y lo mejor de todo es que puedes completar todos los módulos a tu propio ritmo.

Puedes acceder a los juegos de ¿Qué Tan Inteligente Eres con el Dinero? abriendo la pagina en el internet [www.playmoneysmart.fdic.gov/games](http://www.playmoneysmart.fdic.gov/games). Regístrate bajo HASBARCO como la agencia para poder guardar tu progreso y certificados.

Es importante tener en cuenta que la meta de educación financiera está incluida en tu Programa de Autosuficiencia Familiar y contrato de participación. Al participar en este programa no solo cumplirás con estos objetivos, sino que también adquirirás habilidades valiosas que te beneficiarán en los años venideros.

Recuerda, debes completar el programa completo para la fecha especificada en tu contrato de participación. No pierdas esta oportunidad de mejorar tu alfabetización financiera y asegurar tu futuro financiero. ¡Únete hoy al programa ¿Qué Tan Inteligente Eres con el Dinero? y toma el control de tus finanzas! Escanea el código QR con su celular para registrarte.





# Golden Inn Village Family Spotlight

MEETING

YOU'RE INVITED

## GOLDEN INN VILLAGE FAMILY/ SENIOR RESIDENT MEETING



**TUESDAY**  
**April 30th, 2024**



GIV Senior Community Room

3:30-4:30 p.m.

GIV Family Community Room

5:00-6:00 p.m.

890 Refugio Rd. Santa Ynez, CA

**You're invited to join your Resident Services Specialist  
and Housing Specialist to receive updates about Golden  
Inn Village and learn more about Program Services.**



Questions?

Please Contact HASBARCO Resident Services Specialist

Yesica Sanchez (805) 562-6576

Maria Lopez (805) 400-2480



### Attention Residents

Your Resident Service Specialist is On Site every 2nd and 4th Tuesday of the month from 12:45-5:30 p.m. Feel free to stop by for Services Coordination.

## SERVICE COORDINATION HOURS GOLDEN INN VILLAGE FAMILY

**Starting March 12th, 2024!**

SUPPORTIVE SERVICES COORDINATION AT YOUR COMMUNITY!

Golden Inn Village Family Computer Lab.

890 N Refugio Rd, Santa Ynez

2nd & 4th Tuesday of the month 12:45pm-5:30pm

Meet 1-1 with your Resident Services Specialist. We provide linkages and referrals to over 30 community partners.

Golden Inn Village Family walk-ins are welcome. Harry's House and Golden Inn Village Seniors sites are welcome by appointment only.



- Computer Literacy
- Smartphone assistance
- Health & Wellness Resources
- Food Resources
- Education Referrals
- Mental Health Support Resources
- MediCal & Cal Fresh Applications
- And more!



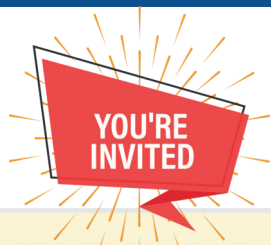
**Your Resident Services Specialist is  
Yesica Sanchez**



**CALL IN ADVANCE TO MAKE AN  
APPOINTMENT: (805) 562-6576**  
**[yesicasanchez@hasbarco.org](mailto:yesicasanchez@hasbarco.org)**

# Enfoque Golden Inn Village Family

# Justas



## GOLDEN INN VILLAGE FAMILY/ SENIOR REUNIÓN DE RESIDENTES



**Martes**  
**30 de Abril de 2024**



Sala Comunitario de GIV Senior

3:30-4:30 p.m.

Sala Comunitario de GIV Family

5:00-6:00 p.m.

890 Refugio Rd. Santa Ynez, CA

**Está invitado a unirse a su especialista en servicios para residentes y especialista en vivienda para recibir actualizaciones sobre Golden Inn Village y obtener más información sobre los programas de servicios.**



Preguntas?

Llamé a su especialista en servicios para residentes

Yesica Sanchez (805) 562-6576

Maria Lopez (805) 400-2480



## Atención Residentes

Su especialista de servicio para residentes en el lugar cada segundo y cuarto martes del mes de 12:45 a 5:00p.m. no dudes en pasar por aquí para coordinar servicios.

## HORAS DE CORDINACIÓN DE SERVICIOS GOLDEN INN VILLAGE FAMILY

**¡Empezando el 12 de Marzo, 2024!**

**¡COORDINACIÓN DE SERVICIOS DE APOYO EN  
SU COMUNIDAD!**

Sala de computadoras de Golden Inn Village Family

890 N Refugio Rd, Santa Ynez

2do y 4to martes del mes de 12:45pm-5:30pm

Reúnanse 1-1 con su especialista en servicios para residentes.

Proporcionamos enlaces y referencias a más de 30 agencias comunitarias.

Golden Inn Village Family son bienvenidos a pasar sin cita. Los sitios Harry's House y Golden Inn Senior son bienvenidos solo con cita.



- Asistencia con aprendizaje de computadora
- Asistencia de teléfono inteligente
- Recursos de salud y bienestar
- Recursos de alimentarios
- Referencias educativas
- Recursos de apoyo a la salud mental
- Aplicaciones de MediCal y Cal Fresh
- ¡Y más!



Su especialista en servicios para residentes  
es: **Yesica Sanchez**



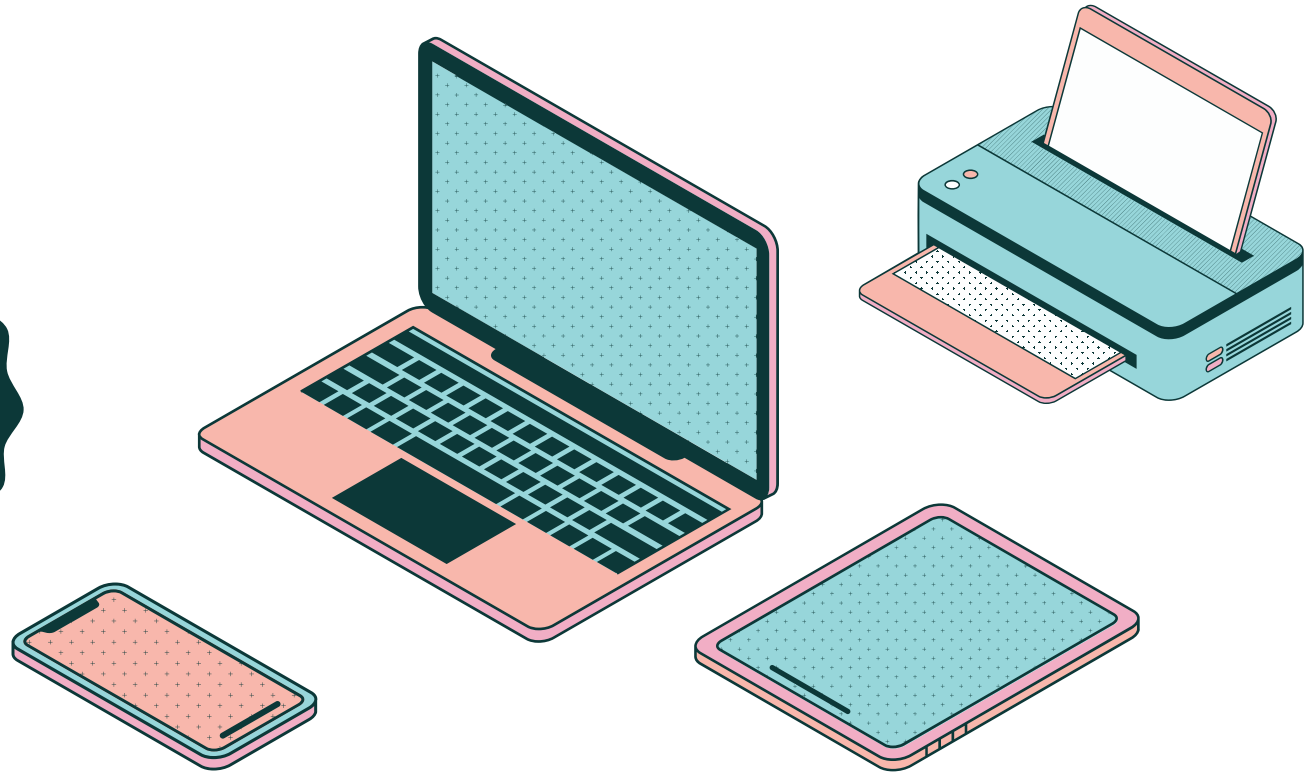
**LLAME CON ANTICIPACIÓN PARA  
HACER UNA CITA: (805) 562-6576**  
[yesicasanchez@hasbarco.org](mailto:yesicasanchez@hasbarco.org)



# COMPUTER LAB

## GOLDEN INN VILLAGE FAMILY

Open During  
Service  
Coordination  
Hours

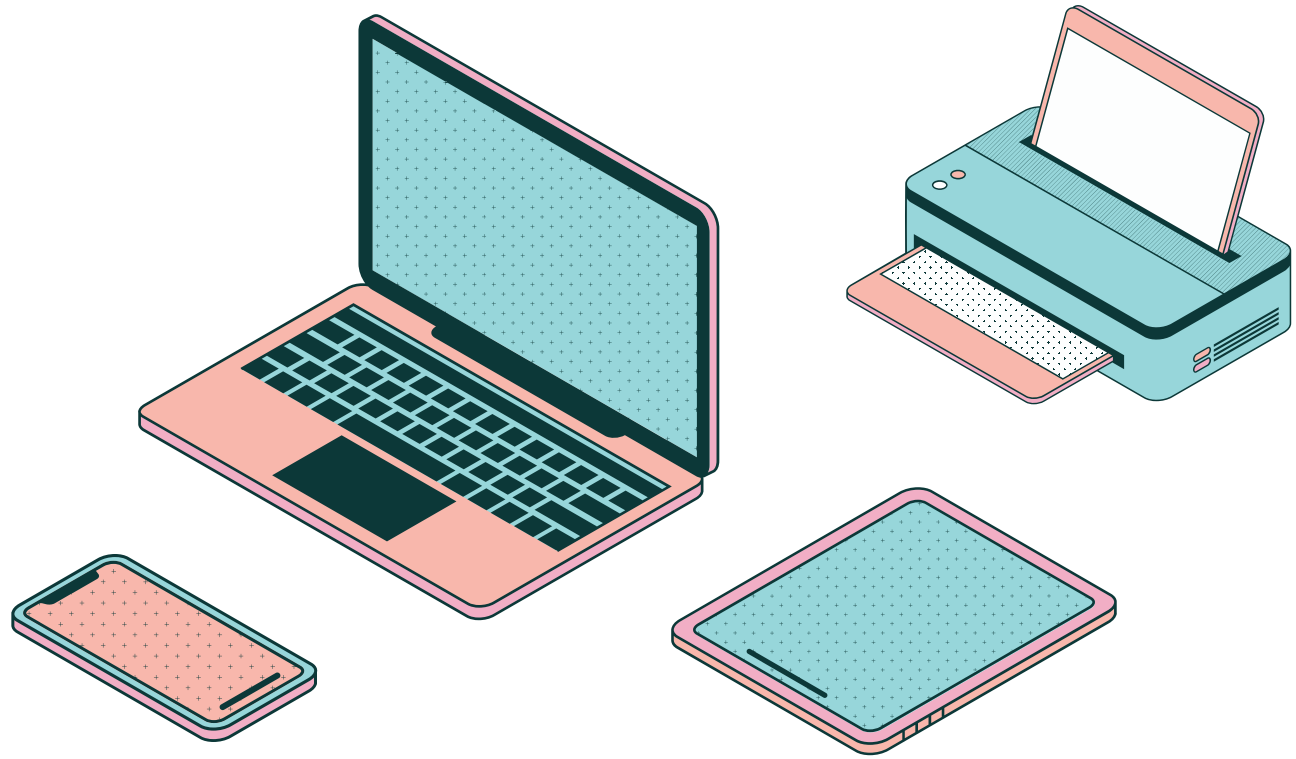


**Learn how to use: Smartphones, Tablets, Printers, Computers, Microsoft office, create and send emails, upload documents, download apps, zoom, basic computer skills and much more!**

CALL YOUR RESIDENT SERVICE SPECIALIST:  
YESICA SANCHEZ IN ADVANCE TO MAKE AN  
APPOINTMENT (805) 562-6576

# LABORATORIO DE COMPUTADORAS GOLDEN INN VILLAGE FAMILY

Abierto  
durante el  
horario de  
coordinación  
de servicios



**Aprenda a usar: Teléfono, Tabletas,  
Impresoras, Computadoras, Microsoft office,  
crear y envíar correos electrónicos, cargar  
documentos, descargar aplicaciones, zoom,  
conocimientos básicos de computadoras  
¡y mucho más!**

LLAME A SU ESPECIALISTA EN SERVICIOS PARA RESIDENTES:  
YESICA SANCHEZ CON ANTICIPACIÓN PARA PROGRAMAR  
UNA CITA (805) 562-6576

# Golden Inn Village Senior Spotlight



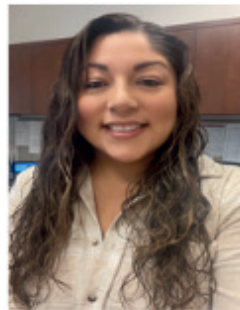
## SERVICE COORDINATION AND COMPUTER LITERACY LAB HOURS HARRY'S HOUSE RESIDENTS

890 N REFUGIO RD, SANTA YNEZ

1st Tuesday of the month 10:00 – 3:00 at Harry's House Library  
2nd Tuesday of the month 12:45–5:30 at Golden Inn Village Family Computer Room  
3rd Tuesday of the month 10:00–3:00 at Golden Inn Village Senior Computer Room  
4th Tuesday of the month 12:45–5:30 at Golden Inn Village Family Computer Room

Meet 1-1 with your Resident Services Specialist. We provide linkages and referrals to over 30 community partners.

Learn how to use: Smartphones, Tablets, Printers, Computers, Microsoft office, create and send emails, upload documents, download apps, zoom, basic computer skills and much more!



**Your Resident Services Specialist is  
Maria Conchita Lopez**

- Computer Literacy
- Smartphone assistance
- Health & Wellness Resources
- Food Resources
- Education Referrals
- Mental Health Support Resources
- MediCal & Cal Fresh Applications
- And more!

CALL IN ADVANCE TO MAKE AN  
APPOINTMENT: (805) 400-2480  
[marialopez@hasbarco.org](mailto:marialopez@hasbarco.org)

*Reminder* →

## GOLDEN INN VILLAGE FAMILY/ SENIOR RESIDENT MEETING



**TUESDAY**  
**April 30th, 2024**



GIV Senior Community Room

3:30–4:30 p.m.

GIV Family Community Room

5:00–6:00 p.m.

890 Refugio Rd. Santa Ynez, CA

**You're invited to join your Resident Services Specialist  
and Housing Specialist to receive updates about Golden  
Inn Village and learn more about Program Services.**



Questions?

Please Contact HASBARCO Resident Services Specialist  
Yesica Sanchez (805) 562-6576  
Maria Lopez (805) 400-2480



# Enfoque de Golden Inn Village Senior



## HORAS DE COORDINACIÓN DE SERVICIOS Y LABORATORIO DE ALFABETIZACIÓN INFORMÁTICA RESIDENTES DE HARRY'S HOUSE

890 N REFUGIO RD, SANTA YNEZ

- 1er martes del mes 10:00 - 3:00 en la Biblioteca de Harry's House
- 2do martes del mes 12:45 - 5:30 en la Sala de Computadoras de Golden Inn Village Family
- 3er martes del mes 10:00 - 3:00 en la Sala de Computadoras de Golden Inn Village Senior
- 4to martes del mes 12:45 - 5:30 en la Sala de Computadoras de Golden Inn Village Family

Reúnase 1-1 con su especialista en servicios para residentes. Proporcionamos enlaces y referencias a más de 30 agencias comunitarias.

Aprende a usar: Smartphones, Tabletas, Impresoras, Computadoras, Microsoft Office, crear y enviar correos electrónicos, subir documentos, descargar aplicaciones, Zoom, habilidades básicas de computación ¡y mucho más!

- Asistencia con aprendizaje de computadora
- Asistencia de teléfono inteligente
- Recursos de salud y bienestar
- Recursos de alimentarios
- Referencias educativas
- Recursos de apoyo a la salud mental
- Aplicaciones de MediCal y Cal Fresh
- ¡y más!



Su especialista en servicios para residentes  
es: **Maria Conchita Lopez**

LLAME CON ANTICIPACIÓN PARA  
HACER UNA CITA: (805) 400-2480  
[marialopez@hasbarco.org](mailto:marialopez@hasbarco.org)

# Reminder

## GOLDEN INN VILLAGE FAMILY/ SENIOR REUNIÓN DE RESIDENTES



**Martes**  
**30 de Abril de 2024**



Sala Comunitario de GIV Senior

3:30-4:30 p.m.

Sala Comunitario de GIV Family

5:00-6:00 p.m.

890 Refugio Rd. Santa Ynez, CA

**Está invitado a unirse a su especialista en servicios para residentes y especialista en vivienda para recibir actualizaciones sobre Golden Inn Village y obtener más información sobre los programas de servicios.**



Preguntas?

Llamé a su especialista en servicios para residentes  
Yesica Sanchez (805) 562-6576  
Maria Lopez (805) 400-2480



# Harry's House Spotlight / Enfoque



## DON'T MISS OUT!

### SERVICE COORDINATION AND COMPUTER LITERACY LAB HOURS HARRY'S HOUSE RESIDENTS

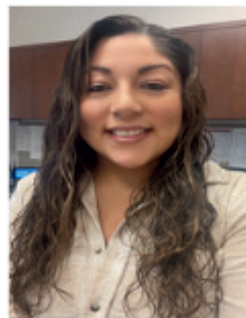
890 N REFUGIO RD, SANTA YNEZ

1st Tuesday of the month 10:00 - 3:00 at Harry's House Library  
2nd Tuesday of the month 12:45 - 5:30 at Golden Inn Village Family Computer Room  
3rd Tuesday of the month 10:00 - 3:00 at Golden Inn Village Senior Computer Room  
4th Tuesday of the month 12:45 - 5:30 at Golden Inn Village Family Computer Room

Meet 1-1 with your Resident Services Specialist. We provide linkages and referrals to over 30 community partners.

- Computer Literacy
- Smartphone assistance
- Health & Wellness Resources
- Food Resources
- Education Referrals
- Mental Health Support Resources
- MediCal & Cal Fresh Applications
- And more!

Learn how to use: Smartphones, Tablets, Printers, Computers, Microsoft office, create and send emails, upload documents, download apps, zoom, basic computer skills and much more!



**Your Resident Services Specialist is  
Maria Conchita Lopez**

CALL IN ADVANCE TO MAKE AN  
APPOINTMENT: (805) 400-2480  
[marialopez@hasbarco.org](mailto:marialopez@hasbarco.org)



### HORAS DE COORDINACIÓN DE SERVICIOS Y LABORATORIO DE ALFABETIZACIÓN INFORMÁTICA RESIDENTES DE HARRY'S HOUSE

890 N REFUGIO RD, SANTA YNEZ

- 1er martes del mes 10:00 - 3:00 en la Biblioteca de Harry's House
- 2do martes del mes 12:45 - 5:30 en la Sala de Computadoras de Golden Inn Village Family
- 3er martes del mes 10:00 - 3:00 en la Sala de Computadoras de Golden Inn Village Senior
- 4to martes del mes 12:45 - 5:30 en la Sala de Computadoras de Golden Inn Village Family

Reúnanse 1-1 con su especialista en servicios para residentes. Proporcionamos enlaces y referencias a más de 30 agencias comunitarias.

Aprende a usar: Smartphones, Tablet, Impresoras, Computadoras, Microsoft Office, crear y enviar correos electrónicos, subir documentos, descargar aplicaciones, Zoom, habilidades básicas de computación ¡y mucho más!

- Asistencia con aprendizaje de computadora
- Asistencia de teléfono inteligente
- Recursos de salud y bienestar
- Recursos de alimentarios
- Referencias educativas
- Recursos de apoyo a la salud mental
- Aplicaciones de MediCal y Cal Fresh
- ¡Y más!



**Su especialista en servicios para residentes  
es: Maria Conchita Lopez**

LLAME CON ANTICIPACIÓN PARA  
HACER UNA CITA: (805) 400-2480  
[marialopez@hasbarco.org](mailto:marialopez@hasbarco.org)



# Leland Park Spotlight

## Fire Drills at Leland Park

All Leland Park residents to participate with the fire drill. When the fire drill begins on **Wednesday, April 10th from 1:30–2pm.**

Participating in fire drills are important for several reasons:

- Fire drills help reduce panic by regularly practicing.
- Fire drills help emergency responders, such as fire departments, understand the building's layout and emergency procedures, improving their response.
- Can help save lives in the event of a real fire.
- Fire drills can identify vulnerabilities in emergency procedures, allowing for improvements to be made
- Help people become familiar with emergency procedures, including evacuation routes and assembly points.

Evans Park fire from November 2022:



## Job Readiness Event

**Join us Wednesday, April 24th from 3–4:30pm** at the Evans Park community room to learn the necessary steps needed to transition into the workforce.

Job readiness encompasses a range of skills and preparation depending on the individual. During this event you will learn about:

- Resumes
- Cover letters
- References
- Resources
- How to dress for an interview
- Community education and more!

By focusing on job readiness, you can increase your chances of securing employment, achieving job satisfaction, and advancing in your career.



# Enfoque de Leland Park

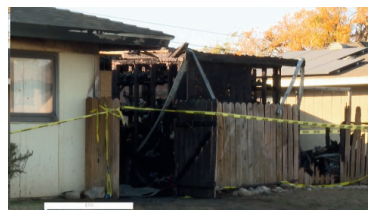
## Simulacros de incendio en Leland Park

Todos los residentes de Leland Park participarán en el simulacro de incendio. Cuando comience el simulacro de incendio el **martes 9 de abril a las 1:30-2pm**.

Participar en simulacros de incendio es importante por varias razones:

- Los simulacros de incendio ayudan a reducir el pánico al practicarlos con regularidad.
- Los simulacros de incendio ayudan al personal de emergencia, como los departamentos de bomberos, a comprender la distribución del edificio y los procedimientos de emergencia, lo que mejora su respuesta.
- Puede ayudar a salvar vidas en caso de un incendio real.
- Los simulacros de incendio pueden identificar vulnerabilidades en los procedimientos de emergencia, lo que permite realizar mejoras.
- Ayude a las personas a familiarizarse con la emergencia, procedimientos, incluidas rutas de evacuación y puntos de reunión.

Incendio de Evans Park de noviembre de 2022:



## Evento de Preparación Laboral

**Únase con nosotros el miércoles 24 de abril de 3-4:30 pm** en el salón comunitario de Evans Park para conocer los pasos necesarios para la transición a la fuerza laboral.

La preparación laboral abarca una variedad de habilidades y preparación dependiendo del individuo. Durante este evento aprenderás sobre:

- Cartas de presentación
- Referencias
- Recursos
- Cómo vestirse para una entrevista
- Educación comunitaria y más!

Al centrarse en la preparación laboral, puede aumentar sus posibilidades de conseguir un empleo, lograr satisfacción laboral y avanzar en su carrera.





# Lompoc Gardens Spotlight

## Happening at Lompoc Gardens!

Last month Lompoc Valley Community Healthcare Organization held an event for the community. Safe Neighborhoods and Safe Streets Event was hosted at Lompoc Gardens Community Room. Community Members, Police Officers, HASBARCO Staff and 40 families attended the event. Families had the opportunity to voice their concerns about safety in the City of Lompoc. Participants walked the Lompoc streets with Capitan Arias from the Lompoc Police Department.



## FOOD DISTRIBUTIONS

Foodbank of Santa Barbara County will distribute free groceries and fresh produce at the following locations. No documentation/registration required. Everyone is welcome. Measures have been taken to ensure the safety and cleanliness of each site.

UPDATED  
FEBRUARY 6, 2024

- Membership Barcode Used

- Drive-thru

## FRESH PRODUCE AND HEALTHY GROCERIES

### SANTA MARIA

Allan Hancock College   
800 S. College Dr.  
1st & 3rd Saturday from 8-10:30am

American GI Forum  
117 W Bunny Ave.  
2nd Tuesday from 1-4pm

Boys & Girls Club   
901 N Railroad Ave. Santa Maria  
2nd Saturday, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
Every Tuesday, 10-11am

Elks Lodge  
1309 N. Bradley Rd.   
Last Thursday of the month, 9am

Evans Park   
200 W. Williams St.  
Call for distribution date  
805-925-4393 x3104

Santa Maria Fairpark   
937 S Thornburg  
3rd Wednesday, 8-11am

Oasis Orcutt Senior Center   
420 Soares Ave.  
3rd Thursday, 9-10:30am

Orcutt Presbyterian Church   
993 Patterson Rd.  
Every Friday, 2-4pm

Red Oaks Baptist Church   
3600 Pinewood Dr  
4th Monday, 3-5pm

Residences of Depot St.   
201 W Depot St.  
3rd Wednesday, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
Every Thursday, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
Every Monday, Wednesday and Friday, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
Thursdays, 9:30-11am

Veterans Clinic  
1550 E Main St  
4th Wednesday, 3-4:30pm

**GUADALUPE**

Beatitude House  
267 Campodonico Ave.  
Every Tuesday, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
Last Thursday of the month, 12pm

Guadalupe Senior Center  
4545 10th St.  
First Thursday, 11:30-2pm

**NIPOMO**

Nipomo Food Basket  
197 W. Tefft St.  
Every Monday, Tuesday and Thursday, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
Monday-Friday, 10-11:45am  
12:30p-2pm

Lompoc High School   
515 W. College Ave.  
Last Saturday of the month, 8-11a

(If holiday interferes, this will move to the prior Saturday)

Mission Hills Shopping Center   
1450 Burton Mesa Blvd  
1st Monday, 3-5pm

(If holiday interferes, this will move to the following month)

Santa Rita Village   
926 W. Apricot Ave.  
4th Wednesday, 10-11:30am

Trinity Church of the Nazarene   
500 E North Ave. Lompoc  
2nd Monday, 3-5pm

### LOS ALAMOS

People Helping People   
260 Gonzalez Dr  
Every other Thursday, 10-11am  
Call 805-686-0295 for more info

### NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3rd Friday, 11am

### SOLVANG/SANTA YNEZ

Bethania Lutheran Church   
603 Atterdag Rd.  
Every Tuesday, 5:15-6:45pm

People Helping People   
1760 Mission Drive  
Every other Thursday, 12-4pm  
Call 805-686-0295 for more info

### BUELLTON

Santa Ynez Valley Community Outreach  
(Formerly Buellton Senior Center)  
164 W Hwy 246 (Behind post office)  
Daily, 24/7

Veterans Pantry  
164 W Hwy 246  
Monday - Friday 8-5pm

### GOLETA/ISLA VISTA

Goleta Valley Community Center  
5679 Hollister Ave.  
2nd Saturday, 8:30-10:30am

Good Shepherd Pantry  
380 N. Fairview Ave.  
1st Saturday, 9-10am

L.E.A.P.  
I.V. Elementary School  
6875 El Colegio Rd.  
3rd Thursday, 11:30-5:30pm  
By Appointment ONLY  
Contact Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1st Thursday, 9am

### SAN LUIS OBISPO

St. Patrick's Church  
501 Fair Oaks Ave.  
Tuesday-Thursday, 4-5pm

### SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
Monday-Friday, 9-4:30pm

Children's Park (Lower Westside)  
520 Wentworth Ave.  
1st Tuesday, 1pm   
2nd Tuesday, 1pm

El Camino School   
5020 San Simeon Dr  
4th Thursday, 4-6pm

Franklin Community Center   
1136 E. Montecito St.  
3rd Tuesday, 1:30pm  
Every Thursday, 1pm

Franklin Elementary School  
1111 E Mason St., Santa Barbara  
3rd Saturday, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1st, 2nd, 3rd & 4th Saturday, 9am

Harding Elementary Auditorium  
1625 Robbins St  
4th Tuesday, 2:30-5pm  
Call (805) 967-5741

Iglesia Bautista  
736 W. Islay St  
3rd Thursday, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3rd Thursday 2:30-4:30pm

McKinley Elementary School   
350 Loma Alta Dr  
2nd Tuesday 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3rd Tuesday, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3rd Monday, 3:30pm

Presidio Springs   
721 Laguna St.  
3rd Wednesday, 2-5pm

Salvation Army  
4849 Hollister Ave.  
Tuesdays, Thursdays, 9-12pm  
Wednesdays, 1-4pm

Unity Shoppe  
110 W. Solá St.   
Monday-Friday, 10-5pm

Westside Community Center  
423 W. Victoria St.  
Every Monday, 1pm

### CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2nd Wednesday, 3-5:30pm

Reality Church  
Location is at Girls Inc.  
5315 Foothill Rd.   
Last Thursday of the month,  
4-5:30pm

## PREPARED MEALS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
Every Thursday, 10-11:30am  
Showers and hot food:  
805-739-1512

Salvation Army  
200 W. Cook Ave.  
Monday-Thursday,  
11-12pm

**BUELLTON**

Santa Ynez Valley  
Community Outreach  
(Formerly Buellton Senior Center)  
164 W Hwy 246 (Behind post office)  
Call for information:  
(805) 688-4571

**SANTA BARBARA**

Santa Barbara Rescue Mission  
535 E Yananoli St.  
Daily (except Wednesday),  
6-6:30am & 6-6:30pm  
Wednesday, 8:15-10am

**LOMPOC**

Half Century Club  
341 North N St.  
Every Thursday, 5-5:45pm

La Purisma Catholic Church  
333 South I St.  
Every Friday, 4-4:45pm

Lompoc Foursquare Church  
125 North C St.  
Every Monday, 4pm

Micah Mission  
500 E North Ave.  
Every Saturday, 1-2:30pm

138 North B St.  
Sunday, 5-6:30pm

St. Timothy's Church  
403 North J St.  
Every Tuesday, 4-5:45pm



# Enfoque de Lompoc Gardens

## ¿Que está Sucediendo en Lompoc Gardens!


El mes pasado, la Organización Comunitaria de Atención Médica del Valle de Lompoc celebró un evento para la comunidad. El evento Vecindarios y Calles Seguras se llevó a cabo en el Salón Comunitario de Lompoc Gardens. Al evento asistieron miembros de la comunidad, agentes de policía, personal de HASBARCO y 40 familias. Las familias tuvieron la oportunidad de expresar sus preocupaciones sobre la seguridad en la ciudad de Lompoc. Los participantes caminaron por las calles de Lompoc con el Capitán Arias del Departamento de Policía de Lompoc.



## DISTRIBUCIONES DE ALIMENTOS

El Banco de Comida del Condado de Santa Barbara distribuirá comestibles saludables y productos frescos gratuitos a la comunidad en los siguientes sitios. No se requiere documentos ni cita previa para asistir los sitios. Todos son bienvenidos. Se han tomado medidas para garantizar la seguridad y limpieza de cada sitio.

ACTUALIZADO  
6 DE FEBRERO 2024

 - Se utiliza tarjeta de membresía  
 - Servicio por auto

## PRODUCTOS FRESCOS Y COMESTIBLES SALUDABLES

### SANTA MARIA

Allan Hancock College  
800 S. College Dr.  
1er & 3er sábado, 8-10:30am

American GI Forum  
117 W Bunny Ave.  
2do martes, 1-4pm

Boys & Girls Club  
901 N Railroad Ave., Santa Maria  
2do sábado, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
cada martes, 10-11am

Elks Lodge  
1309 N. Bradley Rd.  
último jueves del mes, 9am

Evans Park  
200 W. Williams St.  
Llamar para día de distribución  
805-925-4393 x3104

Santa Maria Fairpark  
937 S Thornburg  
3er miércoles, 8-11:00am

Oasis Orcutt Senior Center  
420 Soares Ave.  
3er jueves, 9-10:30am

Orcutt Presbyterian Church  
993 Patterson Rd.  
cada viernes, 2-4pm

Red Oaks Baptist Church  
3600 Pinewood Dr  
4to lunes, 3-5pm

Residences of Depot St.  
201 W Depot St.  
3er miércoles, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
cada jueves, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
cada lunes, miércoles y viernes, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Veterans Clinic  
1550 E Main St.  
4to miércoles, 3-4:30pm

### GUADALUPE

Beatitude House  
267 Campodónico Ave.  
cada martes, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
El último jueves de cada mes, 12pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

### NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
lunes-viernes, 10-11:45am  
12:30-2pm

Lompoc High School  
515 W. College Ave.  
El último sábado de cada mes\*,  
8-11am

\*Si el día festivo interfiere, esto se  
moverá al sábado anterior.

Mission Hills Shopping Center  
1450 Burton Mesa Blvd  
1er lunes, 3-5pm

\*Si el día festivo interfiere, esto  
se moverá al siguiente mes.

Santa Rita Village  
926 W. Apricot Ave  
4to miércoles, 10-11:30am

Trinity Church of the Nazarene  
500 E North Ave, Lompoc  
2do lunes, 3-5pm

### LOS ALAMOS

People Helping People  
260 Gonzalez Dr  
cada otro jueves, 10-11am

Llame 805-686-0295 para mas  
información

### NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3er viernes, 11am

### SOLVANG/SANTA YNEZ

Bethania Lutheran Church  
603 Atterdag Rd.  
cada martes, 5:15-6:45pm

People Helping People  
1760 Mission Drive  
cada otro jueves, 12-4pm

Llame 805-686-0295 para mas  
información

### BUELLTON

Santa Ynez Valley Community  
Outreach  
(antes Buellton Senior Center)  
164 W Hwy 246 (detrás de la oficina  
de correos)  
diario 24/7

Veterans Pantry  
164 W Hwy 246  
lunes - viernes 8-5pm

### GOLETA/ISLA VISTA

Goleta Valley Community Center  
5679 Hollister Ave.  
2do sábado, 8:30-10:30am

Good Shepherd Pantry  
380 N. Fairview Ave.  
1er sábado, 9-10am

L.E.A.P.  
I.V. Elementary School  
6875 El Colegio Rd.  
3er jueves, 3:30-6:30pm

SOLO por cita, contáctese  
Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1er jueves, 9am

### SAN LUIS OBISPO

St. Patrick's Church  
501 Fair Oaks Ave.  
martes-jueves, 4-5pm

### SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
lunes-viernes, 9-4:30pm

Children's Park (Lower Westside)  
520 Wentworth Ave.  
1er martes, 1pm

2do martes, 1pm

El Camino School  
5020 San Simeon Dr  
4to jueves, 4-6pm

Franklin Community Center  
1136 E. Montecito St.  
3er martes, 1:30pm

Franklin Elementary School  
1111 E Mason St., Santa Barbara  
3er sábado, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1er, 2do, 3er & 4to sábado, 9am

Harding Elementary Auditorium  
1625 Robbins St  
4to Martes, 2:30-5pm

Call (805) 967-5741

Iglesia Bautista  
736 W. Islay St  
3er Jueves, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3er jueves, 2:30-4:30pm

McKinley Elementary School  
350 Loma Alta Dr  
2do Martes, 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3er Martes, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3er Lunes, 3:30pm

Presidio Springs  
721 Laguna St.  
3er Miércoles, 2-5pm

Salvation Army  
4849 Hollister Ave.  
martes, jueves, 9-12pm

miércoles, 1-4pm

Unity Shoppe  
110 W. Sola St.  
lunes-viernes, 10-5pm

Westside Community Center  
423 W. Victoria St.  
cada lunes, 1pm

### CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2do miércoles, 3:30-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.  
El último jueves de cada mes,  
4-5:30pm

## COMIDAS PREPARADAS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
cada jueves, 10-11:30am

Se sirven duchas y  
comida calientes 805-739-1512

Salvation Army  
200 W. Cook Ave.  
lunes - jueves, 11am-12pm

### BUELLTON

Santa Ynez Valley  
Community Outreach  
(antes Buellton Senior  
Center)

164 W Hwy 246 (detrás de la  
oficina de correos)

Llame para información:  
(805) 688-4571

### SANTA BARBARA

Santa Barbara Rescue  
Mission  
535 E Yananoli St.  
diario (no miércoles),  
6-6:30am, 6-6:30pm

miércoles, 8:15-10am

### LOMPOC

Half Century Club  
341 North N St.  
cada jueves, 5-5:45p.

La Purisma Catholic Church  
333 South I St.  
cada viernes, 4-4:45pm

Lompoc Foursquare Church  
125 North C St.  
cada lunes, 4pm

Micah Mission  
500 E North Ave.  
cada sábado, 1-2:30pm

138 North B St.  
cada domingo, 5-6:30pm

St. Timothy's Church  
403 North J St.  
cada martes, 4-5:45pm



# Lompoc Terrace Spotlight / Enfoque



**Charlotte's Web**  
Mobile Children's Library

Santa Rita Village & Lompoc Terrace  
**BOOKMOBILE VISITS**  
**SPRING 2024**



Library cards are free  
and can be made on the  
bookmobile.

Las tarjetas de la biblioteca son  
gratuitas y pueden  
hacerse en la biblioteca móvil.



**Lompoc Public Library**  
501 E. North Avenue  
Lompoc, CA 93436  
805-875-8775

Mon-Thurs: 10a-7p  
Fri & Sat: 1p-5p

## January/enero

Saturday/sábado, Jan 13 – 11a-12p

Saturday/sábado, Jan 27 – 11a-12p

## February/febrero

Saturday/sábado, Feb 10 – 11a-12p

Saturday/sábado, Feb 24 – 11a-12p

## March/marzo

Saturday/sábado, Mar 9 – 11a-12p

Saturday/sábado, Mar 23 – 11a-12p

## April/abril

Saturday/sábado, Apr 13 – 11a-12p

Saturday/sábado, Apr 27 – 11a-12p

## May/mayo

Saturday/sábado, May 11 – 11a-12p

Saturday/sábado, May 25 – 11a-12p

\*Scheduled visits are subject to  
change without prior notice due to  
weather, safety or other concerns.



**2024 USDA Mobile Food Pantry**  
**4<sup>th</sup> Wednesdays / 4to Miércoles**  
**10:00 AM – 11:30AM**  
(or until food runs out / O hasta que se acabe la comida)  
**Santa Rita Village I&II**  
**926 W. Apricot Ave • Lompoc**



<b>January / Enero</b> <b>24</b>	<b>July / Julio</b> <b>24</b>
<b>February / Febrero</b> <b>28</b>	<b>August / Agosto</b> <b>28</b>
<b>March / Marzo</b> <b>27</b>	<b>September / Septiembre</b> <b>25</b>
<b>April / Abril</b> <b>24</b>	<b>October / Octubre</b> <b>23</b>
<b>May / Mayo</b> <b>22</b>	<b>November / Noviembre</b> <b>27</b>
<b>June / Junio</b> <b>26</b>	<b>December/Diciembre</b> <b>23</b>

**Questions? Call Resident Services**  
**Preguntas Llame a Servicio Para Residentes**  
**805-400-2480**



# Lompoc Terrace Spotlight / Enfoque



## FOOD DISTRIBUTIONS

Foodbank of Santa Barbara County will distribute free groceries and fresh produce at the following locations. No documentation/registration required. Everyone is welcome. Measures have been taken to ensure the safety and cleanliness of each site.

UPDATED  
FEBRUARY 6, 2024

- Membership Barcode Used - Drive-thru

## FRESH PRODUCE AND HEALTHY GROCERIES

### SANTA MARIA

Allan Hancock College   
800 S. College Dr.  
1st & 3rd Saturday from 8-10:30am

American GI Forum  
117 W Bunny Ave.  
2nd Tuesday from 1-4pm

Boys & Girls Club   
901 N Railroad Ave., Santa Maria  
2nd Saturday, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
Every Tuesday, 10-11am

Elks Lodge  
1309 N. Bradley Rd.   
Last Thursday of the month, 9am

Evans Park   
200 W. Williams St.  
Call for distribution date  
805-925-4393 x3104

Santa Maria Fairpark   
937 S. Thornburg  
3rd Wednesday, 8-11am

Oasis Orcutt Senior Center   
420 Soares Ave.  
3rd Thursday, 9-10:30am

Orcutt Presbyterian Church   
993 Patterson Rd.  
Every Friday, 2-4pm

Red Oaks Baptist Church   
3600 Pinewood Dr  
4th Monday, 3-5pm

Residences of Depot St.   
3rd Wednesday, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
Every Thursday, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
Every Monday, Wednesday and  
Friday, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
Thursdays, 9:30-11am

Veterans Clinic  
1550 E Main St.  
4th Wednesday, 3-4:30pm

### GUADALUPE

Beatitude House  
267 Campodónico Ave.  
Every Tuesday, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
Last Thursday of the month, 12pm

Guadalupe Senior Center  
4545 10th St.  
First Thursday, 11:30-2pm

### NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
Every Monday, Tuesday and  
Thursday, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
Monday-Friday, 10-11:45am  
12:30p-2pm

Lompoc High School   
515 W. College Ave.  
Last Saturday of the month,  
8-11a

(if holiday interferes, this will  
move to the prior Saturday)

Mission Hills Shopping Center   
1450 Burton Mesa Blvd  
1st Monday, 3-5pm  
(if holiday interferes, this will  
move to the following month)

Santa Rita Village   
926 W. Apricot Ave.  
4th Wednesday, 10-11:30am

Trinity Church of the Nazarene   
500 E North Ave., Lompoc  
2nd Monday, 3-5pm

### LOS ALAMOS

People Helping People  
260 Gonzalez Dr.  
Every other Thursday, 10-11am  
Call 805-686-0295 for more info

### NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3rd Friday, 11am

### SOLVANG/SANTA YNEZ

Bethania Lutheran Church   
603 Atterdag Rd.  
Every Tuesday, 5:15-6:45pm

People Helping People  
1760 Mission Drive  
Every other Thursday, 12-4pm  
Call 805-686-0295 for more info

### BUELLTON

Santa Ynez Valley Community  
Outreach  
(formerly Buellton Senior Center)  
164 W Hwy 246 (Behind post office)  
Daily, 24/7

Veterans Pantry  
164 W Hwy 246  
Monday - Friday 8-5pm

### GOLETA/ISLA VISTA

Goleta Valley Community Center  
5679 Hollister Ave.  
2nd Saturday, 8:30-10:30am

### GOLETA/ISLA VISTA

Good Shepherd Pantry  
360 N. Fairview Ave.  
1st Saturday, 9-10am

### L.E.A.P.

I.V. Elementary School  
6875 El Colegio Rd.  
3rd Thursday, 11:30-5:30pm

By Appointment ONLY  
Contact Ana Maya, 805-869-3303

### Sandpiper Apartments

375 Ellwood Beach Dr.  
1st Thursday, 9am

### SAN LUIS OBISPO

St. Patrick's Church  
501 Fair Oaks Ave.  
Tuesday-Thursday, 4-5pm

### SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
Monday-Friday, 9-4:30pm

Children's Park (Lower Westside)  
520 Wentworth Ave.  
1st Tuesday, 1pm   
2nd Tuesday, 1pm

El Camino School   
5020 San Simeon Dr  
4th Thursday, 4-6pm

Franklin Community Center  
1136 E. Montecito St.  
3rd Tuesday, 1:30pm   
Every Thursday, 1pm

Franklin Elementary School  
1111 E. Mason St., Santa Barbara  
3rd Saturday, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1st, 2nd, 3rd & 4th Saturday, 9am

Harding Elementary Auditorium  
1625 Robbins St.  
4th Tuesday, 2:30-5pm  
Call (805) 967-5741

### IGLESIA BAUTISTA

736 W. Islay St  
3rd Thursday, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3rd Thursday 2:30-4:30pm

McKinley Elementary School   
350 Loma Alta Dr  
2nd Tuesday 2:30-4:30pm

New Life Church  
500 E. Alamar Ave.  
3rd Tuesday, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3rd Monday, 3:30pm

Presidio Springs   
721 Laguna St.  
3rd Wednesday, 2-5pm

Salvation Army  
4849 Hollister Ave.  
Tuesdays, Thursdays, 9-12pm  
Wednesdays, 1-4pm

Unity Shoppe   
110 W. Gola St.  
Monday-Friday, 10-5pm

Westside Community Center  
423 W. Victoria St.  
Every Monday, 1pm

### CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2nd Wednesday, 3-5:30pm

### Reality Church

Location is at Girls Inc.  
5315 Foothill Rd.   
Last Thursday of the month,  
4-5:30pm

## PREPARED MEALS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
Every Thursday, 10-11:30am

Showers and hot food:  
805-739-1512

Salvation Army  
200 W. Cook Ave.  
Monday-Thursday,  
11-12pm

### BUELLTON

Santa Ynez Valley  
Community Outreach  
(formerly Buellton Senior  
Center)  
164 W Hwy 246 (Behind post  
office)  
Call for information:  
(805) 688-4571

### SANTA BARBARA

Santa Barbara Rescue  
Mission  
535 E. Yananoli St.  
Daily (except Wednesday),  
6-6:30am & 6-6:30pm  
Wednesday, 8:15-10am

### SANTA BARBARA

Half Century Club  
341 North N St.  
Every Thursday, 5-5:45pm

La Purisma Catholic Church  
333 South I St.  
Every Friday, 4-4:45pm

Lompoc Foursquare Church  
125 North C St.  
Every Monday, 4pm

### LOMPOC

Micah Mission  
500 E North Ave.  
Every Saturday, 1-2:30pm

St. Timothy's Church  
403 North J St.  
Every Tuesday, 4-5:45pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Salvation Army  
200 W. Cook Ave.  
cada lunes, miércoles y viernes, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Veterans Clinic  
1550 E Main St.  
4to miércoles, 3-4:30pm

Beatitude House  
267 Campodónico Ave.  
cada martes, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
El último jueves de cada mes, 12pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO  
Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO  
Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO  
Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm



## DISTRIBUCIONES DE ALIMENTOS

El Banco de Comida del Condado de Santa Barbara distribuirá comestibles saludables y productos frescos gratuitos a la comunidad en los siguientes sitios. No se requiere documentos ni cita previa para asistir los sitios. Todos son bienvenidos. Se han tomado medidas para garantizar la seguridad y limpieza de cada sitio.

ACTUALIZADO  
6 DE FEBRERO 2024

- Se utiliza tarjeta de membresía - Servicio por auto

## PRODUCTOS FRESCOS Y COMESTIBLES SALUDABLES

### SANTA MARIA

Allan Hancock College   
800 S. College Dr.  
1er & 3er sábado, 8-10:30am

American GI Forum  
117 W Bunny Ave.  
2do martes, 1-4pm

Boys & Girls Club   
901 N Railroad Ave., Santa Maria  
2do sábado, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
cada martes, 10-11am

Elks Lodge  
1309 N. Bradley Rd.   
último jueves del mes, 9am

Evans Park   
200 W. Williams St.  
Llamar para día de distribución  
805-925-4393 x3104

Santa Maria Fairpark   
937 S. Thornburg  
3er miércoles, 8-11:00am

Oasis Orcutt Senior Center  
420 Soares Ave.  
3er jueves, 9-10:30am

Orcutt Presbyterian Church  
993 Patterson Rd.  
cada viernes, 2-4pm

Red Oaks Baptist Church   
3600 Pinewood Dr  
4to lunes, 3-5pm

Residences of Depot St.   
201 W Depot St.  
3er miércoles, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
cada jueves, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
cada lunes, miércoles y viernes, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Veterans Clinic  
1550 E Main St.  
4to miércoles, 3-4:30pm

Beatitude House  
267 Campodónico Ave.  
cada martes, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
El último jueves de cada mes, 12pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO  
Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO  
Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO  
Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO  
Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
lunes-viernes, 10-11:45am  
12:30-2pm

Lompoc High School   
515 W. College Ave.  
El último sábado de cada mes,  
8-11am

(Si el día festivo interfiere, esto se  
moverá al sábado anterior.)

Mission Hills Shopping Center   
1450 Burton Mesa Blvd  
1er lunes, 3-5pm

(Si el día festivo interfiere, esto se  
moverá al siguiente mes.)

Santa Rita Village   
926 W. Apricot Ave.  
4to miércoles, 10-11:30am

Trinity Church of the Nazarene  
500 E North Ave., Lompoc  
2do lunes, 3-5pm

### LOS ALAMOS

People Helping People  
260 Gonzalez Dr.  
cada otro jueves, 10-11am

Llame 805-686-0295 para mas  
información

### NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3er viernes, 11am

### SOLVANG/SANTA YNEZ

Bethania Lutheran Church   
603 Atterdag Rd.  
cada martes, 5:15-6:45pm

People Helping People   
1760 Mission Drive  
cada otro jueves, 12-4pm

Llame 805-686-0295 para mas  
información

### BUELLTON

Santa Ynez Valley Community  
Outreach  
(antes Buellton Senior Center)  
164 W Hwy 246 (detrás de la oficina  
de correos)  
diario 24/7

Veterans Pantry  
164 W Hwy 246  
lunes - viernes 8-5pm

GOLETA/ISLA VISTA  
Goleta Valley Community Center  
5679 Hollister Ave.  
2do sábado, 8:30-10:30am

Good Shepherd Pantry  
360 N. Fairview Ave.  
1er sábado, 9-10am

L.E.A.P.  
I.V. Elementary School  
6875 El Colegio Rd.  
3er jueves, 3:30-6:30pm

GOLO por cita, contactese  
Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1er jueves, 9am

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1er jueves, 9am

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1er jueves, 9am

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1er jueves, 9am

### SAN LUIS OBISPO

St. Patrick's Church   
501 Fair Oaks Ave.  
martes-jueves, 4-5pm

### SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
lunes-viernes, 9-4:30pm

Children's Park (Lower Westside)  
520 Wentworth Ave.   
1er martes, 1pm  
2do martes, 1pm

El Camino School   
5020 San Simeon Dr  
4to jueves, 4-6pm

Franklin Community Center  
1136 E. Montecito St.   
3er martes, 1:30pm  
cada jueves, 1pm

Franklin Elementary School  
1111 E. Mason St., Santa Barbara  
3er sábado, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1er, 2do, 3er & 4to sábado, 9am

Harding Elementary Auditorium  
1625 Robbins St.  
4to martes, 2:30-5pm  
Call (805) 967-5741

### IGLESIA BAUTISTA

736 W. Islay St  
3er jueves, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3er jueves, 2:30-4:30pm

McKinley Elementary School   
350 Loma Alta Dr  
2do martes, 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3er martes, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3er Lunes, 3:30pm

Presidio Springs   
721 Laguna St.  
3er Miércoles, 2-5pm

Salvation Army  
4849 Hollister Ave.  
martes, jueves, 9-12pm  
miércoles, 1-4pm

Unity Shoppe   
110 W. Gola St.  
lunes-viernes, 10-5pm

Westside Community Center  
423 W. Victoria St.   
cada lunes, 1pm

CARPINTERIA  
Carpinteria Children's Project  
5201 8th St.  
2do miércoles, 3:30-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.   
El último jueves de cada mes,  
4-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.   
El último jueves de cada mes,  
4-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.   
El último jueves de cada mes,  
4-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.   
El último jueves de cada mes,  
4-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.   
El último jueves de cada mes,  
4-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.   
El último jueves de cada mes,  
4-5:30pm

## COMIDAS PREPARADAS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
cada jueves, 10-11:30am

Se sirven duchas y  
comida calientes 805-739-1512

Salvation Army  
200 W. Cook Ave.  
lunes - jueves, 11am-12pm

BUELLTON  
Santa Ynez Valley  
Community Outreach  
(antes Buellton Senior  
Center)  
164 W Hwy 246 (detrás de la  
oficina de correos)  
Llame para información:  
(805) 688-4571

Santa Barbara Rescue  
Mission  
535 E. Yananoli St.  
diario (no miércoles),  
6-6:30am & 6-6:30pm  
miércoles, 8:15-10am

La Purisma Catholic Church  
333 South I St.  
cada viernes, 4-4:45pm

Lompoc Foursquare Church  
125 North C St.  
cada lunes, 4pm

Micah Mission  
500 E North Ave.  
cada sábado, 1-2:30pm</



# Stanley Horn / Miller Plaza Spotlight

## Central Coast Commission For Senior Citizens –Senior Nutrition Program Cypress Court & Stanley Horn Homes

Your Community Central Coast Senior Nutrition Program is waiting to serve you. Free Lunch program for Seniors. Served daily at two of our HASBARCO Locations.

Cypress Court: 125 South 7th Street. Lompoc, CA Monday-Friday at 11:30am

Stanley Horn Homes: 640 North Q Street. Lompoc, CA Monday- Friday at 12:00pm

Please call to sign up for your free meal (805) 925-9554 Option 1 or Email: [meals@centralcoastseniors.org](mailto:meals@centralcoastseniors.org)





# Enfoque de Stanley Horn / Miller Plaza

## Central Coast Commission For Seniors Citizens-Programa de Nutrición Cypress Court y Stanley Horn Homes

Su programa comunitario de nutrición para personas mayores de la Costa Central está esperando para servirle. Programa de almuerzo gratis para personas mayores. Servido diariamente en dos de nuestras localizaciones de HASBARCO.

Cypress Court: 125 South 7th Street. Lompoc, California, lunes a viernes, 11:30 a.m.

Stanley Horn Homes: 640 North Q Street. Lompoc, CA Lunes a viernes 12:00 p.m.

Llame para inscribirse para su comida gratis al (805) 925-9554 Opción 1 o correo electrónico: [meals@centralcoastseniors.org](mailto:meals@centralcoastseniors.org)





# Stanley Horn Homes / Miller Plaza

## EARTH DAY EVENT

**Stanley Horn Homes & Miller Plaza  
at Weitzel Center  
Monday, April 22nd 2024  
12:30–2:00pm**



Planting, Painting Rocks, Tips on Recycling and How To Save Energy. To end the event join Resident Services Specialist on a walk around Stanley Horn Homes to pick up Trash.

**Let's Save The Earth Together!**

Questions: Call your Resident Service Specialist: Maria Conchita Lopez  
(805) 400-2480.



## EVENTO DEL DÍA DE LA TIERRA

**Stanley Horn Homes y Miller Plaza  
salón comunitario Weitzel  
Lunes 22 de abril del 2024  
12:30–2:00pm**



Plantar, pintar rocas, información sobre reciclaje y cómo ahorrar energía. Para finalizar el evento, únete con la especialista de residentes en una caminata por Stanley Horn Homes para recoger basura.

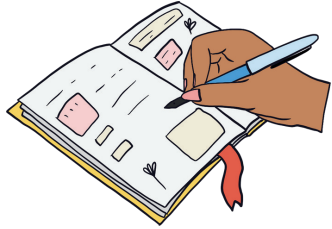
**¡Salvemos juntos la Tierra!**

Preguntas: Llame a su Especialista de Servicios para Residentes : Maria Conchita Lopez  
(805) 400-2480.





# Stanley Horn Homes / Miller Plaza



CALLING  
ALL  
SENIORS



## Join Our Senior Wellness Promotion Program!

### Enriching & Community-Building Activities for Seniors with Silvia from FSA

Activities For the month of April 2024:

4/4: Drawing.

4/11: Journaling.

4/18: Coloring and listen to music.

4/25: Vision Board.

Sign up today with Maria Conchita Lopez or walk into the program at the Weitzel Center Community Room on Thursdays From 12:30 - 2:30 pm.

Maria Conchita Lopez  
Resident Services Specialist  
Call or Text: 805-400-2480  
[marialopez@hasbarco.org](mailto:marialopez@hasbarco.org)

## ¡Únete a Nuestro Programa de Promoción de Bienestar!

### Actividades Enriquecedoras y de Construcción Comunitaria para Personas Mayores con Silvia de FSA

Actividades Para el mes de Abril 2024:

4/4: Dibujar.

4/11: Escribiendo en un diario.

4/18: Colorear y escuchar música.

4/25: Tablero de visión.

Regístrese hoy con María Conchita López o ingrese al programa en el salón comunitario de Weitzel los jueves de 12:30 a 2:30 p.m.

María Conchita López  
Especialista en servicios para residentes  
Llame o envíe un mensaje de texto: 805-400-2480  
[marialopez@hasbarco.org](mailto:marialopez@hasbarco.org)

# Palm Grove Spotlight / Enfoque



## FOOD DISTRIBUTIONS

Foodbank of Santa Barbara County will distribute free groceries and fresh produce at the following locations. No documentation/registration required. Everyone is welcome. Measures have been taken to ensure the safety and cleanliness of each site.

- Membership Barcode Used - Drive-thru

## FRESH PRODUCE AND HEALTHY GROCERIES

### SANTA MARIA

Allan Hancock College   
800 S. College Dr.  
1st & 3rd Saturday from 8-10:30am

American GI Forum  
117 W Bunney Ave.  
2nd Tuesday from 1-4pm

Boys & Girls Club   
901 N Railroad Ave., Santa Maria  
2nd Saturday, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
Every Tuesday, 10-11am

Elks Lodge  
1309 N. Bradley Rd.   
Last Thursday of the month, 9am

Evans Park   
200 W. Williams St.  
Call for distribution date  
805-925-4393 x3104

Santa Maria Fairpark   
937 S Thornburg  
3rd Wednesday, 8-11am

Oasis Orcutt Senior Center   
420 Soares Ave.  
3rd Thursday, 9-10:30am

Orcutt Presbyterian Church   
993 Patterson Rd.  
Every Friday, 2-4pm

Red Oaks Baptist Church   
3600 Pinewood Dr  
4th Monday, 3-5pm

Residences of Depot St.   
201 W Depot St.  
3rd Wednesday, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
Every Thursday, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
Every Monday, Wednesday and  
Friday, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
Thursdays, 9:30-11am

Veterans Clinic  
1550 E Main St.  
4th Wednesday, 3-4:30pm

GUADALUPE

Beatitude House  
267 Campodonico Ave.  
Every Tuesday, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
Last Thursday of the month, 12pm

Guadalupe Senior Center  
4545 10th St.  
First Thursday, 11:30-2pm

NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
Every Monday, Tuesday and  
Thursday, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
Monday-Friday, 10-11:45am

Lompoc High School   
515 W. College Ave.  
Last Saturday of the month,  
8-11a

Mission Hills Shopping Center   
1450 Burton Mesa Blvd  
1st Monday, 3-5pm

El Camino School   
5020 San Simeon Dr  
4th Thursday, 4-6pm

Franklin Community Center  
1136 E. Montecito St.  
3rd Tuesday, 1:30pm

Trinity Church of the Nazarene   
500 E North Ave., Lompoc  
2nd Monday, 3-5pm

LOS ALAMOS

People Helping People  
260 Gonzalez Dr  
Every other Thursday, 10-11am  
Call 805-686-0295 for more info

NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3rd Friday, 11am

SOLVANG/SANTA YNEZ

Bethania Lutheran Church   
603 Atterdag Rd.  
Every Tuesday, 8:15-8:45pm

People Helping People   
1760 Mission Drive  
Every other Thursday, 12-4pm  
Call 805-686-0295 for more info

BUELLTON

Santa Ynez Valley Community  
Outreach  
(Formerly Buellton Senior Center)  
164 W Hwy 246 (Behind post office)  
Daily, 24/7

Veterans Pantry  
164 W Hwy 246  
Monday - Friday 8-5pm

GOLETA/ISLA VISTA

Goleta Valley Community Center  
5679 Hollister Ave.  
2nd Saturday, 8:30-10:30am

Good Shepherd Pantry  
380 N. Fairview Ave.  
1st Saturday, 9-10am

L.E.A.P.  
I.V. Elementary School  
6875 El Colegio Rd.  
3rd Thursday, 11:30-5:30pm

By Appointment ONLY  
Contact Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1st Thursday, 9am

### SAN LUIS OBISPO

St. Patrick's Church  
501 Fair Oaks Ave.  
Tuesday-Thursday, 4-5pm

SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
Monday-Friday, 9-4:30pm

Children's Park (Lower Westside)   
520 Wentworth Ave.  
1st Tuesday, 10pm

El Camino School   
5020 San Simeon Dr  
4th Thursday, 4-6pm

Franklin Community Center  
1136 E. Montecito St.  
3rd Tuesday, 1:30pm

Franklin Elementary School  
1111 E. Mason St., Santa Barbara  
3rd Saturday, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1st, 2nd, 3rd & 4th Saturday, 9am

Harding Elementary Auditorium  
1625 Robbins St.   
4th Tuesday, 2:30-5pm  
Call (805) 967-5741

Iglesia Bautista  
736 W. Islay St.  
6-6:30am & 8-8:30pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3rd Thursday, 2:30-4:30pm

McKinley Elementary School   
350 Loma Alta Dr  
2nd Tuesday 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3rd Tuesday, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3rd Monday, 3:30pm

Presidio Springs   
721 Laguna St.  
3rd Wednesday, 2-5pm

Salvation Army  
4849 Hollister Ave.  
Tuesdays, Thursdays, 9-12pm

Unity Shoppe   
110 W. Sola St.  
Monday-Friday, 10-5pm

Westside Community Center  
423 W. Victoria St.  
Every Monday, 1pm

CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2nd Wednesday, 3-5:30pm

Reality Church  
Location is at Girls Inc.  
5315 Foothill Rd.

Last Thursday of the month,  
4-5:30pm

UPDATED  
FEBRUARY 6, 2024

## PREPARED MEALS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
Every Thursday, 10-11:30am

Salvation Army  
200 W. Cook Ave.  
Monday-Thursday,  
11-12pm

BUELLTON

Santa Ynez Valley  
Community Outreach  
(Formerly Buellton Senior  
Center)  
164 W Hwy 246 (Behind post  
office)  
Call for information:  
(805) 686-4571

SANTA BARBARA

Santa Barbara Rescue  
Mission  
535 E Yananoli St.  
Daily (except Wednesday),  
6-6:30am & 8-8:30pm

Wednesday, 8:15-10am

LOMPOC

Half Century Club  
341 North N St.  
Every Thursday, 5-5:45pm

La Purisma Catholic Church  
333 South I St.  
Every Friday, 4-4:45pm

Lompoc Foursquare Church  
125 North C St.  
Every Monday, 4pm

Micah Mission  
500 E North Ave.  
Every Saturday, 1-2:30pm

138 North B St.  
Sunday, 5-6:30pm

St. Timothy's Church  
403 North J St.  
Every Tuesday, 4-5:45pm

FoodbankSBC.org



## DISTRIBUCIONES DE ALIMENTOS

El Banco de Comida del Condado de Santa Barbara distribuirá comestibles saludables y productos frescos gratuitos a la comunidad en los siguientes sitios. No se requiere documentos ni cita previa para asistir los sitios. Todos son bienvenidos. Se han tomado medidas para garantizar la seguridad y limpieza de cada sitio.

- Se utiliza tarjeta de membresía - Servicio por auto

## PRODUCTOS FRESCOS Y COMESTIBLES SALUDABLES

### SANTA MARIA

Allan Hancock College   
800 S. College Dr.  
1er & 3er sábado, 8-10:30am

American GI Forum  
117 W Bunney Ave.  
2do martes, 1-4pm

Boys & Girls Club   
901 N Railroad Ave., Santa Maria  
2do sábado, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
cada martes, 10-11am

Elks Lodge   
1309 N. Bradley Rd.  
último jueves del mes, 9am

Evans Park  
200 W. Williams St.  
Llamar para día de distribución  
805-925-4393 x3104

Santa Maria Fairpark   
937 S Thornburg  
3er miércoles, 8-11:00am

Oasis Orcutt Senior Center  
420 Soares Ave.  
3er jueves, 9-10:30am

Orcutt Presbyterian Church   
993 Patterson Rd.  
cada viernes, 2-4pm

Red Oaks Baptist Church   
3600 Pinewood Dr  
4to lunes, 3-5pm

Residences of Depot St.   
201 W Depot St.  
3er miércoles, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
cada jueves, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
cada lunes, miércoles y viernes, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Veterans Clinic  
1550 E Main St  
4to miércoles, 3-4:30pm

GUADALUPE

Beatitude House  
267 Campodonico Ave.  
cada martes, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
El último jueves de cada mes, 12pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
lunes-viernes, 10-11:45am

Lompoc High School   
515 W. College Ave.  
El último sábado de cada mes\*,  
8-11am

\*Si el día festivo interfiere, esto se  
moverá al sábado anterior.

Mission Hills Shopping Center   
1450 Burton Mesa Blvd  
1er lunes, 3-5pm

\*Si el día festivo interfiere, esto se  
moverá al siguiente mes.

Santa Rita Village   
926 W. Apricot Ave.  
4to miércoles, 10-11:30am

Trinity Church of the Nazarene  
500 E North Ave., Lompoc  
2do lunes, 3-5pm

LOS ALAMOS

People Helping People   
260 Gonzalez Dr  
cada otro jueves, 10-11am

Llame 805-686-0295 para mas  
informacion

NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3er viernes, 11am

SOLVANG/SANTA YNEZ

Bethania Lutheran Church   
603 Atterdag Rd.  
cada martes, 5:15-6:45pm

People Helping People   
1760 Mission Drive  
cada otro jueves, 12-4pm

Llame 805-686-0295 para mas  
informacion

BUELLTON

Santa Ynez Valley Community  
Outreach  
(antes Buellton Senior Center)  
164 W Hwy 246 (detrás de la oficina  
de correos)  
diario 24/7

Veterans Pantry  
164 W Hwy 246  
lunes - viernes 8-5pm

GOLETA/ISLA VISTA

Goleta Valley Community Center  
5679 Hollister Ave.  
2do sábado, 8:30-10:30am

Good Shepherd Pantry  
380 N. Fairview Ave.  
1er sábado, 9-10am

L.E.A.P.  
I.V. Elementary School  
6875 El Colegio Rd.  
3er jueves, 3:30-6:30pm

GOLO por cita, contáctese  
Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1er jueves, 9am

### SAN LUIS OBISPO

St. Patrick's Church   
501 Fair Oaks Ave.  
martes-jueves, 4-5pm

SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
lunes-viernes, 9-4:30pm

Children's Park (Lower Westside)   
520 Wentworth Ave.  
1er martes, 10m

El Camino School   
5020 San Simeon Dr  
4to jueves, 4-6pm

Franklin Community Center  
1136 E. Montecito St.  
3er martes, 1:30pm

Franklin Elementary School  
1111 E. Mason St., Santa Barbara  
3er sábado, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1er, 2do, 3er & 4to sábado, 9am

Harding Elementary Auditorium  
1625 Robbins St.   
4to martes, 2:30-5pm  
Call (805) 967-5741

Iglesia Bautista  
736 W. Islay St.  
3er jueves, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3er jueves, 2:30-4:30pm

McKinley Elementary School   
350 Loma Alta Dr  
2do martes, 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3er martes, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3er Lunes, 3:30pm

Presidio Springs   
721 Laguna St.  
3er Miércoles, 2-5pm

Salvation Army  
4849 Hollister Ave.  
martes, jueves, 9-12pm

Unity Shoppe   
110 W. Sola St.  
lunes-viernes, 10-5pm

Westside Community Center  
423 W. Victoria St.

CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2do miércoles, 3:30-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.

El último jueves de cada mes,  
4-5:30pm

## COMIDAS PREPARADAS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
cada jueves, 10-11:30am

Se sirven duchas y  
comida calientes 805-739-1512

Salvation Army  
200 W. Cook Ave.  
lunes - jueves, 11am-12pm

BUELLTON

Santa Ynez Valley  
Community Outreach  
(antes Buellton Senior  
Center)  
164 W Hwy 246 (detrás de la  
oficina de correos)

Llame para información:  
(805) 686-4571

SANTA BARBARA

Santa Barbara Rescue  
Mission  
535 E Yananoli St.  
diario (no miercoles),  
6-6:30am, 6-6:30pm

miércoles, 8:15-10am

LOMPOC

Half Century Club  
341 North N St.  
cada jueves, 5-5:45p.

La Purisma Catholic Church  
333 South I St.  
cada viernes, 4-4:45pm

Lompoc Foursquare Church  
125 North C St.  
cada lunes, 4pm

Micah Mission  
500 E North Ave.  
cada sábado, 1-2:30pm

138 North B St.  
cada domingo, 5-6:30pm

St. Timothy's Church  
403 North J St.  
cada martes, 4-5:45pm

FoodbankSBC.org



# Parkside Spotlight

## Central Coast Commission For Senior Citizens –Senior Nutrition Program Cypress Court & Stanley Horn Homes

Your Community Central Coast Senior Nutrition Program is waiting to serve you. Free Lunch program for Seniors. Served daily at two of our HASBARCO Locations.

Cypress Court: 125 South 7th Street. Lompoc, CA Monday-Friday at 11:30am

Stanley Horn Homes: 640 North Q Street. Lompoc, CA Monday- Friday at 12:00pm

Please call to sign up for your free meals (805) 925-9554 Option 1 or Email: [meals@centralcoastseniors.org](mailto:meals@centralcoastseniors.org)





# Enfoque de Parkside

## Central Coast Commission For Seniors Citizens-Programa de Nutrición Cypress Court y Stanley Horn Homes

Su programa comunitario de nutrición para personas mayores de la Costa Central está esperando para servirle. Programa de almuerzo gratis para personas mayores. Servido diariamente en dos de nuestras localizaciones de HASBARCO.

Cypress Court: 125 South 7th Street. Lompoc, California, lunes a viernes, 11:30 a.m.

Stanley Horn Homes: 640 North Q Street. Lompoc, CA Lunes a viernes 12:00 p.m.

Llame para inscribirse para sus comidas gratis al (805) 925-9554 Opción 1 o correo electrónico: [meals@centralcoastseniors.org](mailto:meals@centralcoastseniors.org)





# Parkside Spotlight



The Housing and Resident Services Departments held a Resident Meeting at Parkside on March 13th. It was a meet and greet meeting, with new and existing staff. Residents had the opportunity to ask questions, speak about their concerns, and give feedback.

#### Reminders to All Residents:

- Follow Laundry Rules and lock the door.
- Follow The Parking Rules.
- No trespassing allowed.
- Pick up after your pet.

Residents have questions or concerns they would like to address, please attend the next meeting in May.

If you need to make a report, please contact your Housing Specialist: Jose Naves at (805) 400-2463 or email: [josenaves@hasbarco.org](mailto:josenaves@hasbarco.org). Emergencies Please call: 911.

**Congratulations to Betty! Door Prize Winner.**



## EARTH DAY EVENT

### Parkside

Friday, April 19th 2024

12:00-1:00pm



Planting, Painting Rocks, Tips on Recycling and How To Save Energy. To end the event join Resident Service Specialist on a walk around Parkside to pick up Trash.

**Let's Save The Earth Together!**

Questions: Call your Resident Service Specialist: Maria Conchita Lopez  
(805) 400-2480.



# Enfoque de Parkside



Los Departamentos de Vivienda y Servicios para Residentes se reunieron para una reunión de residentes en Parkside el 13 de marzo. Fue una reunión para conocer y saludar al personal nuevo y existente. Los residentes tuvieron la oportunidad de hacer preguntas, inquietudes y comentarios.

**Recordatorios para todos los residentes:**

- Siga las reglas de lavandería y cierre la puerta con llave.
- Siga las reglas de estacionamiento.
- No se permite la entrada ilegal.
- Recoge los excrementos de tu mascota.

Si los residentes tienen preguntas o inquietudes que les gustaría conversar, la próxima reunión es en mayo.

Si necesita realizar un informe, comuníquese con su especialista en vivienda: José Naves al (805) 400-2463 o por correo electrónico: [josenaves@hasbarco.org](mailto:josenaves@hasbarco.org).  
Emergencias Por favor llame al: 911.

**¡Felicitaciones a Betty! Ganadora del premio de puerta.**



## EVENTO DEL DÍA DE LA TIERRA

**Parkside**

**Viernes 19 de abril del 2024**

**12:00-1:00pm**



Plantar, pintar rocas, información sobre reciclaje y cómo ahorrar energía. Para finalizar el evento, únete con la especialista de residentes en una caminata por Parkside para recoger basura.

**¡Salvemos juntos la Tierra!**

Preguntas: Llame a su Especialista de Servicios para Residentes : Maria Conchita Lopez  
(805) 400-2480.

**hasbarco**  
Housing Authority of the  
County of Santa Barbara



# Pescadero Lofts Spotlight

## No Free Fresh Food Or UCSB Students

Phil Willis-Conger will be out of town the week of April 8, so there will be *no Free Fresh Food Distribution* on Tuesday, April 9.

Also, the UCSB Quarter is over, so the Student Volunteers will be taking the first two weeks of April off, and returning on Monday, April 15.

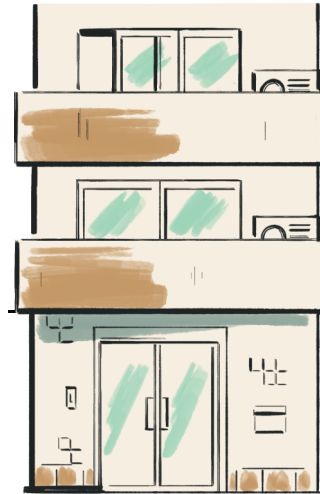


## Family Self-Sufficiency Program (FSS)

**If** you have:

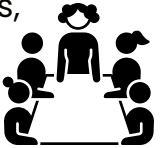
- Section 8 housing (all Lofts residents do); and
  - a job, or plan to get a job; and
  - you're interested in setting & achieving goals;
- then you will be interested in the FSS Briefing April 16 from 5 to 6:30 at *Positano Apartments*, 11 Camino de

## Town Hall Meeting



It's not Christmas, and they're not Santa, but they *are* "*coming to Town*".

Director of Operations Sanford Riggs and Director of Resident Services Stacey Murphy are leading a Town Hall Meeting **Tuesday, April 23rd at 5pm** in the Dining Room at Pescadero Lofts. They want to follow up on the February 20th meeting they had with residents, share updates on Housing & Resident Services, and listen and respond to any concerns you have as residents.



Vida. Find out how the Housing Authority will save your rent increases to pay you when you complete the program, potentially thousands of dollars.



## Update on Oak Trees

Residents have expressed their concerns about the health of the two big oak trees in the front of Pescadero Lofts. HASBARCO (HA) recognizes they are a beautiful and important part

of Pescadero Lofts, and is committed to doing what it can to keep the trees. HA contracted with a reputable local arborist

who has done excellent work for the HA at our Santa Inez properties. About 1 and 1/2 years ago they did an assessment of the trees with several recommendations. HA has followed those recommendations: fertilizing the trees and treating them for oak moths. The arborist is now producing an in-depth, comprehensive progress report on the trees. HA plans to follow any other recommendations that come out of that report, and let residents know what's happening.

# Enfoque en Pescadero Lofts

## No Habrá Comida Fresca ni Voluntarios Estudiantiles de UCSB

Felipe Willis-Conger estará fuera de ciudad la semana del 8 de abril, por lo que no habrá voluntarios estudiantiles de UCSB el lunes y miércoles 8 y 10 de abril y no habrá distribución gratuita de alimentos frescos el martes 9 de abril.



## Programa de Auto-Suficiencia Familiar (FSS)

**Si** tiene:

- Vivienda de la Sección 8 (todos los residentes de Lofts la tienen);
- y un trabajo, o planea conseguir un trabajo; y
- está interesado en establecer y alcanzar metas;

entonces te interesará la Junta Informativa de FSS, el 16 de abril de 5 a 6:30 en *Apartamentos Positano*: 11 Camino de Vida. Descubra cómo la Autoridad de



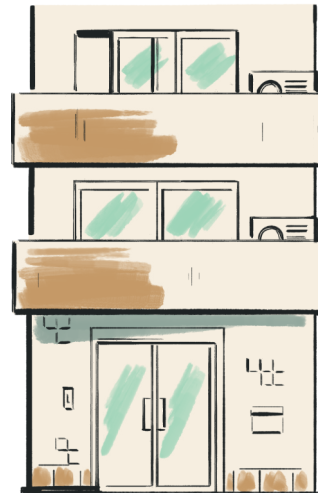
## Actualización de los Robles

Los residentes han expresado su preocupación por la salud de los dos grandes robles frente a Pescadero Lofts.

HASBARCO (HA) reconoce que son una parte hermosa e importante

de Pescadero Lofts, y está comprometido a hacer todo lo posible para conservar los árboles. HA contrató a un arbolista local de buena reputación quien ha realizado un excelente

## Asamblea de la Comunidad de Pescadero Lofts



El Director de Operaciones Sanford Riggs, y la Directora de Servicios para Residentes Stacey Murphy encabezarán una reunión para residentes el martes, 23 de abril a las 5 p. m. en el comedor de Pescadero Lofts. Quieren dar seguimiento a la reunión que tuvieron el 20 de febrero con los residentes de Pescadero Lofts, compartir actualizaciones sobre Vivienda y Servicios para Residentes, y escuchar y responder a cualquier inquietud que ustedes tengan como residentes.



Vivienda ahorrará sus aumentos de alquiler para pagarle cuando complete el programa, potencialmente miles de dólares.

trabajo para HA en nuestras propiedades de Santa Inez. Hace aproximadamente 1 año y medio hicieron una evaluación de los árboles con varias recomendaciones. HA ha seguido estas recomendaciones: fertilizar los árboles y tratarlos contra la polilla del roble. El arbolista está elaborando ahora un informe exhaustivo y en profundidad sobre el progreso de los árboles. HA planea seguir cualquier otra recomendación que surja de ese informe e informar a los residentes lo que está sucediendo.

# Positano Spotlight

## FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

### MEETING

IN THE POSITANO  
COMMUNITY ROOM

#### What is FSS?

- ✓ a program to help you reach your goals.
- ✓ an Opportunity to create a “Escrow” savings account (if your rent increases.)
- ✓ A way to build Financial Stability and Access resources
- ✓ If you are on Section 8, or know someone who is, come and learn how to enroll.

#### For More Information

Maria Ayala 805-539-4991  
[residentservices@hasbarco.org](mailto:residentservices@hasbarco.org)

**5 TO  
6:30**

**TUESDAY  
16  
APRIL**

**REFRESHMENTS  
& DOOR PRIZES  
WILL BE  
PROVIDED**





# Enfoque en Positano

## PROGRAMA DE AUTO-SUFICIENCIA FAMILIAR (FSS)

# JUNTA

EN LA SALA  
COMUNITARIA DE  
POSITANO



MARTES  
**16**  
ABRIL

**5 A**  
**6:30**

### ¿Qué es FSS?

- ✓ un programa para ayudarle a alcanzar sus metas.
- ✓ una oportunidad para crear una cuenta de ahorros "Fideicomisos" (si la renta aumenta).
- ✓ Una forma de construir estabilidad financiera y acceder a recursos.
- ✓ Si está en la Sección 8, o conoce a alguien que lo esté, venga y aprenda cómo inscribirse.

Para más información

SE  
PROPORCIONARÁ  
REFRIGERIOS Y UN  
PREMIO DE  
PUERTA



# Rancho Hermosa Spotlight/Enfoque

Join us for an important event with the Fire Department! Learn how to use a fire extinguisher effectively to keep your home safe. Don't miss out on this valuable opportunity to gain life-saving skills. See you there!



## FIRE PREVENTION



### Fire Prevention Educational Event

“How to use a fire extinguisher”

Presented by the City of the Santa Maria Fire Department

**Wednesday, April 17th, 2024  
from 4:00 p.m. to 5:00 p.m.**

**Rancho Hermosa Community Room  
235 E. Inger Dr. 102-B**

There will be coloring, cookies, coffee, and a raffle available!

Questions? Contact Resident Services Specialist Yesica Sanchez

Call or Text 805-972-2592, [yesicasanchez@hasbarco.org](mailto:yesicasanchez@hasbarco.org)



**hasbarco**  
Housing Authority of the  
County of Santa Barbara  
Caring for Community



¡Únase a nosotros para un evento importante con el Departamento de Bomberos! Aprenda a utilizar un extintor de incendios de forma eficaz para mantener su hogar seguro. No pierda esta valiosa oportunidad de adquirir habilidades para salvar vidas. ¡Te veo allí!

## FIRE PREVENTION



### Evento educativo sobre prevención de incendios

“Como utilizar un extinguidor de incendios”

Presentado por el Departamento de Bomberos de Santa Maria

**Miercoles, 17 de Abril del 2024  
de 4:00p.m. a 5:00p.m.**

**Salón Comunitario de Rancho Hermosa  
235 E. Inger Dr. 102-B**

¡Habrà libros para colorear, galletas, café y premios disponibles!

Si tiene preguntas contacte a Yesica Sanchez, especialista en servicios para

residentes. Llamé o texto 805-972-2592, [yesicasanchez@hasbarco.org](mailto:yesicasanchez@hasbarco.org)



**hasbarco**  
Housing Authority of the  
County of Santa Barbara  
Caring for Community



# Rancho Hermosa Spotlight

Mark your Calendars! Join us for an exciting art canvas event on April 4th, 2024 at 3:30p.m in the community room. Followed by an Easter hunt. Don't miss out on the fun!

**Practice self care  
by expressing  
feelings through  
art.**



## Easter Egg Hunt



Please note that  
Children must be  
accompanied by a  
parent/Guardian to  
attend the event.  
Thank you!





# Enfoque Rancho Hermosa

¡Marca tus calendarios! Únase a nosotros para un emocionante evento de lienzos artísticos el 4 de abril de 2024 a las 3:30 p.m. en la sala comunitaria. Seguido de búsqueda de huevos de Pascua. ¡No te pierdas la diversión!

**Practica el autocuidado  
expresando  
sentimientos a través  
del arte**



## Búsqueda de huevos de Pascua



Tenga en cuenta que los niños deben estar acompañados por un padre/tutor para asistir al evento. Gracias



# Sandpiper, Aparicio, & L.C. Grossman Spotlight

## Food Distribution: Only the MFP



In April, because of resident requests, Resident Services is maintaining a twice-a-month food distribution. The Mobile Food Pantry (MFP) with USDA food will be the first Thursday

of every month. Free Fresh Food (FFF) distribution will be the third Thursday of the month.

If you have questions, or you run out of food, please talk to Phil Willis-Conger, (805) 266-4984. We want your feedback.



## Good Neighbor Quiz Game

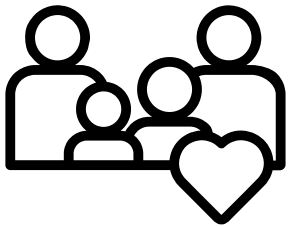
Do you like quizzes? Do you know how to be a good neighbor and a good resident? Are you willing

to try out a new game? Do you have a hidden competitive streak?

If you answered yes to any of these questions, or you would just like an opportunity to get out of the house, eat free snacks and have a chance at a door prize, then please come to the "Good Neighbor Quiz" Event. It's happening Tuesday, April 30, from 5 to 6:15 in the Miller Center: 5579 Armitos Ave. in Old Town Goleta. (It's across from the Housing Office.)



## Family Self-Sufficiency Program (FSS)



If you have:

- Section 8 housing; **and**
- a job, or plan to get a job; **and**
- you're interested in setting & achieving goals;

then you will be interested in the [FSS Briefing](#).

April 16 from 5 to 6:30 at *Positano Apartments*, 11 Camino de Vida.

Find out how the Housing Authority will save your rent increases to pay you when you complete the program--potentially thousands of dollars.



# Enfoque en Sandpiper, Aparicio, & L.C. Grossman

## Distribución de Comida: solo el MFP



En abril, debido a las reacciones de residentes, Servicios para Residentes seguirá con distribuciones de comida dos

veces al mes. La Despensa Móvil de Comida (MFP) con alimentos del USDA será el primer jueves de cada mes. (FFF) Comida Fresca y Gratis será el tercer jueves del mes.

Si tiene preguntas o se queda sin comida, hable con Phil Willis-Conger (805) 266-4984. Queremos sus comentarios.

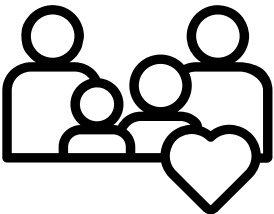


## Juego de Preguntas del "Buen Vecino"

¿Le gustan los cuestionarios? ¿Sabe ser un buen vecino y un buen residente? ¿Está dispuesto a probar un nuevo juego? ¿En el fondo tiene vena competitiva? Si respondió afirmativamente a cualquiera de estas preguntas, o simplemente le gustaría tener la oportunidad de salir de casa, comer refrigerios gratis y tener la oportunidad de ganar un premio, venga al evento "Prueba del buen vecino". Sucederá el martes 30 de abril de 5 a 6:15 en el Miller Center: 5579 Armitos Ave. en Old Town Goleta. (Está frente a la Oficina de Vivienda).



## Programa de Auto-Suficiencia Familiar (FSS)



**Si** tiene:

- Vivienda de la Sección 8; **y**
- un trabajo, o planea conseguir un trabajo; **y**
- está interesado en establecer y alcanzar metas;

entonces le interesará la Junta Informativa de FSS, el 16 de abril de 5 a 6:30 en Apartamentos Positano: 11 Camino de Vida. Descubra cómo la Autoridad de Vivienda ahorrará sus aumentos de alquiler para pagarle cuando complete el programa--potencialmente miles de dólares.





# Santa Rita Village Spotlight / Enfoque



**Charlotte's Web**  
Mobile Children's Library

Santa Rita Village & Lompoc Terrace  
**BOOKMOBILE VISITS**  
**SPRING 2024**



Library cards are free  
and can be made on the  
bookmobile.

Las tarjetas de la biblioteca son  
gratuitas y pueden  
hacerse en la biblioteca móvil.



**Lompoc Public Library**  
501 E. North Avenue  
Lompoc, CA 93436  
805-875-8775

Mon-Thurs: 10a-7p  
Fri & Sat: 1p-5p

**hasbarco**  
Housing Authority of the  
County of Santa Barbara

## January/enero

Saturday/sábado, Jan 13 – 11a-12p

Saturday/sábado, Jan 27 - 11a-12p

## February/febrero

Saturday/sábado, Feb 10 – 11a-12p

Saturday/sábado, Feb 24 – 11a-12p

## March/marzo

Saturday/sábado, Mar 9 – 11a-12p

Saturday/sábado, Mar 23 – 11a-12p

## April/abril

Saturday/sábado, Apr 13 – 11a-12p

Saturday/sábado, Apr 27 – 11a-12p

## May/mayo

Saturday/sábado, May 11 – 11a-12p

Saturday/sábado, May 25 – 11a-12p

\*Scheduled visits are subject to  
change without prior notice due to  
weather, safety or other concerns.

**hasbarco**  
Housing Authority of the  
County of Santa Barbara  
Caring for Community



**2024 USDA Mobile Food Pantry**  
**4<sup>th</sup> Wednesdays / 4to Miércoles**  
**10:00 AM – 11:30AM**

(or until food runs out / O hasta que se acabe la comida)  
**Santa Rita Village I&II**  
**926 W. Apricot Ave • Lompoc**

<b>January / Enero</b> <b>24</b>	<b>July / Julio</b> <b>24</b>
<b>February / Febrero</b> <b>28</b>	<b>August / Agosto</b> <b>28</b>
<b>March / Marzo</b> <b>27</b>	<b>September / Septiembre</b> <b>25</b>
<b>April / Abril</b> <b>24</b>	<b>October / Octubre</b> <b>23</b>
<b>May / Mayo</b> <b>22</b>	<b>November / Noviembre</b> <b>27</b>
<b>June / Junio</b> <b>26</b>	<b>December/Diciembre</b> <b>23</b>

**Questions? Call Resident Services**  
**Preguntas Llame a Servicio Para Residentes**  
**805-400-2480**



# Santa Rita Village Spotlight / Enfoque



## FOOD DISTRIBUTIONS

Foodbank of Santa Barbara County will distribute free groceries and fresh produce at the following locations. No documentation/registration required. Everyone is welcome. Measures have been taken to ensure the safety and cleanliness of each site.

UPDATED  
FEBRUARY 6, 2024

- Membership Barcode Used - Drive-thru

## FRESH PRODUCE AND HEALTHY GROCERIES

### SANTA MARIA

Allan Hancock College   
800 S. College Dr.  
1st & 3rd Saturday from 8-10:30am

American GI Forum  
117 W Bunny Ave.  
2nd Tuesday from 1-4pm

Boys & Girls Club   
901 N Railroad Ave., Santa Maria  
2nd Saturday, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
Every Tuesday, 10-11am

Elks Lodge  
1309 N. Bradley Rd.   
Last Thursday of the month, 9am

Evans Park   
200 W. Williams St.  
Call for distribution date  
805-925-4393 x3104

Santa Maria Fairpark   
937 S. Thornburg  
3rd Wednesday, 8-11am

Oasis Orcutt Senior Center   
420 Soares Ave.  
3rd Thursday, 9-10:30am

Orcutt Presbyterian Church   
993 Patterson Rd.  
Every Friday, 2-4pm

Red Oaks Baptist Church   
3600 Pinewood Dr  
4th Monday, 3-5pm

Residences of Depot St.   
201 W Depot St.  
3rd Wednesday, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
Every Thursday, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
Every Monday, Wednesday and  
Friday, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
Thursdays, 9:30-11am

Veterans Clinic  
1550 E Main St  
4th Wednesday, 3-4:30pm

### GUADALUPE

Beatitude House  
267 Campodonico Ave.  
Every Tuesday, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
Last Thursday of the month, 12pm

Guadalupe Senior Center  
4545 10th St.  
First Thursday, 11:30-2pm

### NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
Every Monday, Tuesday and  
Thursday, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
Monday-Friday, 10-11:45am  
12:30p-2pm

Lompoc High School   
515 W. College Ave.  
Last Saturday of the month,  
8-11a

Mission Hills Shopping Center   
1450 Burton Mesa Blvd  
1st Monday, 3-5pm  
(if holiday interferes, this will  
move to the following month)

Santa Rita Village   
926 W. Apricot Ave  
4th Wednesday, 10-11:30am

Trinity Church of the Nazarene   
500 E North Ave, Lompoc  
2nd Monday, 3-5pm

### LOS ALAMOS

People Helping People  
260 Gonzalez Dr  
Every other Thursday, 10-11am  
Call 805-686-0295 for more info

### NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3rd Friday, 11am

### SOLVANG/SANTA YNEZ

Bethania Lutheran Church   
603 Atterdag Rd.  
Every Tuesday, 5:15-6:45pm

People Helping People  
1760 Mission Drive  
Every other Thursday, 12-4pm  
Call 805-686-0295 for more info

### BUELLTON

Santa Ynez Valley Community  
Outreach  
(formerly Buellton Senior Center)  
164 W Hwy 246 (Behind post office)  
Daily, 24/7

Veterans Pantry  
164 W Hwy 246  
Monday - Friday 8-5pm

### GOLETA/ISLA VISTA

Goleta Valley Community Center  
5679 Hollister Ave.  
2nd Saturday, 8:30-10:30am

Good Shepherd Pantry  
380 N. Fairview Ave.  
1st Saturday, 9-10am

L.E.A.P.  
I.V. Elementary School  
6875 El Colegio Rd.  
3rd Thursday, 11:30-5:30pm

By Appointment ONLY  
Contact Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1st Thursday, 9am

### SAN LUIS OBISPO

St. Patrick's Church  
501 Fair Oaks Ave.  
Tuesday-Thursday, 4-5pm

### SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
Monday-Friday, 9-4:30pm

Children's Park (Lower Westside)   
520 Wentworth Ave.  
1st Tuesday, 1pm  
2nd Tuesday, 1pm

El Camino School   
5020 San Simeon Dr  
4th Thursday, 4-6pm

Franklin Community Center  
1136 E. Montecito St.  
3rd Tuesday, 1:30pm  
Every Thursday, 1pm

Franklin Elementary School  
1111 E Mason St., Santa Barbara  
3rd Saturday, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1st, 2nd, 3rd & 4th Saturday, 9am  
Every other Thursday, 10-11am  
Call 805-686-0295 for more info

Harding Elementary Auditorium  
1625 Robbins St.  
4th Tuesday, 2:30-5pm  
Call (805) 967-5741

Iglesia Bautista  
736 W. Islay St  
3rd Thursday, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3rd Thursday 2:30-4:30pm

McKinley Elementary School   
350 Loma Alta Dr  
2nd Tuesday 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3rd Tuesday, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3rd Monday, 3:30pm

Presidio Springs   
721 Laguna St.  
3rd Wednesday, 2-5pm

Salvation Army  
4849 Hollister Ave.  
Tuesdays, Thursdays, 9-12pm  
Wednesdays, 1-4pm

Unity Shoppe  
110 W. Sola St.   
Monday-Friday, 10-5pm

Westside Community Center  
423 W. Victoria St.  
Every Monday, 1pm

### CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2nd Wednesday, 3-5:30pm

Reality Church  
Location is at Girls Inc.  
5315 Foothill Rd.   
Last Thursday of the month,  
4-5:30pm

## PREPARED MEALS

### SANTA MARIA

Coast Valley  
Worship Center  
Salvation Army Parking Lot  
200 W. Cook Ave.  
Every Thursday, 10-11:30am

Showers and hot food:  
805-739-1512

Salvation Army  
200 W. Cook Ave.  
Monday-Thursday,  
11-12pm

### BUELLTON

Santa Ynez Valley  
Community Outreach  
(formerly Buellton Senior  
Center)  
164 W Hwy 246 (Behind post  
office)  
Call for information:  
(805) 688-4571

### SANTA BARBARA

Santa Barbara Rescue  
Mission  
535 E Yananoli St.  
Daily (except Wednesday),  
6-8:30am & 6-6:30pm  
Wednesday, 8:15-10am

Half Century Club  
341 North N St.  
Every Thursday, 5-5:45pm

La Purisma Catholic Church  
333 South I St.  
Every Friday, 4-4:45pm

Lompoc Foursquare Church  
125 North C St.  
Every Monday, 4pm

### LOMPOC

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
cada jueves, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
cada lunes, miércoles y viernes, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Veterans Clinic  
1550 E Main St  
4to miércoles, 3-4:30pm

GUADALUPE

Beatitude House  
267 Campodonico Ave.  
cada martes, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
El último jueves de cada mes, 12pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

### NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

FoodbankSBC.org



## DISTRIBUCIONES DE ALIMENTOS

El Banco de Comida del Condado de Santa Barbara distribuirá comestibles saludables y productos frescos gratuitos a la comunidad en los siguientes sitios. No se requiere documentos ni cita previa para asistir los sitios. Todos son bienvenidos. Se han tomado medidas para garantizar la seguridad y limpieza de cada sitio.

ACTUALIZADO  
6 DE FEBRERO 2024

- Se utiliza tarjeta de membresía - Servicio por auto

## PRODUCTOS FRESCOS Y COMESTIBLES SALUDABLES

### SANTA MARIA

Allan Hancock College   
800 S. College Dr.  
1er & 3er sábado, 8-10:30am

American GI Forum  
117 W Bunny Ave.  
2do martes, 1-4pm

Boys & Girls Club   
901 N Railroad Ave., Santa Maria  
2do sábado, 8:30-10:30am

Coast Valley Worship Center  
2548 S. Broadway  
cada martes, 10-11am

Elks Lodge  
1309 N. Bradley Rd.   
último jueves del mes, 9am

Evans Park   
200 W. Williams St.  
Llamar para día de distribución  
805-925-4393 x3104

Santa Maria Fairpark   
937 S. Thornburg  
3er miércoles, 8-11:00am

Oasis Orcutt Senior Center  
420 Soares Ave.  
3er jueves, 9-10:30am

Orcutt Presbyterian Church  
993 Patterson Rd.  
cada viernes, 2-4pm

Red Oaks Baptist Church  
3600 Pinewood Dr  
4to lunes, 3-5pm

Residences of Depot St.   
201 W Depot St.  
3er miércoles, 3pm

Rescue Mission  
Foursquare Church parking lot  
709 N. Curryer St.  
cada jueves, 4:30-5pm

Salvation Army  
200 W. Cook Ave.  
cada lunes, miércoles y viernes, 9-4pm

St. Peter's Episcopal Church  
402 S. Lincoln St.  
cada jueves, 9:30-11am

Veterans Clinic  
1550 E Main St  
4to miércoles, 3-4:30pm

### GUADALUPE

Beatitude House  
267 Campodonico Ave.  
cada martes, 10-11:30am

Family Service Center  
230 Cesar E. Chavez  
El último jueves de cada mes, 12pm

Guadalupe Senior Center  
4545 10th St.  
primer jueves, 11:30-2pm

### NIPOMO

Nipomo Food Basket  
197 W. Tefft St.  
cada lunes, martes y jueves, 10-1pm

### LOMPOC

Catholic Charities  
329 N. 2nd St.  
lunes-viernes, 10-11:45am  
12:30-2pm

Lompoc High School   
515 W. College Ave.  
El último sábado de cada mes,  
8-11am

\*Si el día festivo interfiere, esto se  
moverá al sábado anterior.

Mission Hills Shopping Center   
1450 Burton Mesa Blvd  
1er lunes, 3-5pm

\*Si el día festivo interfiere, esto  
se moverá al siguiente mes.

Santa Rita Village   
926 W. Apricot Ave  
4to miércoles, 10-11:30am

Trinity Church of the Nazarene  
500 E North Ave, Lompoc  
2do lunes, 3-5pm

### LOS ALAMOS

People Helping People  
260 Gonzalez Dr  
cada otro jueves, 10-11am  
Llame 805-686-0295 para mas  
información

Cuyama Family Resource Center  
4689 Highway 166  
3er viernes, 11am

### NEW CUYAMA

Cuyama Family Resource Center  
4689 Highway 166  
3er viernes, 11am

### SOLVANG/SANTA YNEZ

Bethania Lutheran Church   
603 Atterdag Rd.  
cada martes, 5:15-6:45pm

People Helping People   
1760 Mission Drive  
cada otro jueves, 12-4pm  
Llame 805-686-0295 para mas  
información

### BUELLTON

Santa Ynez Valley Community  
Outreach  
(antes Buellton Senior Center)  
164 W Hwy 246 (detrás de la oficina  
de correos)  
diario 24/7

Veterans Pantry  
164 W Hwy 246  
lunes - viernes 8-5pm

### GOLETA/ISLA VISTA

Goleta Valley Community Center  
5679 Hollister Ave.  
2do sábado, 8:30-10:30am

Good Shepherd Pantry  
380 N. Fairview Ave.  
1er sábado, 9-10am

### L.E.A.P.

I.V. Elementary School  
6875 El Colegio Rd.  
3er jueves, 3:30-6:30pm

SOLO por cita, contáctese  
Ana Maya, 805-869-3303

Sandpiper Apartments  
375 Ellwood Beach Dr.  
1er jueves, 9am

### SAN LUIS OBISPO

St. Patrick's Church   
501 Fair Oaks Ave.  
martes-jueves, 4-5pm

### SANTA BARBARA

Catholic Charities  
609 E. Haley St.  
lunes-viernes, 9-4:30pm

Children's Park (Lower Westside)   
520 Wentworth Ave.  
1er martes, 1pm  
2do martes, 1pm

El Camino School   
5020 San Simeon Dr  
4to jueves, 4-6pm

Franklin Community Center  
1136 E. Montecito St.   
3er martes, 1:30pm  
cada jueves, 1pm

Franklin Elementary School  
1111 E Mason St., Santa Barbara  
3er sábado, 8:30-10:30am

Grace Food Pantry  
3869 State St.  
1er, 2do, 3er & 4to sábado, 9am

Harding Elementary Auditorium  
1625 Robbins St.  
4to Martes, 2:30-5pm  
Call (805) 967-5741

Iglesia Bautista  
736 W. Islay St  
3er Jueves, 2pm

La Cumbre Jr. High School  
2255 Modoc Rd.  
3er jueves, 2:30-4:30pm

McKinley Elementary School  
350 Loma Alta Dr  
2do Martes, 2:30-4:30pm

New Life Church  
50 E. Alamar Ave.  
3er Martes, 1-2:30pm

Positano Apartments  
11 Camino De Vida  
3er Lunes, 3:30pm

Presidio Springs   
721 Laguna St.  
3er Miércoles, 2-5pm

Salvation Army  
4849 Hollister Ave.  
martes, jueves, 9-12pm  
miércoles, 1-4pm

Unity Shoppe   
110 W. Sola St.  
lunes-viernes, 10-5pm

Westside Community Center  
423 W. Victoria St.   
cada lunes, 1pm

### CARPINTERIA

Carpinteria Children's Project  
5201 8th St.  
2do miércoles, 3:30-5:30pm

Reality Church  
Localizado en Girls Inc.  
5315 Foothill Rd.   
El último jueves de cada mes,  
4-5:30pm

FoodbankSBC.org



# West Cox Spotlight

## Fire Drills at West Cox

All West Cox residents to participate with the fire drill. When the fire drill begins on **Tuesday, April 9th from 1-1:30pm. Please meet in the grass area in front of the community room.**

Participating in fire drills are important for several reasons:

- Fire drills help reduce panic by regularly practicing.
- Fire drills help emergency responders, such as fire departments, understand the building's layout and emergency procedures, improving their response.
- Can help save lives in the event of a real fire.
- Fire drills can identify vulnerabilities in emergency procedures, allowing for improvements to be made.
- Help people become familiar with emergency procedures, including evacuation routes and assembly points.



## Good Neighbor Part 2: "Protect your Space"

**Join us on Tuesday, April 16th** at the West Cox community room where we will be covering essential tips on how to keep a clean, safe and bed bug free unit.

**The Santa Maria Fire Department will be presenting from 2:30-3:30pm** on fire prevention tips and how to use a fire extinguisher. A few topics the presenter Roy Dugger will be covering to protect your space will be:

- Ensure all electrical equipment and appliances are well maintained
- Keep flammable materials, such as curtains and towels, away from heat sources
- Importance of smoke alarms
- How to use a fire extinguisher
- Fire escape plan





# Enfoque de West Cox

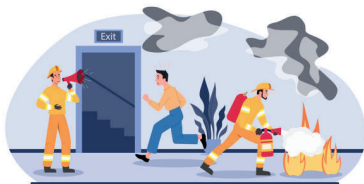
## Simulacros de incendio en West Cox

Todos los residentes de West Cox participarán en el simulacro de incendio. Cuando comience el simulacro de incendio el **martes 9 de abril a las 11-11:30am.**

**Reúnanse en el área de césped frente al salón comunitario.**

Participar en simulacros de incendio es importante por varias razones:

- Los simulacros de incendio ayudan a reducir el pánico al practicarlos con regularidad.
- Los simulacros de incendio ayudan al personal de emergencia, como los departamentos de bomberos, a comprender la distribución del edificio y los procedimientos de emergencia, lo que mejora su respuesta.
- Puede ayudar a salvar vidas en caso de un incendio real.
- Los simulacros de incendio pueden identificar vulnerabilidades en los procedimientos de emergencia, lo que permite realizar mejoras.
- Ayude a las personas a familiarizarse con la emergencia. procedimientos, incluidas rutas de evacuación y puntos de reunión.



## Buen Vecino Parte 2: "Protege tu Espacio"

**Únase a nosotros el martes 16 de abril** en la sala comunitaria de West Cox, donde cubriremos consejos esenciales sobre cómo mantener una unidad limpia, segura y libre de chinches.

**El Departamento de Bomberos de Santa María presentará de 2:30-3:30pm** consejos para la prevención de incendios y cómo usar un extintor. Algunos temas que cubrirá el presentador Roy Dugger para proteger su espacio serán:

- Asegúrese de que todos los equipos y aparatos eléctricos estén en buen estado.
- Mantenga los materiales inflamables, como cortinas y toallas, alejados de fuentes de calor.
- Importancia de las alarmas de humo
- Cómo utilizar un extintor de incendios plan de escape en caso de incendio

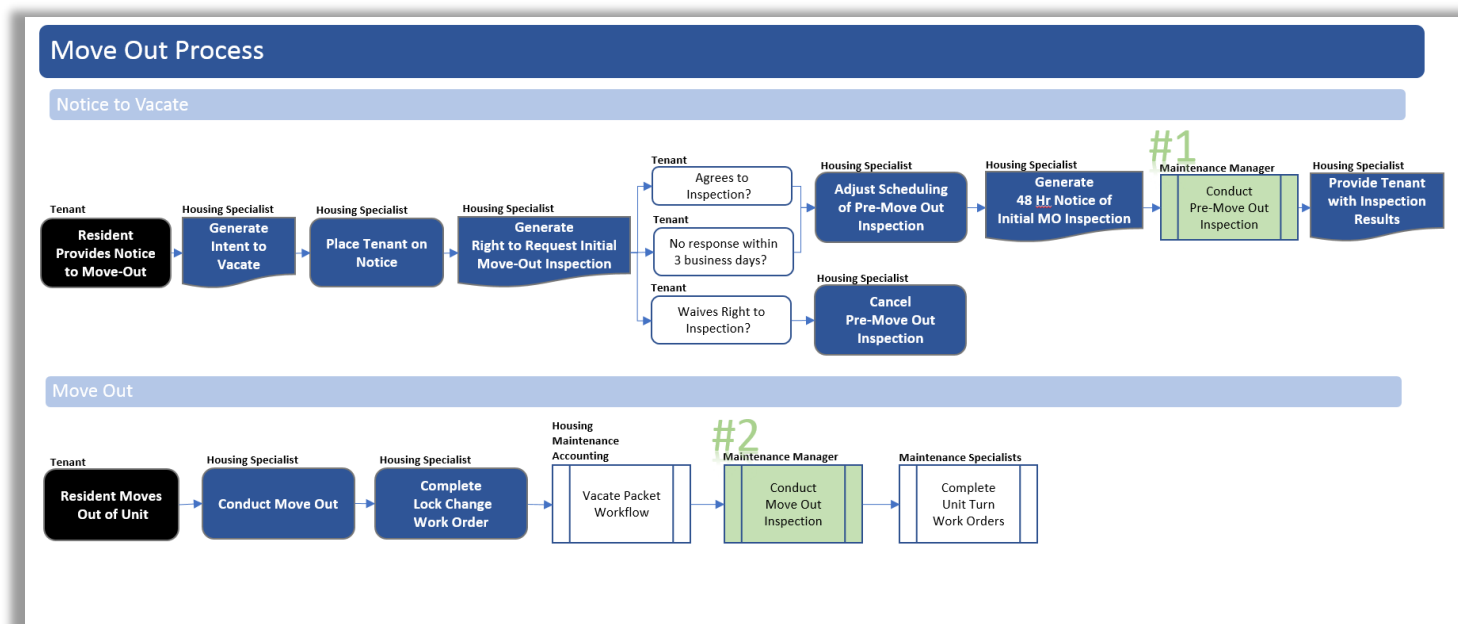


Housing Authority of the County of Santa Barbara

# Conducting Pre-Move Out & Move Out Inspections in Maintenance IQ Mobile

Maintenance IQ Mobile

Revised Date  
3/25/2024



## Table of Contents

Introduction .....	3
Template Setup Considerations .....	3
#1 – Pre-Move Out Inspection .....	3
Timing and Scheduling .....	3
Inspection Template Overview .....	3
#2 – Move Out Inspection .....	6
Timing and Scheduling .....	6
Inspection Template Overview .....	6
View Pre-Move Out Inspection Results .....	7
Tenant Charges Generated by Observations .....	9
Work Orders Generated by Observations .....	10
Vacate Packet Reports .....	11
Move Out Inspection Charge Batch .....	11
Pre-Move Out and Move Out Inspection Results .....	13
Aspire Training Course .....	14



## Introduction

This guide covers the process of completing Pre-Move Out and Move Out Inspections using the Maintenance IQ Mobile App.

### Template Setup Considerations

The Pre-Move Out and Move Out Inspection Templates have been designed as one template.

The logic for using one template is that it enables functionality that allows observations, photos, videos, and notes to be referenced from the Pre-Move Out Inspection while conducting the Move Out Inspection.

## #1 – Pre-Move Out Inspection

### Timing and Scheduling

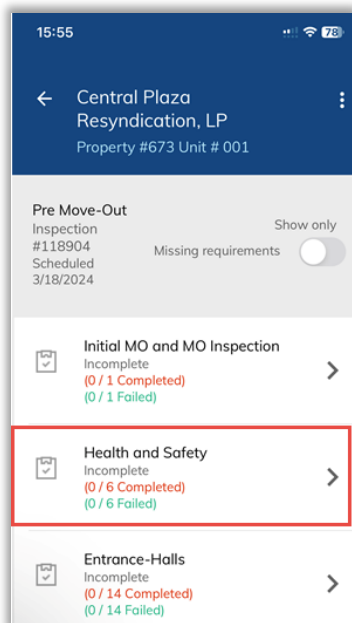
The Pre-Move Out Inspection should be conducted 14 days prior to the tenant's move out date.

As a part of the Maintenance IQ Unit Turn functionality, the Pre-Move Out Inspection will be automatically created and scheduled based on the tenant's anticipated Move Out date. The tenant has the option to opt-out of a Pre-Move Out Inspection. For these cases, the Pre-Move Out Inspection will be canceled by the Property Representative.

### Inspection Template Overview

#### Health & Safety

This section reviews all Health and Safety devices and is required to complete the inspection.



**All other Areas/Rooms** contain a Tenant and Inspector section for the Initial/Pre-Move Out Inspection containing Observations specific to that area:

Central Plaza  
Resyndication, LP  
Property #673 Unit # 001

Initial MO and MO Inspection  
Entrance-Halls (3 / 11)

**Initial - Resident**  
Initial - Resident

No Issues Issues

Observations

**Initial - Inspector**  
Initial - Inspector

No Issues Issues

Observations

**Initial – Resident:** Observations should be selected where tenants should pay particular attention. If there may be a cost associated with an Observation that a tenant does not resolve prior to move out, an estimated charge to the tenant should be entered. This estimate does not generate charges to the tenant but will provide an estimate for the tenant.

Initial MO and MO Inspection  
Entrance-Halls (3 / 11)

Initial - Resident  
Initial - Resident

No Issues Issues

Observations

☒ Select All

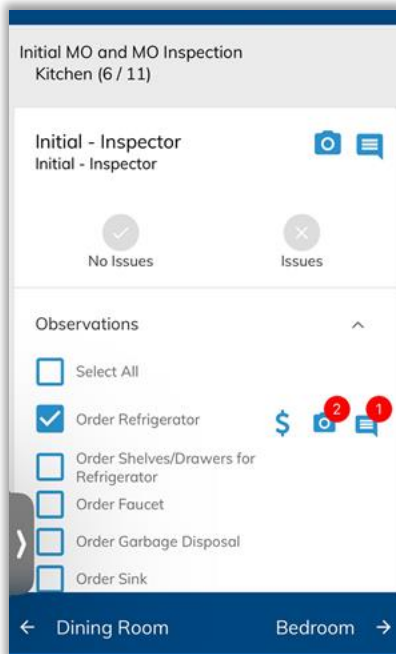
☒ Clean Light Fixtures \$

\$ 25.00

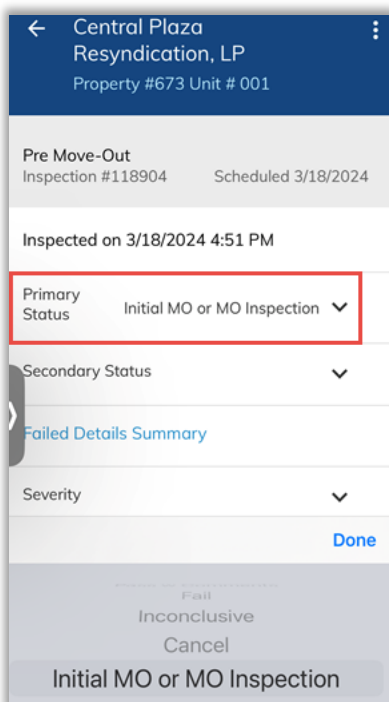
☒ Unable to observe all areas due to obstructions \$

**Initial – Inspector:** Observations should be selected that may be helpful to the inspector for follow-up.

For example, if a refrigerator will need replacing, the inspector may select the ‘Order Refrigerator’ observation in the Kitchen area and take a photo, note measurements, etc. of the refrigerator that needs replacing to reference later when ordering.



When completing the Inspection, select the Primary Status “Initial or MO Inspection”.





## #2 – Move Out Inspection

### Timing and Scheduling

The Move Out Inspection will be automatically created based on the Move Out function being completed in Voyager.

A Unit Turn Work Order will also be automatically created to specifically Change Locks. The Work Order can be completed using the Maintenance IQ Mobile App for Work Orders and any associated charges to the tenant should be associated with the work order.

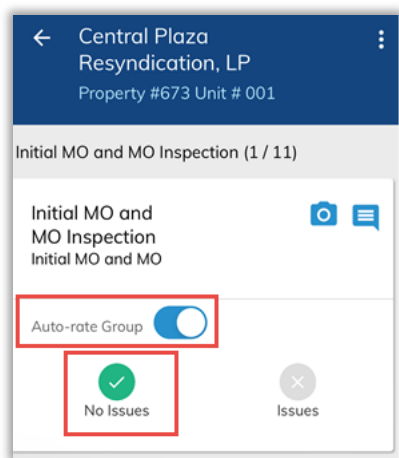
### Inspection Template Overview

All inspected Areas/Rooms should be completed.

As with the Pre-Move Out Inspection, the Health and Safety section is required to complete the inspection.

The 'Initial – Resident' and 'Initial – Inspector' sections are not applicable to the Move Out Inspection as these are specific to the Pre-Move Out Inspection.

It is possible to auto-rate the entire inspection or specific Areas/Rooms by selecting 'Auto-Rate Group' and applying the rating of 'No Issues' or 'Issues'.



When completing the Inspection, select the Primary Status “Initial or MO Inspection”.

Central Plaza  
Resyndication, LP  
Property #673 Unit #001

Move-Out  
Inspection #118905 Scheduled 3/18/2024

Inspected on 3/18/2024 4:57 PM

Primary Status Initial MO or MO Inspection ▼

Secondary Status ▼

Severity ▼

Create reinspection ☐

Action Date ▼

Add final notes

0 / 2000

Inspector Add Signature

## View Pre-Move Out Inspection Results

If a Pre-Move Out Inspection was conducted, the results can be viewed from the Move Out Inspection.

On the main Inspection screen, select the ellipsis (three dots) in the upper right-hand of the screen and select Compare.

Central Plaza  
Resyndication, LP  
Property #673 Unit #001

Move-Out  
Inspection #118905

100% Complete  
Started 3/18/2024

Template: Initial  
MO Inspection

REVIEW INSPECTION

FINALIZE INSPECTION

Home

Notes

Time Log

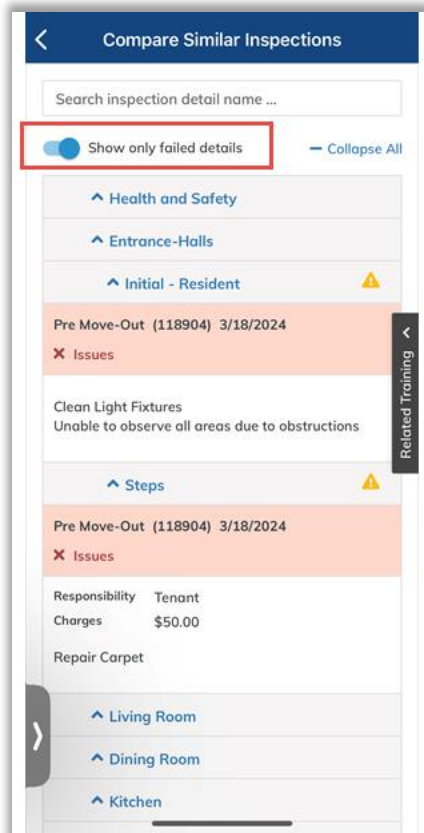
Cancel

Cancel and Restart

Attachments

Compare

All inspection results will display. To view only previously inspected items with issues, use the “Show Only failed details” toggle:





## Tenant Charges Generated by Observations

If there is an Observation selected that should be charged to the tenant, select the Observation and note the amount of the charge by clicking the \$ icon next to the observation.

Some Observations have pre-defined charges that will be appear automatically.

If the Observation does not have a pre-defined charge, enter the amount.

Central Plaza  
Resyndication, LP  
Property #673 Unit # 001

Initial MO and MO Inspection  
Overall Unit (10 / 11)

- ☐ Replace Carpet
- ☐ Paint Unit
- ☐ Replace with LED Lights
- ☐ Routine Custodial Work
- ☐ Clean Unit
- ☐ Remove excess Trash: Dump Run/Landfill Fee - Goleta
- ☐ Remove excess Trash: Dump Run/Landfill Fee - Lompoc
- ☒ Remove excess Trash: Dump Run/Landfill Fee - Santa Maria \$ 📷 💬

\$ 101.25

Pest Control  
Pest Control 📷 💬

Other Equipm... Exterior →

The observation **Responsibility** must be set to Tenant in order for a charge to be generated:

Property #673 Unit # 001

Initial MO and MO Inspection  
Overall Unit (10 / 11)

General  
General 📷 💬

☒ No Issues ☒ Issues

Responsibility Tenant ▼

Monique

Observations  
Select All  
Replace Carpet  
Paint Unit

Other Equipm... Exterior →

Before Finalizing the Inspection, the Tenant Charges can be reviewed:

The left screenshot shows the inspection form for 'Central Plaza Resyndication, LP' (Property #673 Unit # 001). It includes fields for 'Action Date', 'Add final notes', and 'Inspector' (Monique Gutierrez). A red box highlights the 'View Tenant Charges' link. The right screenshot shows the 'Tenant Charges' summary for Monique Gutierrez, displaying a total of \$101.25 for 'Remove excess Trash: Dump'.

Tenant Charges: Monique Gutierrez	
Total: \$101.25	
Overall Unit > General	
Remove excess Trash: Dump	\$101.25

### Work Orders Generated by Observations

Each Observation will generate an associated Work Order. Because the Inspection Observations will generate the tenant changes, the associated Work Orders will not be charged to the tenant.

The Work Orders can be completed using the Maintenance IQ Mobile App for Work Orders.

## Vacate Packet Reports

The Inspection Charge Batch Report, Pre-Move Out and Move Out Inspection Reports will need to be uploaded to the Vacate Packet workflow.

### Move Out Inspection Charge Batch

If there are tenant charges generated from the inspection, these can be viewed in Voyager from the Inspection screen.

To save a copy of the MO Inspection Charge Batch for upload to the Vacate Packet Workflow: From the Inspection screen>Reports/Links: Select the 'MO Inspection Charge Batch report:

Inspection #118905

Reports\Links ▼

Inspection #118905 scheduled at 3/18/2024 12:00:00 AM fall

Location

Unit

001

Address

200 North McClelland #1

City

Santa Maria

State-Zip

CA 93454

Property

673 Central Plaza Resyndication, LP

Corporation

Tenant

Owner

Principal

Employee

Vendor

Attachment

Template Attachment

Memo

MO Inspection Charge Batch

Inspection Details Report

HACSB Schedule Letter

Save

New

Close

Help

Delete

Created by ysi on 03/18/2024. Modified by ccastle@castlesoftwareconsulting.com on 03/18/2024.

Scheduling

Results

Work Orders (1)

Charges (1)

Inspection Template

Initial MO and MO Inspection

View

Special Su

Inspection Type

Move-Out ▼

User defin



Click the 'Generate' button:

MO Inspection Charges to Tenant

-

**Report Options**

Report
CR\_InspChargeTen
Merge
☐
Attach
☐
Output
PDF
Grid
☐
Email
☐
Show on Portal
☐
Hold Emails
☐
Generate
Clear
Help
Preview

+

**Report Filters**

inspId	Property	PropName	ucode	inspectionId	tscode	TenantName	TemplateType	InspType	Report
118,905.00	673	Central Plaza Resyndication, LP	001	118,905.00	t0048541	Monique	Initial MO and MO Inspection	Move-Out	View Report

The report will display with the charges:

Move Out Tenant Charges

t0048541 - Monique

Charges

Batch #	Charge #	Amount	Notes
30646	473966	101.25	Auto-generated from inspection #118905 Initial MO and MO Inspection > Overall Unit > General Checked Observation: Remove excess Trash: Dump Run/Landfill Fee - Santa Maria Detail Notes:

If a charge needs to be adjusted or removed, a note can be entered on the filter prior to generating the report:

MO Inspection Charges to Tenant

Click [here](#) to view merged reports of all recipients.

-

**Report Options**

Report
CR\_InspChargeTen
Merge
☒
Attach
☐
Output
PDF
Grid
☐
Email
☐
Show on Portal
☐
Hold Emails
☐
Generate
Clear
Help
Preview

-

**Report Filters**

Accounting Notes
Add additional poundage

## Pre-Move Out and Move Out Inspection Results

If a Pre-Move Out Inspection has been conducted, the results must be uploaded to the Vacate Packet Workflow.

The Move Out Inspection results must also be uploaded to the Vacate Packet.

From the Inspection screen>Reports/Links: Select the 'Inspection Details Report'.

The screenshot shows the 'Inspection #118904' screen. The 'Reports\Links' dropdown menu is open, displaying the following options: Attachment, Template Attachment, Memo, Pictures (2), MO Inspection Charge Batch, and **Inspection Details Report** (which is highlighted with a red box). The main form fields include: Location (Unit: 001, Address: 200 North McClelland #1), Tenant, Owner, and Primary.

Update the filter with the Inspected Date, Show Fail Only? = No, and Show Fail Details Only? = No,

Click Generate to generate the report to be uploaded to the Vacate Packet.

The screenshot shows the filter settings for the report generation. The 'Inspected Between' field is highlighted with a red box and set to '03/18/2024'. The 'Show Fail Only?' field is highlighted with a red box and set to 'NO'. The 'Show Fail Details Only?' field is highlighted with a red box and set to 'NO'. Other fields include: Owner, Inspection ID (118904), Inspection Type, Inspection Template, Requested Between, Due Between, Scheduled Between, Primary Status, Secondary Status, Show Non-Tenant Charges? (YES), and Show Photos? (YES).

## Aspire Training Course

Please reference the following course material in Aspire for additional training:

MIQ 195 – Inspections in Maintenance IQ Mobile



Housing Authority of the County of Santa Barbara

# Conducting the Move Out Process

Voyager  
Case Manager  
Maintenance IQ  
Maintenance IQ Mobile

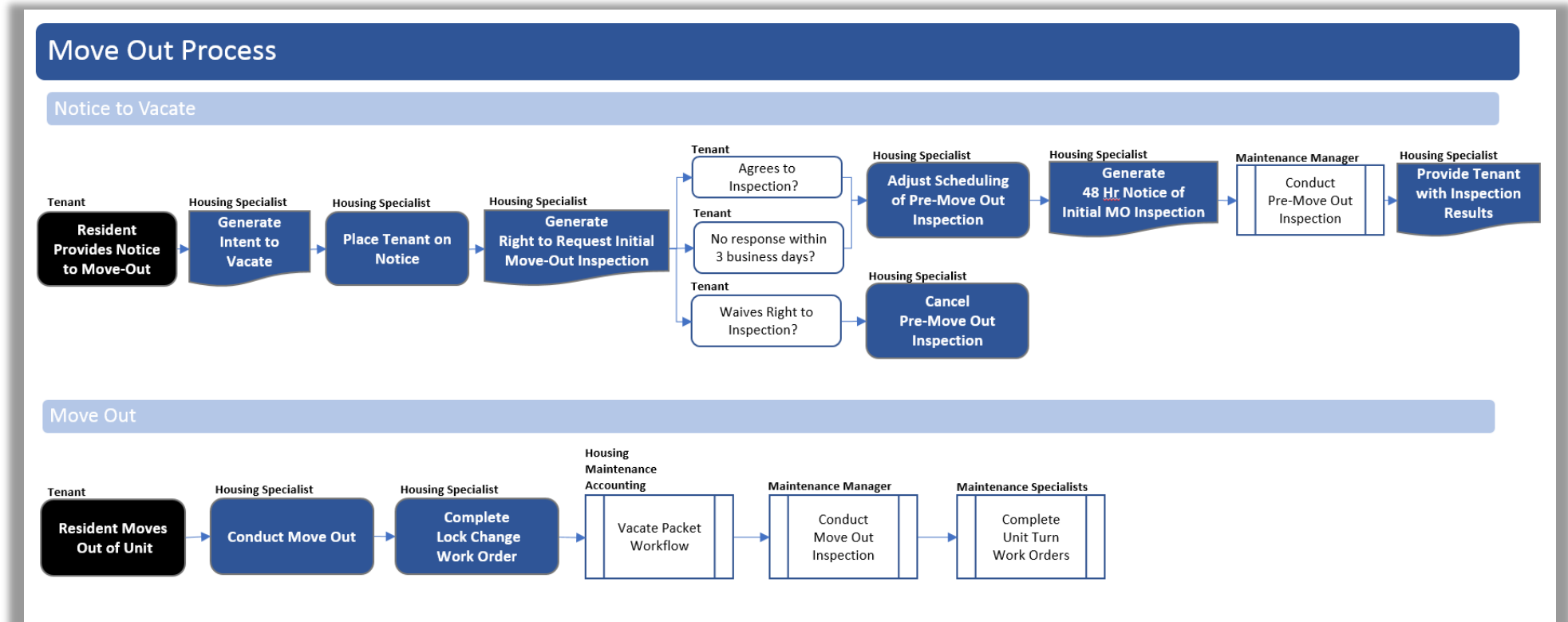
Revised Date  
3/25/2024

## Table of Contents

<b>Workflow Overview .....</b>	<b>3</b>
<b>Placing Tenant on Notice .....</b>	<b>4</b>
Generate Intent to Vacate Form .....	4
Change Tenant Status to Notice .....	5
Generate Right to Request Initial Move-Out Inspection Form .....	6
<b>Maintenance IQ Unit Turn Dashboard .....</b>	<b>7</b>
Logging into Maintenance IQ .....	7
Unit Turn Dashboard Overview .....	8
<b>Adjustments to Move Out Date .....</b>	<b>9</b>
Adjust Move Out Dates .....	9
Adjust Move Out Inspection Schedule Date .....	10
Adjust Lock Change Work Order Schedule Date .....	11
<b>Pre-Move Out Inspection .....</b>	<b>12</b>
Adjust Scheduling of the Pre-Move Out Inspection .....	12
Generate 48 Hour Notice of Pre-Move Out Inspection .....	13
Canceling the Pre-Move Out Inspection .....	14
Generate Pre-Move Out Inspection Results Letter to Tenant .....	15
<b>Process Move Out .....</b>	<b>16</b>
Enter the Forwarding Address .....	16
Conduct Move Out Function .....	16
Create Vacate Packet Workflow Case in Case Manager .....	17
<b>Move Out Inspection &amp; Work Orders .....</b>	<b>19</b>
Conduct Move Out Inspection .....	19
Generate and Conduct Unit Turn Work Orders .....	19
Generate Tenant Charges .....	19
Finish Unit Turn .....	20

## Workflow Overview

The following workflow displays the Move Out Process from the tenant's notice to vacate to move-out.



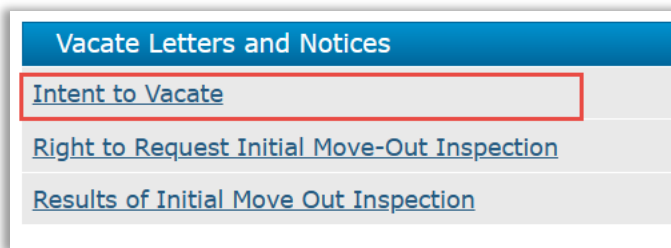


## Placing Tenant on Notice

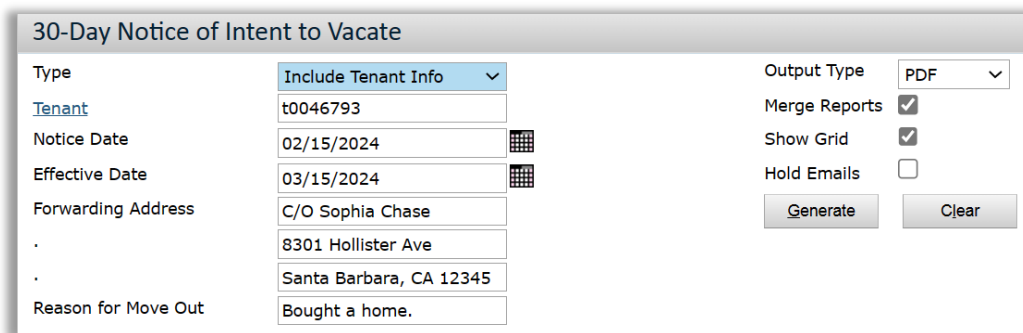
### Generate Intent to Vacate Form

The Intent to Vacate Form is a form the tenant completes to let the landlord know they plan to vacate the premises.

To generate the form, from the Custom Reports menu in Voyager, select Intent to Vacate:



To print a blank form, select Type = Blank Form. If information is available to print on the form, Select Type = Include Tenant Info and complete the remaining fields.

A screenshot of a web form titled "30-Day Notice of Intent to Vacate". The form is divided into two main sections. The left section contains fields for "Type" (a dropdown menu set to "Include Tenant Info"), "Tenant" (a text box with "t0046793"), "Notice Date" (a date picker set to "02/15/2024"), "Effective Date" (a date picker set to "03/15/2024"), "Forwarding Address" (a text box with "C/O Sophia Chase"), and "Reason for Move Out" (a text box with "Bought a home."). The right section contains "Output Type" (a dropdown menu set to "PDF"), "Merge Reports" (a checked checkbox), "Show Grid" (a checked checkbox), and "Hold Emails" (an unchecked checkbox). At the bottom right of the form are "Generate" and "Clear" buttons.

## Change Tenant Status to Notice

In Voyager, place the tenant on Notice:

**Step 1.** From the Resident Screen>Functions: Select 'Notice'

**Step 2.** Complete the required fields and click 'Save'

The Resident 'Status' will automatically change from 'Current' to 'Notice'.

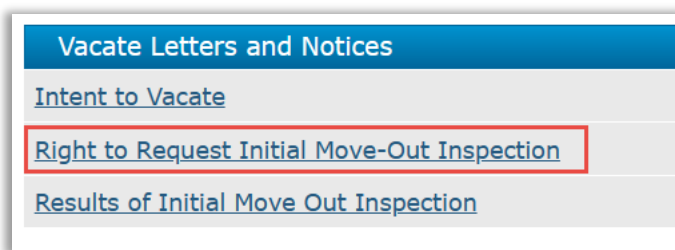
## Generate Right to Request Initial Move-Out Inspection Form

Residents have the right to an Initial Move-Out Inspection. The Inspection should be conducted no earlier than two weeks prior to termination tenancy.

The Right to Request Initial Move Out Inspection Form is completed by the tenant indicating one of the following:

- Resident waives the right to have an Initial Final Inspection of the premises.
- Resident is requesting Initial Final Inspection of premises and would like to be present.
- Resident is requesting Initial Final Inspection, but will not be present.

To generate the form, from Custom Reports menu in Voyager, select Right to Request Initial Move Out Inspection:



The Tenant and all Residents aged 18 years and older will print on the form.

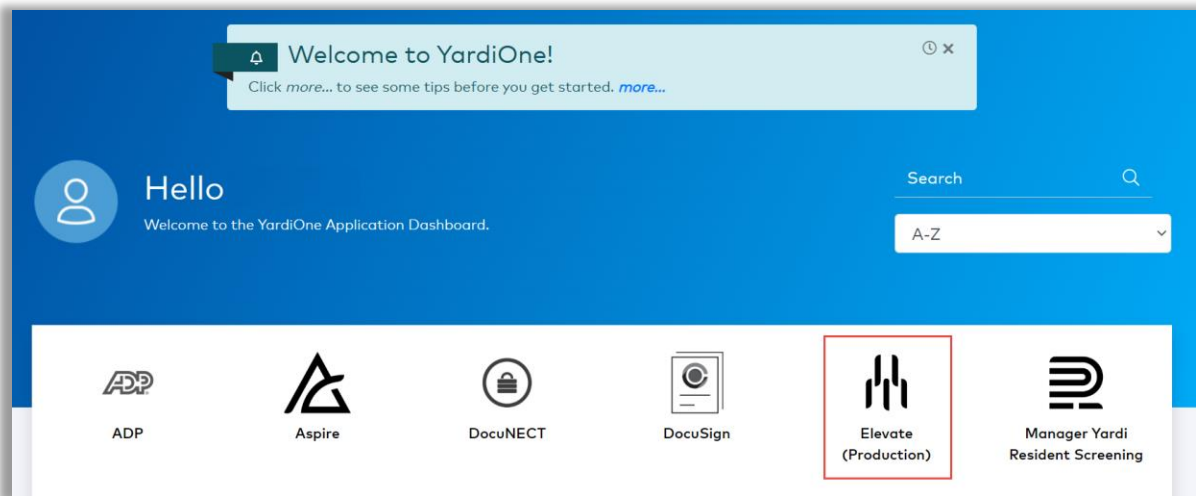
If a Pre Move Out Inspection has already been scheduled, the scheduled date and time will automatically fill on the form.



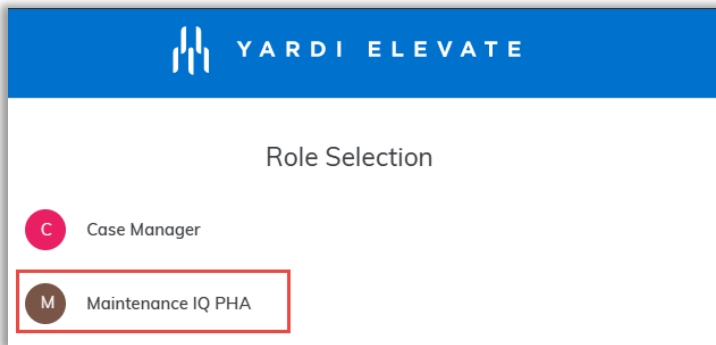
## Maintenance IQ Unit Turn Dashboard

### Logging into Maintenance IQ

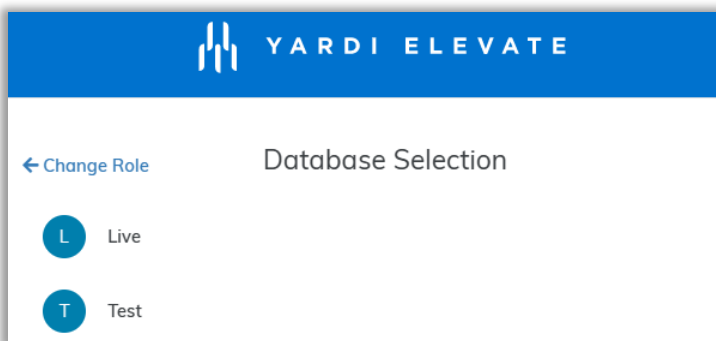
**Step 1.** From the YardiOne login, select 'Elevate':



**Step 2.** Select the Role 'Maintenance IQ PHA'



**Step 3.** Select the Database:



## Unit Turn Dashboard Overview

After a tenant is placed on Notice, the progress of the tenant activity through Move Out can be tracked on the Unit Turn Dashboard in Maintenance IQ.

**YARDI ELEVATE**

Unit Turn | Make Ready Manager | Work Order | Search | Marketplace | Reports | Setup | Tools | KPI | Scheduler | Due Diligence | PM | HCV | QC Inspections | PBV

**Unit Turn Dashboard**

Saved Filters: None | Property: 673 (Central Pla... | Unit: Any | Inspector: Any | Unit Status: | Sort By: | Search | Save | Clear

**Dashboard Filter**

**Summary Tiles (drillable)**

- Unit Turn**
  - On Notice: 1
  - In Progress: 15
  - Vacant: 1
- Inspections**
  - Unassigned: 8
  - UnScheduled: 1
  - Scheduled: 11
  - Fail: 2
- Work Order**
  - Unassigned: 10
- Action Items**
  - Replacement Items to Order
  - Move-In within 3 Days
  - Work Orders after Unit Turn
  - Unit Turns Past Scheduled Start Date
  - Rent Ready Incomplete Unit Turn

**Detail Search**

William | Unit Turn | View All Milestones

Property   Unit	Occupancy Dates	Unit Turn	Work Orders	POs / Replacements	Inspection	Total Cost	Activity
Property: Central Plaza Resyndication, LP Unit: 013 (Notice Unrented) Unit Address: 200 North McClelland #13 Resident: Chase William (Notice)	Move Out: 3/15/2024 Ready: 6/24/2021 Available: 6/24/2021	<a href="#">Continue</a> <a href="#">View Milestones</a>	<a href="#">Complete WO</a> Total: 1 Incomplete: 1	2/15/2024	Inspection: 118936 Inspector: Scheduled:	Not Started Assign 3/21/2024 12:00 AM	<a href="#">Add/View</a>

**Milestones**

0%

Unit Turn Started Date 2/15/2024

Pre Move-Out Inspection # 118935  
Scheduled: 3/1/2024 12:00 AM

Move Out 3/15/2024

Lock Change 3/15/2024  
WO # 114121

Move-Out Inspection # 118936  
Scheduled: 3/16/2024 12:00 AM

**Expand to View Milestones (drillable)**

## Adjustments to Move Out Date

### Adjust Move Out Dates

To change a tenant's move out date, adjust the move out date in Voyager.

**Step 1.** From the Resident Screen>Functions: Select 'Adjust Move Out Dates'

The screenshot shows the 'Resident' screen in the Voyager software. The 'Functions' dropdown menu is open, and 'Adjust Move Out Dates' is highlighted with a red box. The resident's information is visible on the left, and the 'Data' dropdown is also open on the right.

Resident		Functions	Data
First Name	William	Adjust Move Out Dates	Move Out
Middle Name		Apply Deposit	Prorate
Last Name	Chase	Cancel Notice	Move Out
Address	200 North McClelland #13	Quick Charge	Screening
		Connect Utilities	Utility Bill
City State	Santa Maria	Move Out	Affordable
Zip	93454		
<input type="button" value="Edit"/> <input type="button" value="Close"/> <input type="button" value="Help"/>			

**Step 2.** Enter the new Move Out Date and click Save.

The screenshot shows the 'Affordable Notice' screen. The 'Tenant Information' section is at the top, followed by the 'Adjust MoveOut Dates' section. The 'Move Out Date' is set to 03/20/2024, and the 'Reason for Move Out' is 'Bought Home'.

Affordable Notice			
Tenant Information			
Code	t0046793	Property	673
Name	William Chase	Unit	013
Address	200 North McClelland #13	Status	Notice
		Rent	2336.00
City St. Zip	Santa Maria, CA 93454	Phone (O)	
Adjust MoveOut Dates			
Termination Type	Notice		
Notice Date	02/15/2024		
Move Out Date	03/20/2024		
Reason for Move Out	Bought Home		
<input type="button" value="Save"/> <input type="button" value="Close"/>			



## Adjust Move Out Inspection Schedule Date

When Move Out Dates are adjusted, the Scheduled Date of the Move Out Inspection is automatically adjusted.

The Move Out Inspection schedule date can be adjusted from the Unit Turn Dashboard.

**Step 1.** Click on the 'Continue' button.

William **Unit Turn** [View All Milestones](#)

Property   Unit	Occupancy Dates	Unit Turn	Work Orders	POs / Replacements	Inspection	Total Cost	Activity
Property: Central Plaza Resyndication, LP Unit: 013 (Notice Unrented) Unit Address: 200 North McClelland #13 Resident: Chase William (Notice)	Move Out: 3/20/2024 Ready: 4/19/2024 Available: 4/19/2024	<b>Continue</b> <a href="#">View Milestones</a>	<b>Complete WO</b> Total: 1 Incomplete: 1		Inspection: 118936 Not Started Inspector: <a href="#">Assign</a> Scheduled: 3/16/2024 12:00 AM		<a href="#">Add/View</a>

**Milestones**

0% [Unit Turn Started Date](#) ✓ 2/15/2024

[Pre Move-Out Inspection # 118935](#) Scheduled: 3/1/2024 12:00 AM

[Lock Change](#) ⚠ 3/15/2024 WO # 114121

[Move-Out Inspection # 118936](#) Scheduled: 3/16/2024 12:00 AM

[Move Out](#) ⚠ 3/20/2024

**Step 2.** On the Unit Turn Inspection tab, adjust the Scheduled Date and click Save.

**Unit Turn** PROPERTY: Central Plaza Resyndication, LP UNIT: 013 RESIDENT: Chase William MOVE OUT DATE: 3/20/2024

✓ Pre Move-Out

**Unit Turn Inspection**

✓ Create Work Orders

Assign Work Orders

Complete Work Orders

Finish Unit Turn

**Unit Turn Inspection**

Assign and schedule the unit turn inspection.

Template Name: Initial MO and MO Inspection Inspection: 118936

Scheduled Date: 3/21/2024 12:00 AM [Show Availability](#)

Due Date: 3/21/2024

Inspector: [...](#)

**Save**

## Adjust Lock Change Work Order Schedule Date

When Move Out Dates are adjusted, the Scheduled Date of the Lock Change Work Order is automatically adjusted.

The Lock Change Work Order schedule date can be adjusted from the Unit Turn Dashboard.

**Step 1.** Click on the 'Continue' button.

The screenshot shows the 'Unit Turn' dashboard for a property named 'Central Plaza Resyndication, LP'. The dashboard includes tabs for Property | Unit, Occupancy Dates, Unit Turn, Work Orders, POs / Replacements, Inspection, Total Cost, and Activity. The 'Unit Turn' tab is active, and the 'Continue' button is highlighted with a red box. Below the dashboard, a 'Milestones' section shows a timeline with events: 'Unit Turn Started Date' (2/15/2024), 'Pre Move-Out Inspection # 118935' (3/1/2024 12:00 AM), 'Lock Change' (3/15/2024, WO # 114121), 'Move Out' (3/20/2024), and 'Move-Out Inspection # 118936' (3/21/2024 12:00 AM). Red arrows point from the 'Lock Change' and 'Move Out' milestones to the 'Create Work Orders' tab in the next screenshot.

**Step 2.** On the Create Work Orders tab, adjust the Start Date.

The screenshot shows the 'Create Work Orders' tab in the 'Unit Turn' dashboard. The left sidebar lists several options: 'Pre Move-Out', 'Unit Turn Inspection', 'Create Work Orders' (highlighted with a red box), 'Assign Work Orders', 'Complete Work Orders', and 'Finish Unit Turn'. The main area displays a table with the following columns: Select, Description, Work Order, RWO, RWO Brief Desc, Start Date, and # Days. The table contains one row for 'Lock Change' with Work Order # 114121, RWO 179, and RWO Brief Desc 'Change Locks'. The 'Start Date' field is highlighted with a red box and contains the date '3/20/2024'. A 'Save' button is located in the top right corner of the main area.

## Pre-Move Out Inspection

The Pre-Move Out Inspection is automatically created and scheduled for 14 days prior to the Move-Out Date when the tenant has been placed on notice.

### Adjust Scheduling of the Pre-Move Out Inspection

The Pre-Move Out Inspection scheduling can be updated from the Unit Turn Dashboard.

**Step 1.** Click on the 'Continue' button.

The screenshot shows the Unit Turn Dashboard with several tabs: Property | Unit, Occupancy Dates, Unit Turn, Work Orders, POs / Replacements, Inspection, Total Cost, and Activity. The Unit Turn tab is active, and the 'Continue' button is highlighted with a red box. Below the tabs, there is a 'Milestones' section showing a timeline with events: Unit Turn Started Date (2/15/2024), Pre Move-Out Inspection # 118935 (Scheduled: 3/6/2024 12:00 AM), Move Out (3/20/2024), Lock Change (3/20/2024, WO # 114121), and Move-Out Inspection # 118936 (Scheduled: 3/26/2024 12:00 AM). The 'Continue' button is located in the Unit Turn tab, and the 'Move Out' event is marked with a red arrow pointing to the 'Continue' button.

**Step 2.** On the Pre Move-Out tab, adjust the Scheduled Date and Time.

The screenshot shows the 'Unit Turn' dashboard with the 'Pre Move-Out' tab selected. The 'Pre Move-Out Inspection' form is displayed, showing the 'Scheduled Date' as 3/7/2024 at 9:15 AM. The 'Due Date' is 3/20/2024. The 'Inspector' field is empty. The 'Template Name' is 'Initial MO and MO Inspection' and the 'Inspection' is '118935'. The 'Save' button is highlighted with a red box. The 'Show Availability' button is also visible.



## Generate 48 Hour Notice of Pre-Move Out Inspection

The Inspection Schedule Letter is generated from the Inspection screen in Voyager.

The screenshot displays the 'Inspection' screen in the Voyager system. The interface is divided into two main sections: 'Location' and 'Contact'. The 'Location' section contains fields for Unit (013), Address (200 North McClelland #13), City (Santa Maria), and State-Zip (CA 93454). The 'Contact' section includes links for Tenant, Owner, Primary I, Employee, and Vendor. A 'Reports\Links' dropdown menu is open on the right side of the screen, listing several options: Attachment, Template Attachment, Memo, MO Inspection Charge Batch, Inspection Details Report, Pre-Move Out Inspection Schedule Letter (highlighted with a red box), and HACSB Schedule Letter.

Location		Contact	
Unit	013	Tenant	
Address	200 North McClelland #13	Owner	
		Primary I	
City	Santa Maria	Employee	
State-Zip	CA 93454	Vendor	

- Attachment
- Template Attachment
- Memo
- MO Inspection Charge Batch
- Inspection Details Report
- Pre-Move Out Inspection Schedule Letter**
- HACSB Schedule Letter

## Canceling the Pre-Move Out Inspection

If a tenant has indicated that they waive their right to an Initial Move Out Inspection on the Right to Request Initial Move Out Inspection Form, the Pre-Move Out Inspection can be canceled.

The Pre-Move Out Inspection can be canceled from the Unit Turn Dashboard,

**Step 1.** Click either the Pre-Move Out Inspection under Milestones – or – Click the Inspection ID from the 'Continue' button.

The screenshot shows the Unit Turn Dashboard for Property: Central Plaza Resyndication, LP, Unit: 013 (Notice Unrented), Resident: Chase William (Notice). The dashboard includes tabs for Property | Unit, Occupancy Dates, Unit Turn, Work Orders, POs / Replacements, Inspection, Total Cost, and Activity. The Unit Turn tab is active, showing a 'Continue' button and a 'View Milestones' link. The Milestones section displays a timeline with the following events: Unit Turn Started Date (2/15/2024), Pre Move-Out Inspection # 118935 (Scheduled: 3/7/2024 9:15 AM), Move Out (3/20/2024), Lock Change (3/20/2024 WO # 114121), and Move-Out Inspection # 118936 (Scheduled: 3/26/2024 12:00 AM). The Pre Move-Out Inspection # 118935 is highlighted with a red box.

The screenshot shows the Unit Turn Pre Move-Out Inspection form. The left sidebar lists options: Pre Move-Out (checked), Unit Turn Inspection, Create Work Orders, Assign Work Orders, Complete Work Orders, and Finish Unit Turn. The main form area includes a 'Save' button, a 'Mandatory Step' section with instructions to assign and schedule the inspection, and a 'Template Name' field set to 'Initial MO and MO Inspection'. The 'Inspection' field is set to '118935'. The 'Scheduled Date' is set to '3/7/2024' at '9:15 AM'. A 'Show Availability' button is visible.

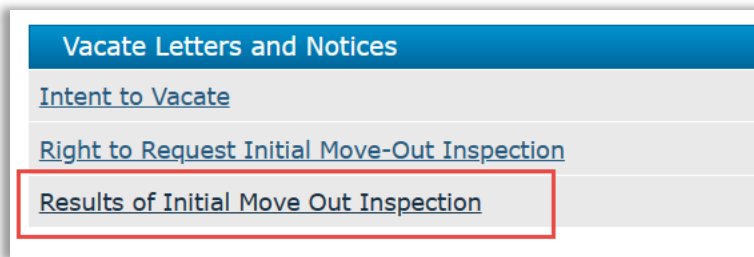
**Step 2.** On the Results tab, change the status to 'Canceled' and note the reason for cancellation in the Notes. For the Inspected Date, enter the date the Inspection was canceled.

The screenshot shows the Inspection #118935 Results tab. The left sidebar lists options: Scheduling, Details, Attachments, Results (checked), Time Log, and Resident Inspections. The main form area includes a 'Status' section with the following fields: Inspected Date (2/18/2024), Primary Status (Canceled), Secondary Status, and Severity. The 'Notes' field contains the text 'Tenant waived right to Initial Move Out Inspection'. The 'General Info' section includes fields for User defined 0, 1, 2, 3, and 4. A 'Save' button is visible in the top right corner.

## Conduct Pre-Move Out Inspection

The Pre-Move Out Inspection is conducted by the Maintenance Manager using the Maintenance IQ for Mobile Inspections App. For process information, see the process manual 'Conducting Pre-Move Out & Move Out Inspections in Maintenance IQ Mobile'.

## Generate Pre-Move Out Inspection Results Letter to Tenant



## Process Move Out

### Enter the Forwarding Address

If the resident provided a Forwarding Address, enter the address on the Resident screen. This is critical information for conveying the final Vacate information to the tenant, including either a payment coupon or security deposit refund.

**Step 1.** From the Resident Screen, Click 'Edit'.

**Step 2.** Overwrite the tenant address with the tenant's forwarding address. Click Save.

The screenshot shows the 'Resident' screen with a form for editing resident information. The form is divided into two columns. The left column contains fields for First Name (William), Middle Name, Last Name (Chase), Address (C/O Sophia Chase, 8301 Hollister Ave), City State (Santa Barbara, CA), and Zip (93117). The right column contains fields for Resident ID, Property, Unit, Prospect, Status, and Legal. At the bottom of the form are three buttons: Save, Close, and Help.

### Conduct Move Out Function

**Step 1.** From the Resident Screen>Functions: Select 'Move Out'.

The screenshot shows the 'Resident' screen with the 'Functions' dropdown menu open. The menu lists several options: Adjust Move Out Dates, Apply Deposit, Cancel Notice, Quick Charge, Connect Utilities, and Move Out. The 'Move Out' option is highlighted with a red box. The background form shows the same resident information as the previous screenshot.

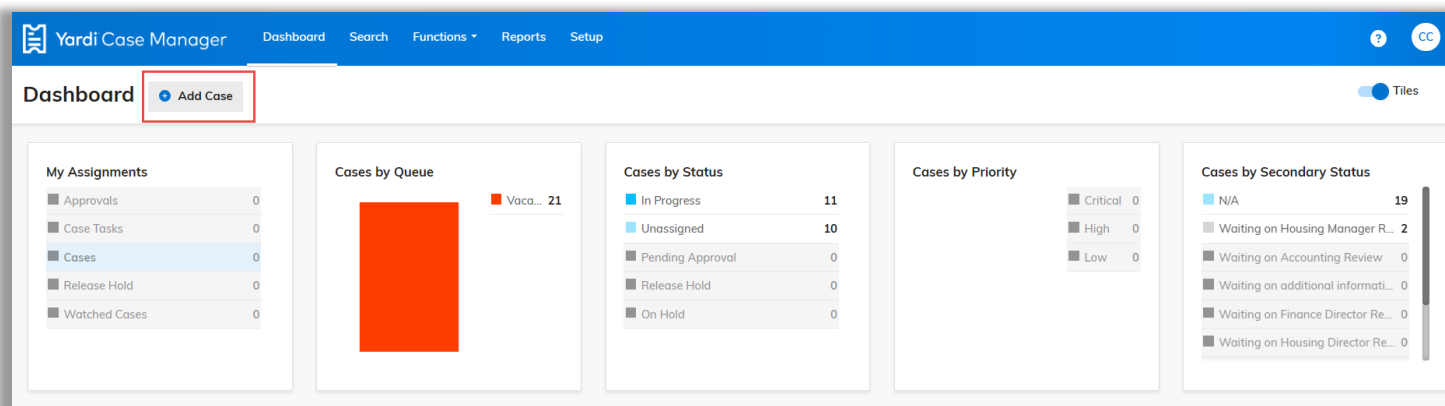
The tenant status will change from 'Notice' to 'Past'.



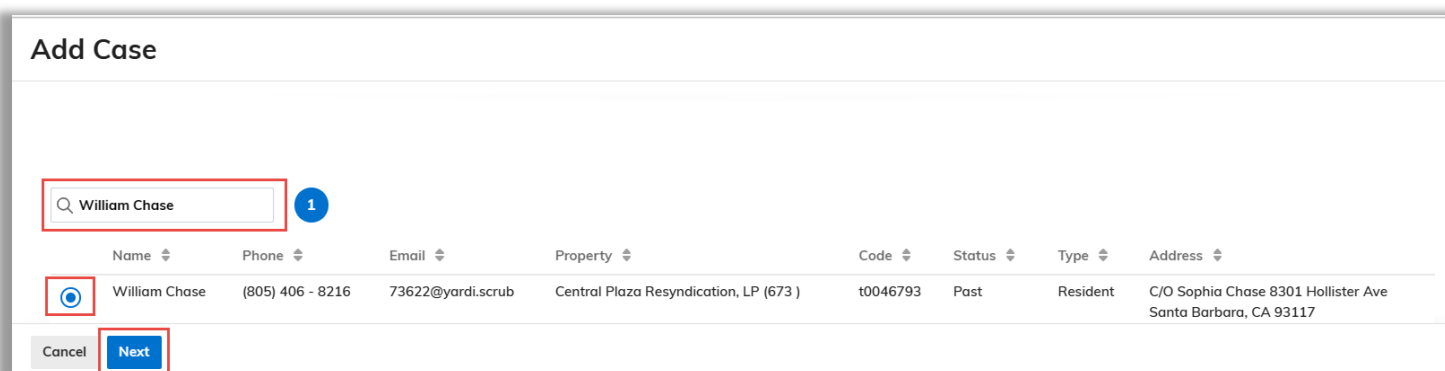
## Create Vacate Packet Workflow Case in Case Manager

When the Move Out has been complete in Voyager, a Case must be created in Case Manager which will track activities related to the Vacate Packet workflow.

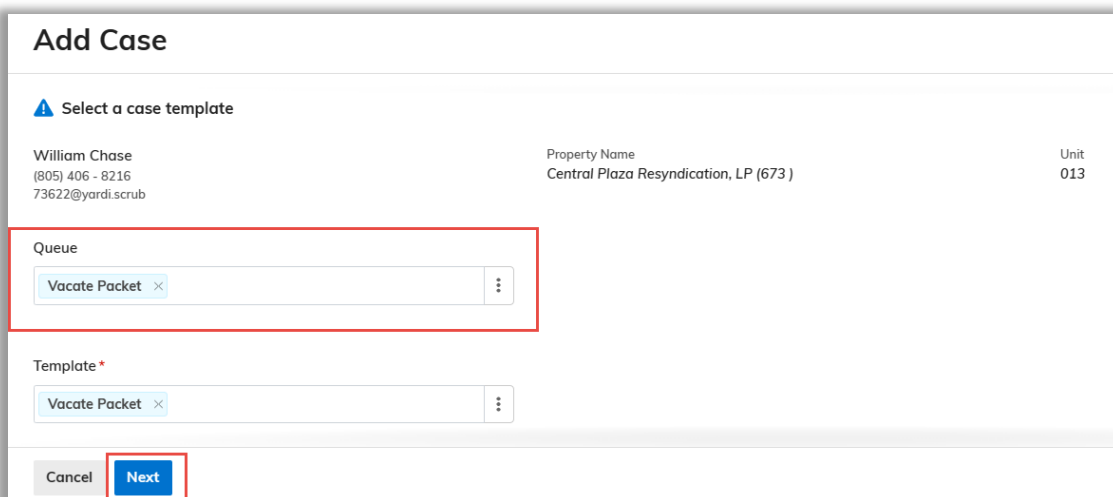
**Step 1.** From the Case Manager Dashboard, click 'Add Case':



**Step 2.** Locate and select the resident for whom the case is being created. Use the search function by name, phone number, email or address. Select the button next to resident and click the Next button.



**Step 3.** Select Queue = Vacate Packet. The Template 'Vacate Packet' will automatically fill in. Click Next.



**Step 4.** Complete the following fields: Preferred Mode of Contact, Assignee and Secondary Status.

The first Assignee is the Site Specialist.

The other fields are optional. Click 'Save'

Case Information

Preferred Mode of Contact \*

AllEmailCallTextIn-Person

Caller Name

Assignee

Salina Bolden

Priority

Secondary Status

Waiting on Site Specialist Review

Issue Description \*

Vacate Packet Process

Other Notes

Date Created \*

3/21/2024

☐ Place On Hold

☒ Use Business Hours

☐ Complete

Cancel

Save

## Move Out Inspection & Work Orders

The status of the Move Out Inspection, Lock Change Work Order and Unit Turn Work Orders generated from the Move Out Inspection can be monitored on the dashboard.

Property   Unit	Occupancy Dates	Unit Turn	Work Orders	POs / Replacements	Inspection	Total Cost	Activity
Property: Central Plaza Resyndication, LP Unit: 013 (Notice Unrented) Unit Address: 200 North McClelland #13 Resident: Chase William (Notice)	Move Out: 3/20/2024 Ready: 4/19/2024 Available: 4/19/2024	<a href="#">Continue</a> <a href="#">View Milestones</a>	<a href="#">Complete WO</a> Total: 8 Incomplete: 7		Inspection: 118936 <b>Failed</b> Inspector: Colleen Castle Scheduled: 3/21/2024 12:00 AM	WO Total: \$63.84 PO Total: \$0.00 Total Cost: \$63.84	<a href="#">Add/View</a>

To view all work orders, select the Total Work Order #:

Work Orders								
WO #	Status	Unit Turn Description	WO Description	Start Date	Completed Date	Complete	Cost	
114121	Work Completed	Change Locks	Change Locks	3/20/2024 12:00 AM	3/21/2024 8:48 AM	Yes	\$63.84	
114144	Call	Unit Turn	UT-Replace CO/Smoke Detector			No		
114145	Call	Unit Turn	UT-Repair/Replace Hard Surface			No		
114146	Call	Unit Turn	UT-Replace Refrigerator			No		
114147	Call	Unit Turn	UT-Repair Damaged Walls			No		
114148	Call	Unit Turn	UT-Paint Walls/Ceilings			No		
114149	Call	Unit Turn	UT-Clean Unit			No		
114150	Call	Unit Turn	UT-Dump Run: Santa Maria			No		
Total:							\$63.84	

## Complete Lock Change Work Order

The Lock Change work order Inspection is conducted by the Maintenance Specialist using the Maintenance IQ for Mobile Work Orders App.

## Conduct Move Out Inspection

The Move Out Inspection is conducted by the Maintenance Manager using the Maintenance IQ for Mobile Inspections App. For process information, see the process manual 'Conducting Pre-Move Out & Move Out Inspections in Maintenance IQ Mobile'.

## Generate and Conduct Unit Turn Work Orders

Unit Turn Work Orders are automatically generated by Observations selected in the Move Out Inspection. Because the Inspection Observations will generate the tenant changes, the associated Work Orders will not be charged to the tenant.

The Work Orders can be completed using the Maintenance IQ Mobile App for Work Orders

## Generate Tenant Charges

Tenant Charges are automatically generated by Observations selected in the Move Out Inspection.

## Finish Unit Turn

After the Move Out Inspection and all related work orders have been completed, click the 'Continue' button.

From the Finish Unit Turn tab, enter Unit Turn Completed Date and click Save.

### Unit Turn


✓ Pre Move-Out

🔍 Unit Turn Inspection

✓ Create Work Orders

✓ Assign Work Orders

✓ Complete Work Orders

 Finish Unit Turn

PROPERTY:  
Central Plaza Resyndication, LP

UNIT:  
013

RESIDENT:  
Chase William


MOVE OUT DATE:  
3/20/2024

✕

#### Finish Unit Turn

Ready Date:

4/19/2024




Rent Ready:

☐

Unit Turn Completed Date: \*

3/21/2024



Save



Housing Authority of the County of Santa Barbara

# Conducting the Vacate Packet Process

Voyager  
Case Manager

Revised Date  
3/25/2024

## Table of Contents

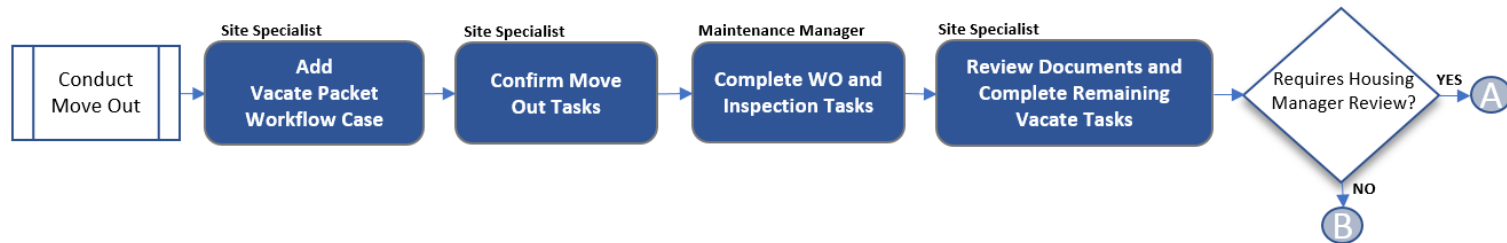
<b>Vacate Packet Workflow Overview .....</b>	<b>3</b>
<b>Case Manager Overview .....</b>	<b>4</b>
Logging in to Case Manager .....	4
Dashboard Overview .....	5
Create a Case .....	6
Reassign a Case.....	8
Attach Documents .....	9
View Attached Documents .....	9
<b>Conduct Maintenance Manager Review .....</b>	<b>10</b>
Generate Work Order Invoice for Tenant Charges .....	10
Generate the Move Out Inspection Charge Batch .....	11
Generate the Pre-Move Out and Move Out Inspection Results.....	13
Assign Case to the Site Specialist.....	13
<b>Conduct Site Specialist Review .....</b>	<b>14</b>
Assign Case to the Housing Manager (Optional) or Accounting.....	14
<b>Conduct Housing Manager Review .....</b>	<b>14</b>
Assign Case to the Director (Optional) or Accounting .....	14
<b>Housing Director Review.....</b>	<b>14</b>
Assign Case to the Site Specialist.....	14
<b>Accounting Review .....</b>	<b>15</b>
Posting Work Order Charges.....	15
Posting Inspection Charges .....	17
Conduct Deposit Accounting.....	18
Generate the Vacate Settlement Packet .....	19
Assign Case to the Finance Director .....	20
<b>Finance Director Review .....</b>	<b>21</b>
Assign Case to Accounting .....	21
<b>Finalize Packet and Mail to Tenant.....</b>	<b>21</b>
Close Case in Case Manager.....	21

## Vacate Packet Workflow Overview

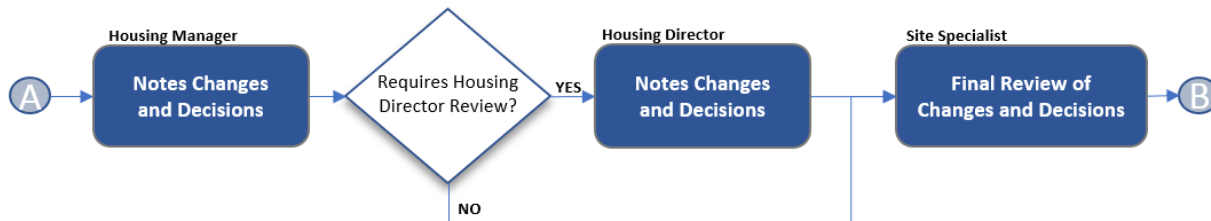
The Vacate Packet Workflow is tracked in Case Manager.

### Case Manager Vacate Packet Workflow Process

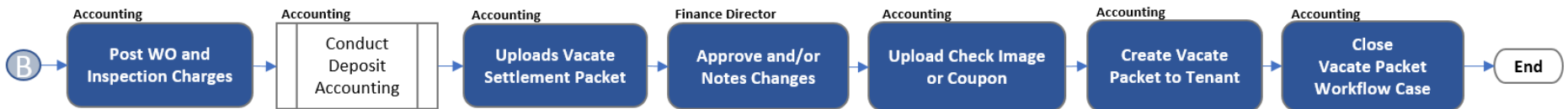
#### Site Specialist & Maintenance Manager



#### Housing Manager & Housing Director



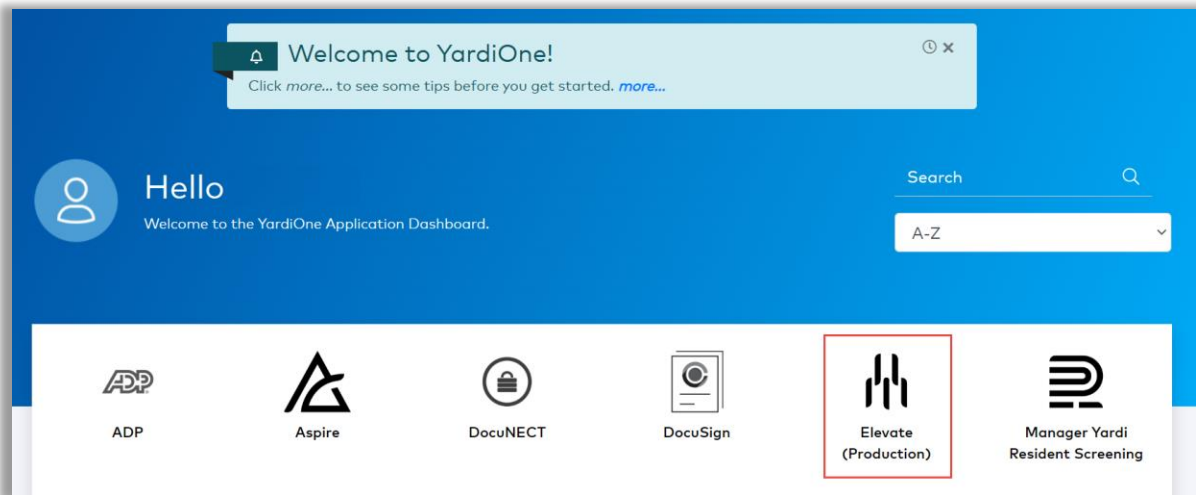
#### Accounting & Finance Director



## Case Manager Overview

### Logging in to Case Manager

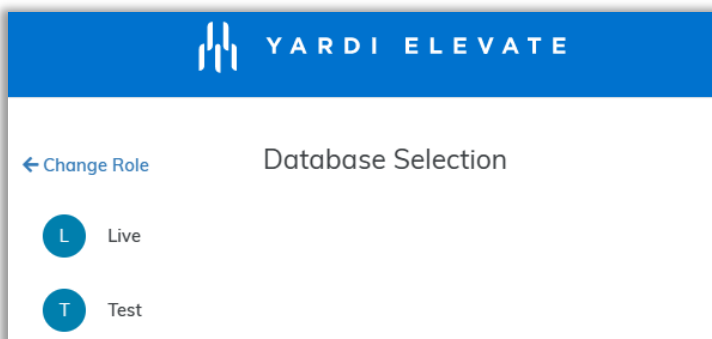
**Step 1.** From the YardiOne login, select 'Elevate':



**Step 2.** Select the Role 'Maintenance IQ PHA'



**Step 3.** Select the Database:





## Dashboard Overview

The Dashboard displays the status of Cases and allows for the ability to drill down to a Case.

**Yardi Case Manager** Dashboard Search Functions Reports Setup

**Dashboard** + Add Case Tiles

**My Assignments**

- Approvals 0
- Case Tasks 0
- Cases 0
- Release Hold 0
- Watched Cases 0

**Cases by Queue**

- Vacat... 23

**Cases by Status**

- In Progress 13
- Unassigned 10
- Pending Approval 0
- Release Hold 0
- On Hold 0

**Cases by Priority**

- Critical 0
- High 0
- Low 0

**Cases by Secondary Status**

- N/A 21
- Waiting on Housing Manager Re... 2
- Waiting on Accounting Review 0
- Waiting on additional information 0
- Waiting on Finance Director Rev... 0
- Waiting on Housing Director Rev... 0

**Detail Search**

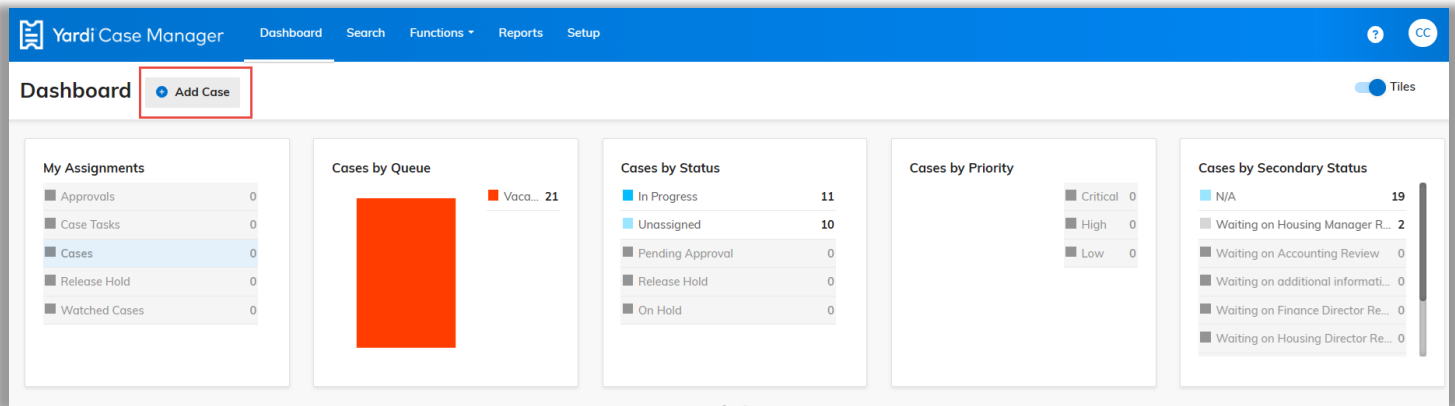
William Chase 1 Records In Progress X

Case	Location	Priority	Status	Secondary Status	Approved	Assignment & Template	Created Date	Time To Warn	Due Date
William Chase (t0046793) (50) Vacate Packet Process	Unit #013 Central Plaza Resyndication, LP Santa Maria CA, 93454		In Progress		Not Required	Salina Bolden (Assignee) Created by Vacate Packet (template)	03/21/2024 10:44 AM	03/22/2024 10:44 AM	03/22/2024 10:44 AM

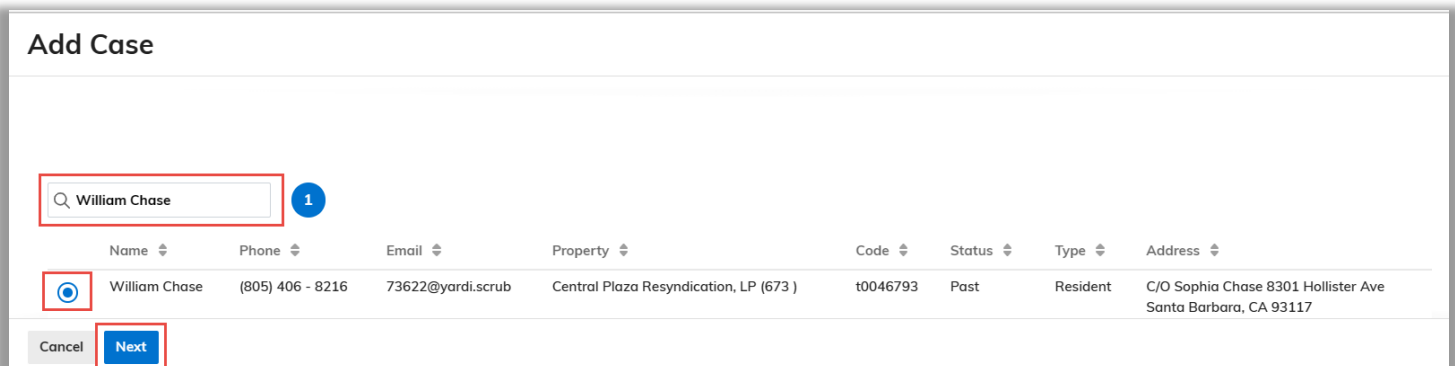
## Create a Case

When the Move Out has been complete in Voyager, a Case must be created in Case Manager which will track activities related to the Vacate Packet workflow. The Site Specialist will create the Case.

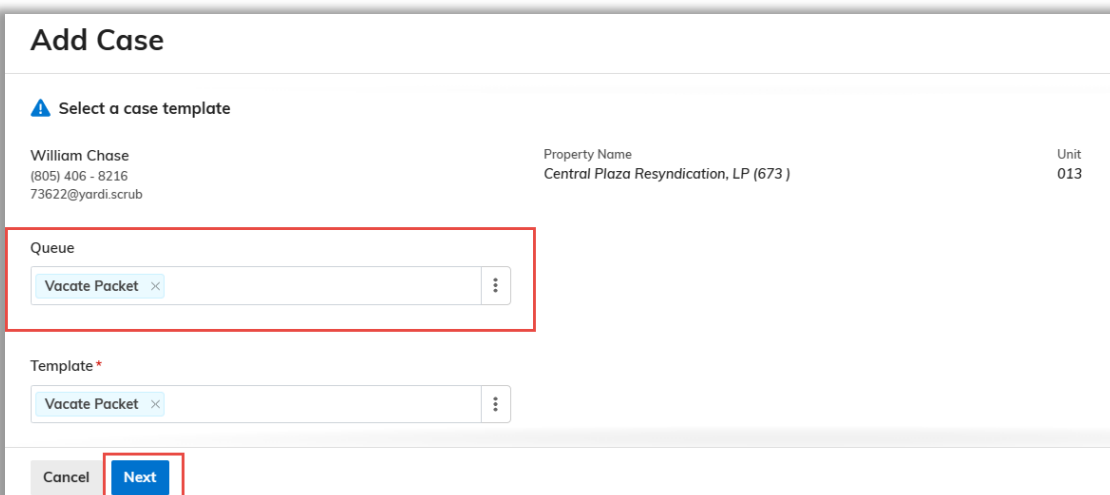
**Step 1.** From the Case Manager Dashboard, click 'Add Case':



**Step 2.** Locate and select the resident for whom the case is being created. Use the search function by name, phone number, email or address. Select the button next to resident and click the Next button.



**Step 3.** Select Queue = Vacate Packet. The Template 'Vacate Packet' will automatically fill in. Click Next.



**Step 4.** Complete the following fields: Preferred Mode of Contact, Assignee and Secondary Status.

The first Assignee is the Site Specialist.

The other fields are optional. Click 'Save'

Case Information

Preferred Mode of Contact \*

AllEmailCallTextIn-Person

Caller Name

Assignee

Salina Bolden

Priority

Secondary Status

Waiting on Site Specialist Review

Issue Description \*

Vacate Packet Process

Other Notes

Date Created \*

3/21/2024

☐ Place On Hold

☒ Use Business Hours

☐ Complete

Cancel

Save

## Reassign a Case

As the Vacate Packet Workflow proceeds to each reviewer, the Case will need to be reassigned.

**Step 1.** From the Case Info tab, click the Edit button (pencil icon).

**Case #50** Central Plaza Resyndication, LP (673 )

**Case Information**

**Who**

Name  
William Chase (t0046793)

Preferred Mode of Contact  
All

Caller Name

Assignee  
Salina Bolden [Assign to Me](#)

**What**

Case Template  
Vacate Packet

Issue Description  
Vacate Packet Process

Priority  
In Progress

Status  
In Progress

Secondary Status  
Waiting on Site Specialist Review

Approval Status  
Approval Not Required

Created  
03/21/2024

☐ Place On Hold

☒ Use Business Hours

**Where**

Property  
Central Plaza Resyndication, LP (673 )

Address  
200 North McClelland  
Santa Maria, 93454

[Email](#) [Edit](#) [More](#)

**Step 2.** Select the next Assignee and Secondary Status. Click Save.

**Case Information**

[Cancel](#) [Save](#)

Preferred Mode of Contact \*

All Email Call Text In-Person

Caller Name

Assignee

Duke Okamoto x

Priority

Secondary Status

Waiting on Maintenance Manager Review

Issue Description \*

Vacate Packet Process

Other Notes

Date Created \*

3/21/2024

☐ Place On Hold

☒ Use Business Hours

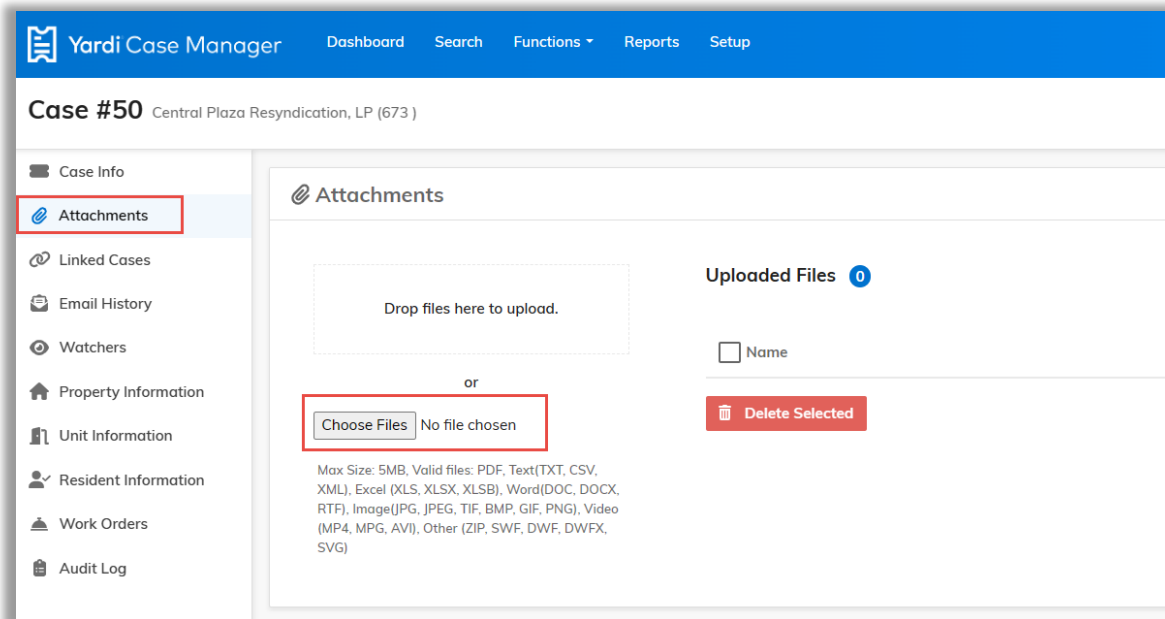
☐ Complete



## Attach Documents

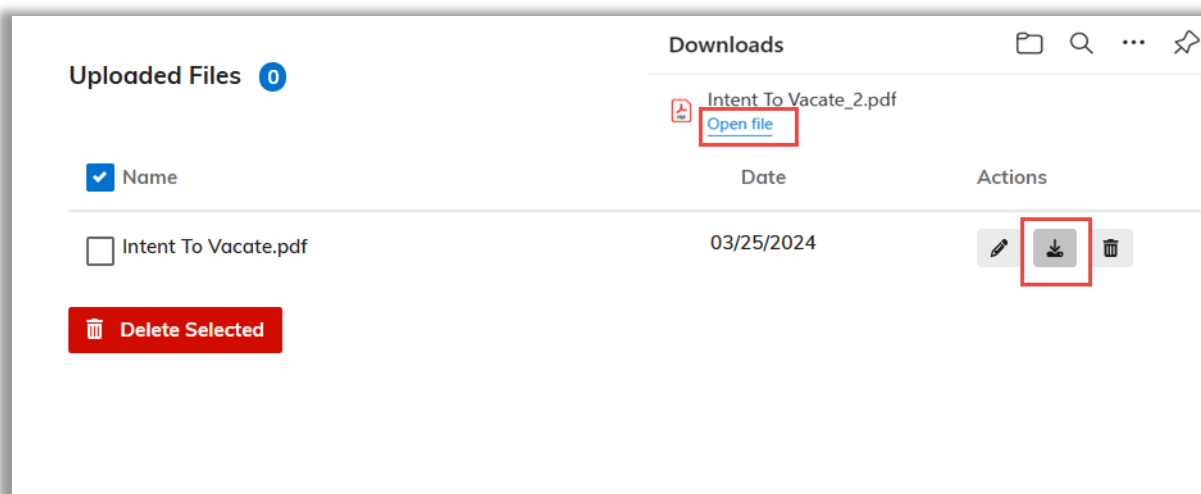
Throughout the Vacate Packet Workflow, documents will need to be uploaded as Attachments.

**Step 1.** From the Case, select the Attachment tab. Either select 'Choose Files' or Drop files.



## View Attached Documents

To View attached files, select the Download button. The file will download to view.



## Conduct Maintenance Manager Review

After the Vacate Packet workflow has been created by the Site Specialist, the Property Representative assigns the Case to the Maintenance Manager.

## Generate Work Order Invoice for Tenant Charges

The Move Out Inspection will typically generate most of the charges to a tenant.

In cases where Unit Turn or Lock Change work order should be charged to a tenant, the Work Order Invoice is reviewed and attached to the Vacate Packet.

In Voyager, from the Work Order screen, select Reports>WO Invoice.

The items selected to be charged on the work order will display. The charges have not yet been posted to the tenant ledger so adjustments can be made on the work order as needed.

**hasbarco**  
Housing Authority of the  
County of Santa Barbara

Administrative Office  
815 West Ocean Avenue • Lompoc, CA 93436  
P.O. Box 397 • Lompoc, CA 93438-0397  
O 805.736.3423 F 805.735.7672  
TDD 800.545.1833 Ext. 594  
hasbarco.org

**Central Plaza Resyndication Apartments LP**  
200 N McClelland St  
Santa Maria, CA 93454  
Phone: (805) 925-4393 Fax: (805) 347-8781

**Charge Invoice No. 114121**  
**Invoice Date:** March 22, 2024

**Job Location:** 200 North McClelland #13  
Santa Maria, CA 93454  
**Lease #:** t0046793  
**Completed:** March 21, 2024 04:00 AM

**Requested Services/Description of Problem:** Change Locks  
**Services Performed:** Change Locks

**Parts and Labor:**

Quantity	Stock Code/ Employee	Description	Unit Price	Total
1.00	key_fob-reg	Key Fob	18.56	18.56
1.00	key_mail-reg	Mailbox Key	13.82	13.82
2.00	key_unit-reg	Unit Key	15.73	31.46
<b>TOTAL</b>				<b>\$63.84</b>

## Generate the Move Out Inspection Charge Batch

If there are tenant charges generated from the inspection, these can be viewed in Voyager from the Inspection screen.

**Step 1.** From the Inspection screen>Reports/Links: Select the MO Inspection Charge Batch:

The screenshot shows the 'Inspection #118936' screen. The 'Reports/Links' dropdown menu is open, and 'MO Inspection Charge Batch' is highlighted with a red box. The menu options are: Attachment, Template Attachment, Memo, MO Inspection Charge Batch, Inspection Details Report, and HACSB Schedule Letter. The inspection details show Unit 013, Address 200 North McClelland #13, City Santa Maria, State-Zip CA 93454, and Property 673 Central Plaza Resyndication, LP. The 'Charges (3)' tab is selected at the bottom.

**Step 2.** Click the View Report link.

The screenshot shows the 'MO Inspection Charges to Tenant' screen. The 'Report Options' section has 'Report' set to 'CR\_InspChargeTen', 'Merge' checked, and 'Attach' unchecked. The 'Output' is set to 'PDF'. The 'Report Filters' section is empty. At the bottom, a table lists inspection details, and the 'View Report' link is highlighted with a red box.

inspId	Property	PropName	ucode	inspectionId	tscode	TenantName	TemplateType	InspType	Report
118,936.00	673	Central Plaza Resyndication, LP	013	118,936.00	t0046793	William Chase	Initial MO and MO Inspection	Move-Out	<a href="#">View Report</a>

**Step 3.** The report will display the charges to the tenant.

Move Out Tenant Charges			
t0046793 - William Chase			
Charges			
Batch #	Charge #	Amount	Notes
30651	473980	100.00	Auto-generated from inspection #118936 Initial MO and MO Inspection > Bedroom > Wall Checked Observation: Repair Damaged Walls Detail Notes:
30651	473979	101.25	Auto-generated from inspection #118936 Initial MO and MO Inspection > Overall Unit > General Checked Observation: Remove excess Trash: Dump Run/Landfill Fee - Santa Maria Detail Notes:
30651	473978	90.00	Auto-generated from inspection #118936 Initial MO and MO Inspection > Overall Unit > General Checked Observation: Clean Unit Detail Notes:

**Step 4.** If a charge needs to be adjusted or removed, a note can be entered on the filter. Click Generate.

MO Inspection Charges to Tenant

Click [here](#) to view merged reports of all recipients.

Report Options

Report
CR\_InspChargeTen
Merge
☒
Attach
☐
Output
Word
Grid
☐
Email
☐
Show on Portal
☐
Hold Emails
☐
Generate
Clear

Report Filters

Accounting Notes
Repair Damaged Walls c

**Step 5.** The report will display the notes.

Move Out Tenant Charges			
t0046793 - William Chase			
Charges			
Batch #	Charge #	Amount	Notes
30651	473980	100.00	Auto-generated from inspection #118936 Initial MO and MO Inspection > Bedroom > Wall Checked Observation: Repair Damaged Walls Detail Notes:
30651	473979	101.25	Auto-generated from inspection #118936 Initial MO and MO Inspection > Overall Unit > General Checked Observation: Remove excess Trash: Dump Run/Landfill Fee - Santa Maria Detail Notes:
30651	473978	90.00	Auto-generated from inspection #118936 Initial MO and MO Inspection > Overall Unit > General Checked Observation: Clean Unit Detail Notes:

Notes for Accounting: Repair Damaged Walls charge for \$100.00 was a mistake. Please remove charge.



## Generate the Pre-Move Out and Move Out Inspection Results

If a Pre-Move Out Inspection has been conducted, the results must be uploaded to the Vacate Packet Workflow.

The Move Out Inspection results must also be uploaded to the Vacate Packet.

**Step 1.** From the Inspection screen>Reports/Links: Select the 'Inspection Details Report'.

The screenshot shows the 'Inspection #118936' form. The 'Reports/Links' dropdown menu is open, displaying the following options: Attachment, Template Attachment, Memo, MO Inspection Charge Batch, **Inspection Details Report** (highlighted with a red box), and HACSB Schedule Letter. The form fields include: Location (Unit: 013, Address: 200 North McClelland #13, City: Santa Maria, State-Zip: CA 93454, Property: 673 Central Plaza Resyndication, LP). At the bottom, there are buttons for Save, New, Close, Help, and Delete. Below these buttons, it says 'Created by ysi on 03/21/2024.' and a tab bar with 'Scheduling', 'Results', 'Work Orders (7)', and 'Charges (3)'. At the bottom, there is an 'Inspection Template' dropdown set to 'Initial MO and MO Inspection' and an 'Inspection Type' dropdown set to 'Move-Out'.

**Step 2.** Update the filter with the Inspected Date, Show Fail Only? = No, and Show Fail Details Only? = No. Click Generate.

The screenshot shows a filter form with the following fields: 'Scheduled Between' (empty), 'Inspected Between' (03/21/2024), 'Primary Status' (dropdown), 'Secondary Status' (dropdown), 'Show Non-Tenant Charges?' (YES), 'Show Fail Only?' (NO), 'Show Photos?' (YES), and 'Show Fail Details Only?' (NO). The 'Inspected Between' date range and the 'Show Fail Only?' and 'Show Fail Details Only?' options are highlighted with red boxes.

## Assign Case to the Site Specialist

The final task is to assign the Case to the Site Specialist.

## Conduct Site Specialist Review

After the Maintenance Manager Review has been completed, the Maintenance Manager assigns the Case to the Site Specialist.

The Site Specialist will review the attached documents and Case notes and confirm the appropriate documents have been attached.

### Assign Case to the Housing Manager (Optional) or Accounting

If the Site Specialist determines that the Vacate Packet requires review by the Housing Manager, the Housing Manager is assigned to the Case. Otherwise, Accounting is assigned to the Case.

## Conduct Housing Manager Review

If the Site Specialist determined that additional review is required by the Housing Manager, the Site Specialist will assign the Case to the Housing Manager.

The Housing Manager will review the attached documents and Case notes.

### Assign Case to the Director (Optional) or Accounting

If the Housing Manager determines that the Vacate Packet requires review by the Director, the Housing Manager is assigned to the Case. Otherwise, the Site Specialist is assigned to the Case.

## Housing Director Review

If the Housing Manager determined that additional review is required by the Housing Director, the Housing Manager will assign the Case to the Housing Director.

The Housing Director will review the attached documents and Case notes.

### Assign Case to the Site Specialist

After the Housing Director completes the review, the Case is assigned to the Site Specialist for final review.

## Accounting Review

Accounting will be assigned the Case after all Housing Operations reviews are complete.

## Posting Work Order Charges

In cases where Unit Turn or Lock Change work order should be charged to a tenant, the Work Order charges are posted to the tenant ledger.

In Voyager, from the Financial Manager side menu, select Work Orders>Post Work Order.

**Step 1.** Complete the filter with the Bill To tenant, Post Month, and Post Date. Click Submit.

The screenshot shows the 'Work Order Post' form. The 'Bill To' field is set to 't0046793'. The 'Post Month' is set to '03/2024' and the 'Post Date' is set to '03/22/2024'. The 'Status' dropdown is set to 'Call'. The 'Destination' is set to 'Screen'. The 'Submit' button is highlighted with a red box.

**Step 2.** All work orders that should be charged to the tenant will display. Select the Work Order to be posted.

This screenshot is identical to the previous one, showing the 'Work Order Post' form with the 'Submit' button highlighted.

**Step 3.** After the Work Order has been select, click the Preview button.

The screenshot shows the 'Work Order Post' form with the 'Preview' button highlighted. Below the form, there is a table of work orders.

WO	Description	Property	Unit	Tenant	Vendor	Category	Pay Amount	Charge Amount	Ready To Post	Select
114121	Change Locks	673	013	t0046793		Locksmith	0.00	63.84	Yes	<input checked="" type="checkbox"/>

**Step 4.** The Pre-Posting Report will display on the Payables/Charges tab. The Destination on the filter can be updated to send the report to PDF or Excel. The Post button becomes available. Click Post.

**Work Order Post**

Property  Post Month  WO

Unit  Post Date  Call Date

Bill To  Status  Schedule Date  To

Vendor  Batch Name  Complete Date

Category  Destination

**Work Orders** **Payables/Charges**

WO	BatchId	TranId	Person	Invoice Number	Invoice Date	Post Month	Property	Account	Amount	Notes
<a href="#">114121</a>	ChargeBatch	ChargeTran	t0046793		03/22/2024	03/2024	673	3120-20-000	63.84	WO#114121 Key Fob;Mailbox Key;Unit Key

**Step 5.** The Batch Charge is created. Click the Batch # link.

**Work Orders** **Payables/Charges**

WO	Batch	Transaction	Person	Invoice Number	Invoice Date	Post Month	Property	Account	Amount	Notes
<a href="#">114121</a>	<a href="#">30652</a>	<a href="#">C-473981</a>	t0046793		03/22/2024	03/2024	673	3120-20-000	63.84	WO#114121 Key Fob;Mailbox Key;Unit Key

**Step 6.** The Batch can now be posted.

**Batch Charge**

Id  Created by

Total Declared  Entered  Modified by

Items Declared  Entered

Description

Notes

**Charge Invoices**

Id	Payee	Name	Amount	Reference	Edit
473981	t0046793	William Chase	63.84		<input type="button" value="Edit"/>



## Posting Inspection Charges

Vacate Charges will be generated from the Move Out Inspection.

When the Move Out Inspection is completed, an unposted Charge Batch is created. The charges may need to be adjusted if Accounting has been instructed to do so through the Vacate Packet workflow. The Charge Batch then needs to be posted.

**Step 1.** Enter the tenant code in the Charged To field and click Find.

**Charge Batch Filter**

Description:   
 Notes:   
 Batch Type:   
 User Created By:

Batch #:   
 Ctrl #:   
 Property:   
 Charged To:

Batches

Id	Description	User Created	Amount Entered	Count Entered	Is Open	Edit
30651	:Charges generated from inspection #118936	ccastle@castlesoftwareconsulting.com	291.25	3	Open	<input type="button" value="Edit"/>

**Step 2.** The Batch may need adjustments if directed to do so through the Vacate Packet workflow.

Post the Batch.

**Batch Charge**

Id: 30651  
 Total Declared: 291.25  
 Items Declared: 3  
 Description: :Charges generated from inspection #118936  
 Notes:

Entered: 291.25  
 Entered: 3

Created by:   
 Modified by:

Charge Invoices

Id	Payee	Name	Amount	Reference	Edit
473978	t0046793	William Chase	90.00		<input type="button" value="Edit"/>
473979	t0046793	William Chase	101.25		<input type="button" value="Edit"/>
473980	t0046793	William Chase	100.00		<input type="button" value="Edit"/>

## Conduct Deposit Accounting

After all tenant charges have been posted, the Deposit Accounting can be completed.

**Step 1.** From the Resident screen, select Functions>Deposit Accounting.

The Resident screen displays tenant information for William Chase at 8301 Hollister Ave, Santa Barbara, CA 93117. The Functions dropdown menu is open, showing options: Cancel Move Out, Quick Charge, **Deposit Accounting** (highlighted with a red box), Prorate Calculator, Move Out Estimator, and Screening. Buttons for Edit, Close, and Help are at the bottom.

**Step 2.** The charges generated from the MO Inspection and Work Orders are included in the Deposit Accounting.

Update the Forwarding address if needed.

When review is complete, click Post.

The Deposit Accounting screen is divided into several sections:

- Resident Info:** Code t0046793, Name Chase, Property 673 - Central Plaza Resyndication, LP, Unit 013, Post Date 03/22/2024, Post Month 03/2024, Agent [dropdown], Roommates [checkbox], Print Statement [checkbox].
- Lease Info:** Lease From 06/18/2021, Lease To 05/31/2022, Move In 06/18/2021, Move Out 03/20/2024, Status Past, Expense Type Admin Office Dept.
- Deposit Summary:** Outstanding Charges 355.09, Available Credit 825.00, Amount Of Refund 469.91, Amount Owed 0.00.
- Forwarding Address:** Address C/O Sophia Chase, 8301 Hollister Ave, City Santa Barbara, State-Zip CA 93117.
- Charges Table:**

Include	Charge Code	Description	Charge Amount	Credit
<input checked="" type="checkbox"/>	damage	Auto-generated from inspection #1:	90.00	0.00
<input checked="" type="checkbox"/>	damage	Auto-generated from inspection #1:	101.25	0.00
<input checked="" type="checkbox"/>	damage	Auto-generated from inspection #1:	100.00	0.00
<input checked="" type="checkbox"/>	wochgs	WO#114121 Unit Key;Key Fob;Mail	63.84	0.00
<input checked="" type="checkbox"/>	secdep	:Tenant Security Deposit credit		702.00
<input checked="" type="checkbox"/>	rent	Tenant Rent (03/2024) Credit 11 da		123.00
<input checked="" type="checkbox"/>	subsidy	Subsidy Rent-50058 (03/2024) Crec		706.00
<input type="checkbox"/>	damage	Vacate Charges	0.00	
<input type="checkbox"/>	damage	Vacate Charges	0.00	
<input type="checkbox"/>	damage	Vacate Charges	0.00	
			355.09	825.00

Buttons for Post, Close, and Help are at the bottom left.

## Generate the Vacate Settlement Packet

After the Deposit Accounting has been posted the Vacate Settlement Packet can be generated.

**Step 1.** From the Resident screen>Reports, select the Vacate Settlement Packet.

The screenshot shows the 'Resident' screen with a 'Reports' dropdown menu open. The menu options are: Ledger, Unpaid Charges, Pending Payments, MoveOut Statement, **Vacate Settlement Packet** (highlighted with a red box), and Legal. The resident information on the left includes: First Name: William, Middle Name: , Last Name: Chase, Address: C/O Sophia Chase, 8301 Hollister Ave, City State: Santa Barbara CA, Zip: 93117. Buttons at the bottom are Edit, Close, and Help.

**Step 2.** Enter a Letter Date if a date other than today's date should display in the Packet.

The Accounting Representative name will print in the Packet if entered on the filter.

Click 'Preview' to view the report to ensure the Packet looks correct.

The screenshot shows the 'Tenant Vacate Packet' screen. Under 'Report Options', the Report is set to 'CR\_TenVacStl\_1', Output is 'PDF', Merge is unchecked, Attach is checked, Grid is unchecked, Email is checked, Show on Portal is unchecked, and Hold Emails is unchecked. Buttons include Generate, Clear, Help, and **Preview** (highlighted with a red box). Under 'Report Filters', there are fields for 'Letter Date' and 'Accounting Representative', both highlighted with a red box.

**Step 3.** Click the View Report link.

The screenshot shows the 'Report Filters' section with a table containing the following data:

PropertyID	TenantID	TenantCode	Report
404.00	60,090.00	t0046793	<a href="#">View Report</a>

The 'View Report' link is highlighted with a red box.

**Step 4.** The following documents will be generated:

- #1. The Vacate Settlement Letter
- #2. The Move Out Statement
- #3. Inspection Move Out Charges (if applicable)
- #4. The Security Deposit/Move Out Reconciliation Form

**Step 5.** To email a copy of the Vacate Packet to the Property Manager, click Generate on the filter.

The Packet is available to be viewed by clicking the View Report link.

The View Email link is available to view what has been sent to the Property Manager. Although the Packet has already been sent to the Property Manager when the Generate button was selected, it is possible to resend the email from this link.

The screenshot shows the 'Tenant Vacate Packet' interface. At the top, it says 'Total Records: 1'. Below this is a 'Report Options' section with a minus sign icon. It contains fields for 'Report' (CR\_TenVacStl\_1) and 'Output' (PDF). There are checkboxes for 'Merge', 'Attach' (checked), 'Grid', 'Email' (checked), 'Show on Portal', and 'Hold Emails'. At the bottom of this section are buttons for 'Generate', 'Clear', 'Help', and 'Preview'. Below the report options is a 'Report Filters' section with a plus sign icon. At the bottom of the interface is a table with columns: PropertyID, TenantID, TenantCode, Report, and Email. The first row of data shows PropertyID 404.00, TenantID 60,090.00, and TenantCode t0046793. The 'Report' and 'Email' columns for this row contain links 'View Report' and 'View Email' respectively, which are highlighted with a red box.

PropertyID	TenantID	TenantCode	Report	Email
404.00	60,090.00	t0046793	<a href="#">View Report</a>	<a href="#">View Email</a>

## Assign Case to the Finance Director

After attaching the Vacate Settlement Packet to the Case, Accounting will assign the Case to the Finance Director.



## Finance Director Review

After Accounting has compiled the remaining Vacate Packet documents, Accounting assigns the Case to the Finance Director.

## Assign Case to Accounting

After completing the review and noting any required changes, the Finance Director assigns the Case to Accounting.

## Finalize Packet and Mail to Tenant

After the Finance Director Review, the Finance Director assigns the Case to Accounting to finalize the Vacate Packet and Close the Case.

## Close Case in Case Manager

After the Vacate Packet Workflow has been completed, the Case will be closed by Accounting.

**Step 1.** From the Case Info tab, click the ellipsis (three dots) and select Close Case.

**Case #50** Central Plaza Resyndication, LP (673)

**Case Info**

- Attachments
- Linked Cases
- Email History
- Watchers
- Property Information
- Unit Information
- Resident Information
- Work Orders
- Audit Log

**Case Information**

Who	What	Where
<p>Name</p> <p>William Chase (t0046793)</p> <p>Preferred Mode of Contact</p> <p>All</p> <p>Caller Name</p> <p>Assignee</p> <p>Mary Domingos <a href="#">Assign to Me</a></p>	<p>Case Template</p> <p>Vacate Packet</p> <p>Issue Description</p> <p>Vacate Packet Process</p> <p>Priority</p> <p>Status</p> <p>In Progress</p> <p>Secondary Status</p> <p>Waiting on Accounting Review</p> <p>Approval Status</p> <p>Approval Not Required</p> <p>Created</p> <p>03/21/2024</p> <p><input type="checkbox"/> Place On Hold</p> <p><input checked="" type="checkbox"/> Use Business Hours</p>	<p>Property</p> <p>Central Plaza Resyndication, LP</p> <p>Address</p> <p>200 North McClelland</p> <p>Santa Maria, 93454</p>

**Actions:**

- Email
- Deactivate
- Change Template
- ☒ Close Case

## HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

## HOUSING MANAGEMENT DEPARTMENT

Period Ending: March 31, 2024

Area: SANTA BARBARA COUNTY

SECTION 8 (HCV 701, 703, 704) & PBV)							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	HCV WAITING LIST
3,782	3,592	3,521	91.77%	91.77%	71	190	1,164

MAINSTREAM VOUCHERS FOR DISABLED (724)							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	
162	144	141	85.80%	85.80%	3	18	261

NON-ELDERLY DISABLED - (NED-2) VOUCHERS							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	
25	13	13	48.00%	48.00%	0	12	0

TENANT-PROTECTION VOUCHERS (731, 733, 734)							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	
43	43	43	97.73%	97.73%	0	0	N/A

VASH PROGRAM (741, 743, 744)							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	
296	168	159	53.38%	53.38%	9	128	0

FAMILY UNIFICATION PROGRAM (FUP)(761, 763, 764)							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	
92	86	85	93.48%	93.48%	1	6	26

EMERGENCY HOUSING VOUCHER PROGRAM (EHV)(771, 773, 774)							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	
152	149	143	95.39%	95.39%	6	3	0

FOSTER YOUTH TO INDEPENDENCE (FYI)(781, 783, 784)							
BASELINE VOUCHERS	TOTAL VOUCHERS ISSUED	VOUCHERS UNDER CONTRACT	PERCENTAGE OF VOUCHERS UNDER LEASE	YEAR-TO DATE LEASING PERCENTAGE	VOUCHERS NOT UNDER CONTRACT	VOUCHERS AVAILABLE FOR ISSUANCE	
58	6	6	0.00%	0.00%	0	52	0

## GOLETA AREA - 319

675-APARICIO COMMUNITY APARTMENTS - GOLETA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	5	4	80.00%	1
1	40	38	95.00%	2
2	8	8	100.00%	0
3	1	1	100.00%	0
TOTALS:	54	51	94.44%	3

655-POSITANO APARTMENTS - GOLETA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	30	30	100.00%	0
2	42	42	100.00%	0
3	46	46	100.00%	0
TOTALS:	118	118	100.00%	0

692 - L C GROSSMAN - GOLETA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
2	14	14	100.00%	0
TOTALS:	14	14	100.00%	0

526 - Buena Tierra (Currently Leasing)				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	60	20	33.33%	40
TOTALS:	60	20	33.33%	40

670-PARKVIEW APARTMENTS - ISLA VISTA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	8	8	100.00%	0
2	12	12	100.00%	0
TOTALS:	20	20	100.00%	0

693-SANDPIPER APARTMENTS - GOLETA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	44	42	95.45%	2
1	24	24	100.00%	0
TOTALS:	68	66	97.06%	2

688-PESCADERO LOFTS				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	26	25	96.15%	1
1	6	6	100.00%	0
2	1	1	100.00%	0
TOTALS:	33	32	96.97%	1

## HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

## HOUSING MANAGEMENT DEPARTMENT

Period Ending: March 31, 2024

Area: SANTA BARBARA COUNTY

## LOMPOC AREA - 680

695-GOLDEN INN AND VILLAGE, FAMILY				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	7	7	100.00%	0
2	10	10	100.00%	0
3	10	10	100.00%	0
TOTALS:	27	27	100.00%	0

682-PARKSIDE APARTMENTS - LOMPOC				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	38	38	100.00%	0
2	10	10	100.00%	0
TOTALS:	48	48	100.00%	0

687-PALM GROVE - LOMPOC				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
2	14	14	100.00%	0
3	16	16	100.00%	0
4	10	10	100.00%	0
TOTALS:	40	40	100.00%	0

680-CREEKSIDE VILLAGE - LOS ALAMOS				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
2	18	18	100.00%	0
3	18	18	100.00%	0
4	3	3	100.00%	0
TOTALS:	39	39	100.00%	0

686-CYPRESS COURT APARTMENTS - LOMPOC				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	54	54	100.00%	0
2	6	6	100.00%	0
TOTALS:	60	60	100.00%	0

697 - MILLER/STANLEY - LOMPOC				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	64	63	98.44%	1
2	4	4	100.00%	0
TOTALS:	68	67	98.53%	1

698-LOMPOC GARDENS				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	6	6	100.00%	0
2	46	45	97.83%	1
3	21	20	95.24%	1
4	2	2	100.00%	0
TOTALS:	75	73	97.33%	2

669 - HARRY'S HOUSE				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	60	57	95.00%	3
TOTALS:	60	57	95.00%	3

631 - LA CANADA (Lompoc Scattered)				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
3	9	9	100.00%	0
TOTALS:	9	9	100.00%	0

673-CENTRAL PLAZA APARTMENTS - SANTA MARIA-89 PBV - 22 PBRA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	39	38	97.44%	1
2	57	56	98.25%	1
3	16	16	100.00%	0
TOTALS:	112	110	98.21%	2

694-LELAND PARK - SANTA MARIA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	2	2	100.00%	0
2	14	14	100.00%	0
TOTALS:	16	16	100.00%	0

696-GOLDEN INN AND VILLAGE, SENIOR				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	20	20	100.00%	0
1	40	40	100.00%	0
TOTALS:	60	60	100.00%	0

630-VINTAGE WALK APARTMENTS - BUELLTON				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	6	6	100.00%	0
TOTALS:	6	6	100.00%	0

628-VALLEY STATION				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
2	7	7	100.00%	0
TOTALS:	7	7	100.00%	0

690-SANTA RITA VILLAGE I				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	8	8	100.00%	0
2	14	14	100.00%	0
3	10	9	90.00%	1
4	4	4	100.00%	0
TOTALS:	36	35	97.22%	1

691-SANTA RITA VILLAGE II				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	4	3	75.00%	1
2	8	8	100.00%	0
3	7	7	100.00%	0
TOTALS:	19	18	94.74%	1

689-LOMPOC TERRACE				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	2	2	100.00%	0
2	8	7	87.50%	1
3	28	27	96.43%	1
4	2	2	100.00%	0
TOTALS:	40	38	95.00%	2

575, 576, 577-THOMPSON PARK				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
2	31	29	93.55%	2
TOTALS:	31	29	93.55%	2

528-HOMEKEY				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	14	13	92.86%	1
1	1	1	100.00%	0
TOTALS:	15	14	93.33%	1

525 - (HCV HOUSE)				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
3	1	1	100.00%	0
TOTALS:	1	1	100.00%	0

## SANTA MARIA AREA - 463

660 - TED ZENICH APARTMENTS - SANTA MARIA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
2	5	5	100.00%	0
3	13	13	100.00%	0
4	6	6	100.00%	0
TOTALS:	24	24	100.00%	0

685 - RANCHO HERMOSA - SANTA MARIA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	4	4	100.00%	0
2	2	2	100.00%	0
3	41	39	95.12%	2
TOTALS:	47	45	95.74%	2

## HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

## HOUSING MANAGEMENT DEPARTMENT

Period Ending: March 31, 2024

Area: SANTA BARBARA COUNTY

665 - DEPOT STREET - SANTA MARIA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
0	6	6	100.00%	0
1	32	32	100.00%	0
2	36	36	100.00%	0
3	6	6	100.00%	0
TOTALS:	80	80	100.00%	0

593 & 594 - EVANS PARK - SANTA MARIA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	30	30	100.00%	0
2	36	36	100.00%	0
3	60	53	88.33%	7
4	24	24	100.00%	0
TOTALS:	150	143	95.33%	7

681 - WEST COX - SANTA MARIA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	30	29	96.67%	1
TOTALS:	30	29	96.67%	1

632 - 10TH STREET APTS - SANTA MARIA				
BR SIZE	NUMBER UNITS	UNDER LEASE	PERCENTAGE LEASED	VACANT
1	4	4	100.00%	0
TOTALS:	4	4	100.00%	0

## NON-HUD AFFORDABLE HOUSING DESIGNATED FOR DISABLED OCCUPANTS

626-BRADDOCK HOUSE			624-LASSEN PLACE SHARED HOUSING - GOLETA			615-Home Base on G Street LOMPOC			
BR SIZE	NUMBER UNITS	UNDER LEASE	BR SIZE	NUMBER UNITS	UNDER LEASE	BR SIZE	NUMBER UNITS	UNDER LEASE	VACANT
0	4	4	1	4	4	0	39	38	1
TOTALS:	4	4	TOTALS:	4	4	TOTALS:	39	38	1

508-VILLA DEL SOL SHARED HOUSING - GOLETA		
BR SIZE	NUMBER UNITS	UNDER LEASE
0	2	2
2	2	2
TOTALS:	4	4

## SUMMARY OF TOTAL UNITS AND VACANCIES BY AREA

AREA	Non PH Units	PH Units	VACANT	% VACANT
GOLETA**	319	0	6	2%
LOMPOC	680	0	14	2%
SANTA MARIA	463	0	12	3%
TOTAL	1462	0	32	2%

\*\* Excludes Buena Tierra



HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

MAINTENANCE PROJECTS - IN PROGRESS / TENTATIVELY SCHEDULED FOR 2024  
(April 10, 2024)

<b><u>AMP 1 – Goleta/Isla Vista/Santa Barbara</u></b>				
	<b><u>WORK ITEM</u></b>	<b><u>PROPERTY</u></b>	<b><u>FUNDING SOURCE</u></b>	<b><u>TENTATIVE CONSTRUCTION PERIOD</u></b>
(1)	Buena Tierra Demolition Project (formerly Super 8) (Vortex Construction)	Buena Tierra (Super 8) 6021 Hollister Avenue Goleta, CA	HASBARCO	In Progress August 2022 – May 2024
(2)	Buena Tierra Renovation Project (formerly Super 8) (Vortex Construction)	Buena Tierra (Super 8) 6021 Hollister Avenue Goleta, CA	HASBARCO	In Progress August 2022 – May 2024

<b><u>AMP 4 – Lompoc/Buellton/Los Alamos/Santa Ynez</u></b>				
	<b><u>WORK ITEM</u></b>	<b><u>ADDRESS</u></b>	<b><u>FUNDING SOURCE</u></b>	<b><u>TENTATIVE CONSTRUCTION PERIOD</u></b>
(1)	Cypress & 7 <sup>th</sup> Apartments Construction Project (Abbott Reed, Inc.)	Cypress & 7 <sup>th</sup> Apartments 1401 East Cypress Avenue Lompoc, CA	Cypress & 7 <sup>th</sup> , L.P.	In Progress April 2023 – July 2024
(2)	IP Video Surveillance System Installation (Solutionz, Inc.)	Palm Grove Apartments 2-54 Palm Drive Lompoc, CA	Lompoc Palm Grove, L.P.	In Progress June 2023 – April 2024
(3)	Construction of Polo Village (Sunseri Construction, Inc.)	Polo Village Apartments 560 McMurry Road Buellton, CA	Buellton Polo Village Partners, L.P.	In Progress July 2023 – April 2025
(4)	Shower Valve Replacement	HomeBase on G 513 North G Street Lompoc, CA	513 North G, L.P.	Planned April 2024 – May 2024
(5)	Water Heater Replacement	Miller Plaza 301 W. Maple, Lompoc, CA Stanley Horn Homes 640 N. Q St., Lompoc, CA	Miller Stanley, L.P.	Planned May 2024 – July 2024

# HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA

## MAINTENANCE PROJECTS - IN PROGRESS / TENTATIVELY SCHEDULED FOR 2024 (April 10, 2024)

<b><u>AMP 3 - Santa Maria/Guadalupe/Orcutt</u></b>				
	<b><u>WORK ITEM</u></b>	<b><u>ADDRESS</u></b>	<b><u>FUNDING SOURCE</u></b>	<b><u>TENTATIVE CONSTRUCTION PERIOD</u></b>
(1)	Escalante Meadows Residential Development (Ashwood Construction, Inc.)	1035 – 1095 Escalante Street Guadalupe, CA	Escalante Meadows, L.P.	In Progress November 2022 – February 2025
(2)	Escalante Meadows Community Center (Ashwood Construction, Inc.)	1096 Escalante Street Guadalupe, CA	Escalante Meadows Development Company	In Progress November 2022 – February 2025
(3)	Steel Security Screen Door Fabrication and Delivery	Evans Park 200 West Williams Santa Maria, CA	HASBARCO (CFP)	Planned April 2024 – August 2024
(4)	Steel Security Screen Door Installation	Evans Park 200 West Williams Santa Maria, CA	HASBARCO (CFP)	Planned July 2024 – October 2024
(5)	Landscape Upgrade (Miller Landscaping & Maintenance)	Evans Park 1649-A & B North Gunderson Santa Maria, CA	HASBARCO (CFP)	Planned April 2024 – May 2024
(6)	Block Wall Repair/Replacement	Evans Park 200 West Williams Santa Maria, CA	HASBARCO (CFP)	Planned April 2024 – June 2024
(7)	Balcony Repair	Rancho Hermosa 235 East Inger Drive Santa Maria, CA	McClelland Santa Maria, L.P.	Planned June 2024 – September 2024

Housing Authority of the County of Santa Barbara  
Housing Development Department  
Significant Recent Events, as of April 9, 2024

Projects with significant events since last report include:

DEVELOPMENTS CURRENTLY OPERATING

- Pescadero Lofts—Small group tours have resumed. We have had twelve evictions, and four deaths, during the first 112 months of operation.
- Harry's House—Operations are going well after some hiccups.
- The Residences at Depot Street—Conditions are described as “calmer”. The roving security guard is a big help.
- Videos—We have commissioned a new video focused on the people moving into Buena Tierra. Sonder continues to be screened by colleagues and organizations. We're meeting with the Santa Barbara Foundation to talk about further outreach and fundraising events.

DEVELOPMENTS CURRENTLY UNDER CONSTRUCTION

- Buena Tierra—We received the TCO (temporary certificate of occupancy). The first 20 residents have moved in. Our new residents have had some challenges. Full occupancy is expected by mid-May. Construction work is 90% complete. Rehab work on the 2<sup>nd</sup> elevator is in process. The parking lot work is 60% complete. Fencing is nearly complete. A water line across Hollister is completed. Good Sam is our lead support service provider. We are working on the Adopt-A-Room campaign. Yardi is the first business to contribute. We are planning a Ribbon Cutting celebration in early July. Vortex is our GC.
- Escalante Meadows—Framing is complete. Roofing is 75% complete. Rough electrical and plumbing are 95% complete. Interior work is underway. The work is going well, but we have experienced delays, mostly due to rain. Construction is estimated to be completed by the end of the year. Ashwood is our GC. Enterprise is our tax credit investor/partner. PNC Bank is on the NMTC side. Pacific Western Bank is our construction and permanent lender.
- Cypress & 7<sup>th</sup>---We have had plumbing/framing design issues to overcome. We expect to complete construction by the end of the year. Abbott/Reed is our GC. Pacific Western is our construction lender. Churchill Stateside is our permanent lender. Redstone is our tax credit investor/partner.
- Polo Village---The rockery wall looks great. Sewer and water underground work is complete. Roofing is weathered in. Rough plumbing and electrical are underway. Construction is estimated to be completed by the end of the 1<sup>st</sup> quarter 2025. Palm Communities is our development partner. Sunseri is our GC. Boston Financial is our investor/partner.

## DEVELOPMENTS IN PRE-DEVELOPMENT/ENTITLEMENTS

- Carpinteria Unified School District (CUSD) Property—On 4/1 the County Planning Commission held a special meeting on proposed HEU rezone sites. This project was not recommended as a potential rezone site, but we are exploring ways to have it included. State HCD has sent a letter to the County supporting our proposed development of this site. Our entitlement application was resubmitted to County P&D under SB-330 “Builders Remedy”. We have responded to the incomplete letter. The County has asked if we can increase the number of units proposed. We can. We have received a can and will serve letter for water! Our executed Option Agreement began on 1/1/20. Our initial due diligence period ended on 11/13/20. We have exercised our additional one-year option to 11/13/24. Our partner, Redtail, is proposing 128 workforce-oriented rental units. We are proposing 41 affordable rental units.
- Perkins Place—This 33-unit proposed affordable housing development is located in New Cuyama. Community meetings have been held. We have surveyed the community to confirm need. Entitlements will be processed using SB-330. NBAR has reviewed our proposed project.
- Hollister Lofts—On 4/2 the BOS approved a new Exclusive Right to Negotiate agreement and gap funding that will allow us to apply for 4% LIHTC/tax-exempt bonds by the 4/23 application deadline. The County will complete the subdivision process for the lot split. It is exempt from the Map Act. Our counsel has drafted the PSA (Purchase Sale Agreement) and will work with County Counsel before it goes to the BOS for consideration. Our proposed purchase terms mirror Pescadero Lofts. We are working closely with the 2<sup>nd</sup> District on community outreach. We have received an “intent to serve” letter from Goleta Water District. We expect to receive zoning clearance any day. We are deemed complete. We were processed under AB-2162 (State permanent supportive housing streamlining). State HCD has approved \$4.8 million NPLH funding.
- Heritage Ridge—Export of the dirt stockpile to Redtail’s Santa Paula project is expected to begin next month. We have received a commitment in excess of \$12 million HHC funding. We have applied for NHTF funding. We are working with RRM on site and floor plan revisions. A Shared Maintenance Agreement is under review. Affordable housing agreements with the City are also being reviewed. We expect to apply for 4% LIHTC/tax-exempt bonds by the April 23<sup>rd</sup> deadline. Redtail is approved for 228 market-rate workforce-oriented rental units. We are approved for 104 affordable rental units. Towbes Group is also part of the team. RRM is our architect for the CDs.
- Patterson Point—This 24-unit affordable housing development is expected to begin construction in May. On 12/6/23 our TCAC/CDLAC funding was approved. We will use factory-built housing. NPLH in the amount of \$2.4 million and \$4.4 million of HHC have been committed.



**HACSB Pre-Development Costs**  
**As of 03/31/2024**

Project	Beginning Balance as of 01/01/2024	FY 2024		Ending Balance as of 03/31/2024
		Pre- Development Costs	Pre- Development Costs Reimbursement	
<b>Admin Office</b>	46,445	7,487	-	53,932
<b>Bailard Ave</b>	720,753	5,003	-	725,756
<b>Constellation Rd</b>	37,973	(4,317)	-	33,656
<b>Heritage Ridge Family &amp; Senior</b>	1,101,068	340,206	-	1,441,274
<b>Hollister Lofts</b>	440,293	420,074	-	860,367
<b>HUD Dispo-Escalante Meadows</b>	151,689	126,883	-	278,572
<b>Patterson Point</b>	385,820	213,135	-	598,955
<b>Perkins Place</b>	344,608	4,638	-	349,246
<b>Polo Village</b>	18,681	997	-	19,678
<b>San Marcos Growers</b>	15,148	585	-	15,733
<b>Tatum Property</b>	3,282	3,549	-	6,831
<b>Thompson Park - S &amp; T St (Phase II)</b>	129,497	-	-	129,497
<b>Total</b>	<b>3,395,257</b>	<b>1,118,240</b>	<b>-</b>	<b>4,513,497</b>
(Include transfer to capital assets & others)				

**HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA**  
**CONSOLIDATED SUMMARY OF OPERATING RECEIPTS AND EXPENDITURES**  
**FOR THE THREE MONTH ENDED MARCH 31, 2024**

DESCRIPTION	SECTION 8 PROGRAMS	HA OWNED PROPERTIES	AFFORDABLE			Total		
			HSG KEY PARTNERS	HA ADMIN	DEVELOPMENT	Actual	Budget	Variance
REVENUE:								
Tenant Rents	-	318,681	1,060,670	-	-	1,379,351	1,482,350	(102,999)
Other Tenant Revenue	-	2,660	4,848	-	-	7,508	913	6,595
Management/Admin Fees	1,587,098	-	-	907,875	-	2,494,973	2,619,680	(124,707)
Grant Revenue	21,153,727	206,980	808,050	64,379	-	22,233,136	22,059,235	173,901
Inter-Office Rents	-	-	7,875	22,500	-	30,375	30,375	-
Developer Fee Income	-	-	-	-	112,230	112,230	165,445	(53,215)
Investment Revenue	21,351	2,409	40	143,825	-	167,625	302,130	(134,505)
Other Revenue	192,014	-	-	93,204	2,041	287,259	259,383	27,876
TOTAL REVENUE	22,954,190	530,730	1,881,483	1,231,783	114,271	26,712,457	26,919,511	(207,054)
EXPENSES:								
Administrative Salaries	466,467	14,042	9,229	957,090	308,106	1,754,934	2,072,313	(317,379)
Admin Benefits, PR Taxes & W/C Insurance	232,205	6,039	4,725	399,467	145,476	787,912	883,025	(95,113)
Legal	57,899	4,440	1,480	25,733	-	89,552	35,000	54,552
Accounting & Auditing	5,013	516	-	4,995	-	10,524	12,783	(2,259)
Management & Bookkeeping Fees	399,378	8,577	52,739	-	-	460,694	499,168	(38,474)
Travel	90	-	-	6,360	2,140	8,590	15,870	(7,280)
Office Rents	30,375	-	-	12,270	-	42,645	42,645	-
Other Admin Expenses	336,317	19,041	27,243	382,598	13,740	778,939	752,190	26,749
Other Tenant Services Expenses	27,417	4,613	699	140	25,743	58,612	262,183	(203,571)
Utilities	479	18,417	111,500	10,225	-	140,621	137,458	3,163
Maintenance Salaries	-	17,562	91,480	20,250	3,642	132,934	167,890	(34,956)
Maintenance Benefits, PR Taxes & W/C Insurance	-	8,194	40,780	8,590	492	58,056	68,070	(10,014)
Maintenance Materials	-	14,827	46,080	578	-	61,485	41,585	19,900
Maintenance Contracts	100	11,398	43,410	2,564	-	57,472	67,330	(9,858)
Insurance	4,182	11,799	14,183	12,779	786	43,729	63,723	(19,994)
PILOT/Property Tax Expense	-	-	-	-	-	-	213	(213)
Bad Debt	-	3,035	-	-	-	3,035	1,300	1,735
Interest Expense	-	8,787	-	31,947	-	40,734	39,450	1,284
Other Expenses	186,462	45,837	35,415	11,057	2,675	281,446	210,428	71,018
Housing Assistance Payments	21,153,727	-	799,834	45,145	-	21,998,706	21,656,260	342,446
TOTAL EXPENSES	22,900,111	197,124	1,278,797	1,931,788	502,800	26,810,620	27,028,884	(218,264)
NET INCOME (BEFORE CASH FLOW ADJUSTMENTS)	54,079	333,606	602,686	(700,005)	(388,529)	(98,163)	(109,373)	11,210
CASH FLOW ADJUSTMENTS								
(+/-) Gain (Loss) on Sale of Assets	-	-	-	17,303	-	17,303	-	17,303
(-) Debt Service (Principal Payments)	-	(37,828)	-	(5,001)	-	(42,829)	(38,155)	(4,674)
(-) Reserve Deposits	-	-	-	-	-	-	(119,763)	119,763
(+) Reserve Withdrawals/Other Funds Received	-	-	-	-	-	-	81,220	(81,220)
(-) Capital & Non-Operating Expenditures	-	-	-	(17,546)	(103,750)	(121,296)	(83,670)	(37,626)
(-) Development Work In Progress - Surplus (Deficit)	-	-	-	-	(1,118,240)	(1,118,240)	(440,000)	(678,240)
(+) Cash Flow distribution Pymts from LP's	-	-	-	-	-	-	1,113,575	(1,113,575)
(-) Vehicle Lease Payments	-	-	-	(34,160)	-	(34,160)	(33,878)	(282)
(-) Accrued Interest Revenue (Non-Cash)	-	-	-	(43,708)	-	(43,708)	(44,270)	562
RESIDUAL RECEIPTS (DEFICIT)	54,079	295,778	602,686	(783,117)	(1,610,519)	(1,441,093)	325,686	(1,766,779)
Budget By Program / Property	-	194,013	584,210	(33,042)	(419,495)		325,686	
Variance	54,079	101,765	18,476	(750,075)	(1,191,024)			(1,766,779)

**Housing Authority of The County of Santa Barbara**  
**Investment Report**  
**As of 03/31/2024**

Type of Investment	Name of Issuer	Current Yield Rate	2024 Return on Investment	Dollar Amount (Market Value)
<b>Housing Authority Funds</b>				
HA Concentration	Pacific Western Bank	0.02%	396	7,914,435
HA Concentration	Mechanics	--	-	11,021
HA Mischler Financial Group	Mischler Financial Grp	5.20%	72,052	5,278,054
HA Municipal Depository	LAIF	4.00%	4,393	439,312
HA Community Redevelopment Funds	Community West Bank	1.05%	1,654	630,235
HA Money Market	Five Star Bank	4.19%	21,277	2,979,205
Affordable Housing Key Partners	Pacific Western Bank	--	-	585,861
Affordable Housing Key Partners Tenant	Pacific Western Bank	--	-	50
Affordable Housing Key Partners Repl Reserve	Pacific Western Bank	0.02%	4	324,876
Affordable Housing Key Partners Oper Reserve	Pacific Western Bank	--	-	409,036
Buena Tierra Operating	Pacific Western Bank	--	-	200,724
Buena Tierra Operating	Pacific Western Bank	0.02%	47	931,400
Buena Tierra Tenant	Pacific Western Bank	--	-	32,832
Buena Tierra Construction	Pacific Western Bank	--	-	526
HomeKey Studios Tenant	Pacific Western Bank	--	-	15,037
HomeKey Studios Reserve	Pacific Western Bank	--	-	30,000
Thompson Park Tenant	Pacific Western Bank	--	-	14,077
Villa Del Sol Tenant	Pacific Western Bank	--	-	6,466
Villa Del Sol Operating Reserves	Pacific Western Bank	0.02%	5	103,269
Villa Del Sol Replacement Reserves	Pacific Western Bank	0.02%	5	95,396
Section 8 FSS	Pacific Western Bank	0.02%	10	197,031
Section 8 FSS Escrow	Pacific Western Bank	0.02%	3	51,373
USIO Debit Card (HA Prepaid Debit)	USIO	--	-	18,029
PNC Bank	PNC	--	-	10,000
<b>Sub-total</b>			<b>99,846</b>	<b>20,278,245</b>
<b>Managed Funds</b>				
Aparicio Money Market	US Bank	0.20%	22	43,751
Aparicio Operating	Pacific Western Bank	--	-	642,989
Aparicio Operating Reserve	Pacific Western Bank	0.30%	182	242,996
Aparicio Tenant	Pacific Western Bank	--	-	67,498
Central Plaza Resyndication Operating	Pacific Western Bank	--	-	1,549,802
Central Plaza Resyndication Tenant	Pacific Western Bank	--	-	53,455
Central Plaza Resyndication Repl Resv	Pacific Western Bank	0.03%	4	56,999
Central Plaza Resyndication Oper Resv	Pacific Western Bank	0.05%	120	997,833
Creekside Village Operating	Pacific Western Bank	--	-	694,855
Creekside Village Operating Reserve	US Bank	--	-	300,286
Creekside Village Tenant	Pacific Western Bank	--	-	52,355
Cypress Court Operating	Pacific Western Bank	--	-	333,389
Cypress Court Operating Reserve	Pacific Western Bank	0.30%	80	106,619
Cypress Court Repl Reserve	Pacific Western Bank	0.15%	60	160,330
Cypress Court Tenant	Pacific Western Bank	--	-	52,351
Cypress Court 7th LP Construction	Pacific Western Bank	--	-	133,070
Depot Street Operating	Pacific Western Bank	--	-	418,229
Depot Street Tenant	Pacific Western Bank	--	-	121,550
Escalante Meadows Development Company	PNC	--	-	426,597
Escalante Meadows LP	Pacific Western Bank	--	-	70
Golden Inn Family Operating	Pacific Western Bank	--	-	463,319
Golden Inn Family Tenant	Pacific Western Bank	--	-	38,370
Golden Inn Senior Operating	Pacific Western Bank	--	-	712,405
Golden Inn Senior Tenant	Pacific Western Bank	--	-	65,058
Harry's House Operating	Pacific Western Bank	--	-	64,366
Harry's House Tenant	Pacific Western Bank	--	-	76,386
Home Base on G Operating	Pacific Western Bank	--	-	302,968
Home Base on G Tenant	Pacific Western Bank	--	-	13,590
Homebase on G Repl Reserve	Pacific Western Bank	0.22%	65	117,370
LC Grossman Operating	Pacific Western Bank	--	-	33,621
LC Grossman Tenant	Pacific Western Bank	--	-	7,368
LC Grossman Operating Reserve	Pacific Western Bank	0.15%	8	22,008
LC Grossman Repl Reserve	Pacific Western Bank	0.30%	230	306,350
Leland Park Operating	Pacific Western Bank	--	-	14,576
Leland Park Operating Reserve	Pacific Western Bank	0.15%	11	30,106
Leland Park Replacement Reserve	Pacific Western Bank	0.21%	55	104,660
Leland Park Tenant	Pacific Western Bank	--	-	7,825
Lompoc Gardens Operating	Pacific Western Bank	--	-	63,117

**Housing Authority of The County of Santa Barbara**  
**Investment Report**  
**As of 03/31/2024**

Type of Investment	Name of Issuer	Current Yield Rate	2024 Return on Investment	Dollar Amount (Market Value)
Lompoc Gardens Tenant	Pacific Western Bank	--	-	38,936
Lompoc Palm Grove TC Operating	Pacific Western Bank	--	-	615,266
Lompoc Palm Grove TC Tenant	Pacific Western Bank	--	-	64,002
Lompoc Terrace Operating	Pacific Western Bank	--	-	75,527
Lompoc Terrace Tenant	Pacific Western Bank	--	-	20,971
Miller Stanley Operating	Pacific Western Bank	--	-	214,878
Miller Stanley Tenant	Pacific Western Bank	--	-	35,951
Parkside LP Operating	Pacific Western Bank	--	-	727,099
Parkside LP Tenant	Pacific Western Bank	--	-	30,575
Parkview Operating Reserve	Pacific Western Bank	0.20%	42	83,941
Parkview Operating	Pacific Western Bank	--	-	346,326
Parkview CWB MMK	Community West Bank	1.05%	340	130,248
Parkview Replacement Reserve	Pacific Western Bank	0.30%	90	120,511
Parkview Tenant	Pacific Western Bank	--	-	19,846
Perkins Place LP Operating	Pacific Western Bank	--	-	18,539
Pescadero Lofts Operating	Pacific Western Bank	--	-	314,717
Pescadero Lofts Tenant	Pacific Western Bank	--	-	43,460
Pescadero Operating Reserve	US Bank	1.24%	1,114	369,931
Positano LP Operating	Pacific Western Bank	--	-	1,358,541
Positano LP Tenant	Pacific Western Bank	--	-	97,474
Rancho Hermosa Operating	Pacific Western Bank	--	-	1,194,528
Rancho Hermosa Repl Reserve	Pacific Western Bank	0.30%	118	156,806
Rancho Hermosa Tenant	Pacific Western Bank	--	-	29,800
Sandpiper LGS Operating	Pacific Western Bank	--	-	984,079
Sandpiper LGS Tenant	Pacific Western Bank	--	-	88,390
Santa Rita Oper Deficit Reserve	Pacific Western Bank	0.30%	177	235,365
Santa Rita Village I Operating	Pacific Western Bank	--	-	378,582
Santa Rita Village I Tenant	Pacific Western Bank	--	-	38,735
Santa Rita Village II Operating	Pacific Western Bank	--	-	185,599
Santa Rita Village II Tenant	Pacific Western Bank	--	-	20,493
Senior Group Living Services	Pacific Western Bank	--	-	18,337
Surf Solar Enterprises	Pacific Western Bank	--	-	312,090
Surf Affordable Housing Ent Repl Resv	Pacific Western Bank	--	-	330,000
Surf Affordable Housing Ent Operating	Pacific Western Bank	--	-	219,929
Surf Development Money Market	Five Star Bank	4.12%	646	65,043
Surf Development Money Market	US Bank	--	-	533,569
Surf Development Replacement Reserve	Pacific Western Bank	0.60%	28	18,720
Surf Development Operating Reserve	Pacific Western Bank	0.60%	23	15,038
Surf Development Operating/ Security Deposit	Pacific Western Bank	--	-	26,775
Surf Solar Company Operating	Pacific Western Bank	--	-	2,848
Ted Zenich Repl. Reserve	Pacific Western Bank	0.60%	168	112,185
Ted Zenich Oper. Reserve	Pacific Western Bank	0.60%	70	46,809
Ted Zenich Operating	Pacific Western Bank	--	-	345,491
Ted Zenich Tenant	Pacific Western Bank	--	-	20,187
West Cox Cottages LP Operating	Pacific Western Bank	--	-	84,626
West Cox Cottages LP Tenant	Pacific Western Bank	--	-	45,673
West Cox Operating Reserve	Pacific Western Bank	0.08%	47	235,049
West Cox Replacement Reserve	Pacific Western Bank	0.03%	3	35,118
<b>Sub-total</b>			<b>66,691</b>	<b>19,405,086</b>
<b>Total</b>			<b>166,537</b>	<b>39,683,331</b>

I hereby certify that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the Housing Authority of the County of Santa Barbara will meet its expenditure obligations for the next six months.

Prepared by:

Irene Melton

3053ABA252E7483...

Irene A. Melton

Director of Finance

4/11/2024

Date

Reviewed by:

Bob Hawlicek

304ETATZ7B314FE...

Robert P. Havlicek, Jr.

Executive Director

4/11/2024

Date



**Housing Authority of the County of Santa Barbara**  
**TENANTS ACCOUNTS RECEIVABLE - HOUSING AUTHORITY**  
**For the Month Ending March 31, 2024**

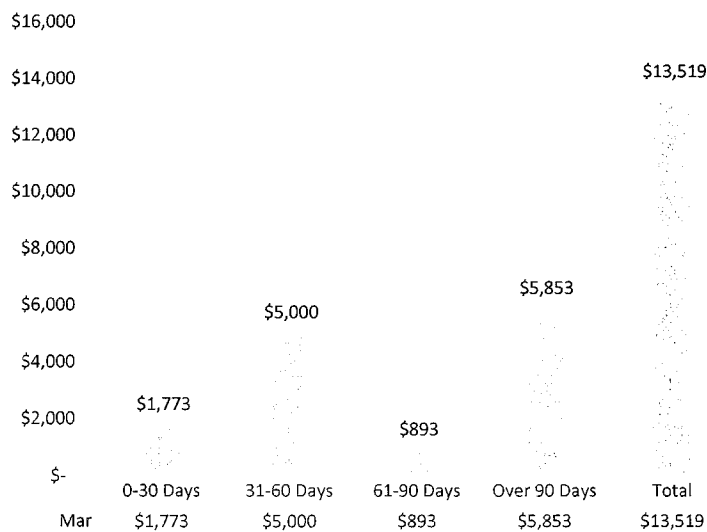
**CURRENT MONTH CHARGES**

Property	Occupied Units	Vacant Units	Tenant Rent	Retro Rent	Other Tenant Charges	Total
Villa Del Sol	5	0	\$ 2,336	\$ -	\$ -	\$ 2,336
Thompson Park (S&T)	24	2	\$ 18,481	\$ -	\$ -	\$ 18,481
Thompson Park (K St)	2	0	\$ 3,172	\$ -	\$ -	\$ 3,172
Thompson Park (Chestnut)	3	0	\$ 3,198	\$ -	\$ -	\$ 3,198
<b>Total</b>	<b>34</b>	<b>2</b>	<b>\$ 27,187</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,187</b>

**CURRENT MONTH UNCOLLECTED A/R**

Property	Tenant Status	Count	Tenant Rent	Retro Rent	Other Tenant Charges	Total
Villa Del Sol	Current	0	\$ -	\$ -	\$ -	\$ -
	Past	0	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Thompson Park (S&T)	Current	5	\$ 1,129	\$ 778	\$ 70	\$ 1,977
	Past	3	\$ 2,394	\$ 1,056	\$ 3,337	\$ 6,787
	<b>Total</b>	<b>8</b>	<b>\$ 3,523</b>	<b>\$ 1,834</b>	<b>\$ 3,407</b>	<b>\$ 8,764</b>
Thompson Park (K St)	Current	0	\$ -	\$ -	\$ -	\$ -
	Past	0	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Thompson Park (Chestnut)	Current	2	\$ 4,670	\$ -	\$ 85	\$ 4,755
	Past	2	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>4</b>	<b>\$ 4,670</b>	<b>\$ -</b>	<b>\$ 85</b>	<b>\$ 4,755</b>
<b>Grand Total</b>		<b>12</b>	<b>\$ 8,193</b>	<b>\$ 1,834</b>	<b>\$ 3,492</b>	<b>\$ 13,519</b>

**Current Month Uncollected A/R (Consolidated)**



Tax Credit Properties  
**DEBT COVERAGE RATIO**  
**Feb 2024**

	Homebase	Positano	Ted Zenich	Depot St	Harry's House	Parkview	Central Plaza	Aparicio	Creeksde	West Cox	Parkside LP	Ranch Hermosa	Cypress Court
	615	655	660	665	669	670	673	675	680	681	682	685	686
OPERATING INCOME													
TENANT INCOME	75,276	297,902	66,362	216,178	112,284	48,911	292,725	135,169	103,564	74,210	96,422	148,537	86,819
OTHER OPERATING INCOME	1,223	-	-	1	-	-	41	-	-	-	-	-	-
GRANT INCOME	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING INCOME	76,499	297,902	66,362	216,179	112,284	48,911	292,766	135,169	103,564	74,210	96,422	148,537	86,819
OPERATING EXPENSES													
ADMINISTRATIVE	21,562	36,742	9,150	28,426	15,419	6,805	30,943	16,100	18,581	12,881	14,298	28,539	18,717
TENANT SERVICES	120	190	380	2,219	2,506	119	3,372	1,146	757	190	269	3,680	488
UTILITIES	5,526	16,643	3,361	10,013	16,088	3,315	20,608	9,538	9,022	3,055	6,977	9,359	6,476
MAINTENANCE AND OPERATIONS	10,907	50,968	17,500	38,344	18,940	5,002	38,119	24,358	20,483	16,388	15,251	23,297	31,185
GENERAL EXPENSES	7,969	9,279	23,970	36,495	5,014	1,933	27,894	5,898	8,405	7,067	3,572	12,627	5,267
TOTAL OPERATING EXPENSES	46,085	113,823	54,361	115,497	57,967	17,175	120,936	57,040	57,248	39,580	40,368	77,502	62,133
OPERATING NET INCOME	30,413	184,080	12,001	100,682	54,317	31,737	171,829	78,129	46,316	34,630	56,054	71,035	24,687
RESERVE DEPOSIT	1,625	2,459	500	2,000	2,450	713	2,800	1,575	1,950	1,250	1,200	979	1,500
CASH AVAILABLE FOR DEBT SERVICE	28,788	181,621	11,501	98,682	51,867	31,024	169,029	76,554	44,366	33,380	54,854	70,056	23,187
MONTHLY DEBT SERVICE	-	73,287	6,586	57,875	23,040	5,743	85,226	29,122	10,469	18,808	21,851	-	10,312
DCR	-	2.48	1.75	1.71	2.25	5.40	1.98	2.63	4.24	1.77	2.51	-	2.25

\*\*\* Please note, this report is intended to illustrate general financial strength of property based on accrued income and expenses. Actual cash flow may vary from figures represented.

\*\*\* DCR figures may be adjusted as additional entries are recorded by the finance department.

\*\*\* Debt service under 1.15

\*\*\* No permanent debt on property

Tax Credit Properties  
**DEBT COVERAGE RATIO**  
**Feb 2024**

	Palm Grove	Pescadero	Lompoc Terrace	Santa Rita	Santa Rita II	LC Grossman	Sandpiper	Leland Park	Golden Inn Family	Golden Inn Senior	Miller Stanley	Lompoc Gardens	Total
	687	688	689	690	691	692	693	694	695	696	697	698	
OPERATING INCOME													
TENANT INCOME	126,582	94,194	43,615	86,488	45,278	13,443	141,537	13,499	81,860	142,209	58,162	77,408	2,678,632
OTHER OPERATING INCOME	-	-	-	-	-	-	-	-	-	-	-	358	1,623
GRANT INCOME	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING INCOME	126,582	94,194	43,615	86,488	45,278	13,443	141,537	13,499	81,860	142,209	58,162	77,766	2,680,255
OPERATING EXPENSES													
ADMINISTRATIVE	15,162	8,368	15,370	13,037	7,759	2,788	18,131	5,126	12,604	19,080	12,709	18,737	407,033
TENANT SERVICES	450	4,743	120	278	146	11	130	281	-	-	346	400	22,339
UTILITIES	12,795	(3,372)	8,494	6,736	3,765	3,772	12,648	3,628	7,731	16,502	8,642	14,482	215,806
MAINTENANCE AND OPERATIONS	22,262	10,248	26,222	14,549	3,785	7,764	39,281	3,014	11,653	23,033	29,798	46,652	549,002
GENERAL EXPENSES	4,654	1,607	13,596	4,076	7,158	823	3,982	1,216	1,941	9,029	5,999	16,108	225,579
TOTAL OPERATING EXPENSES	55,324	21,593	63,802	38,675	22,612	15,157	74,171	13,265	33,928	67,645	57,494	96,378	1,419,760
OPERATING NET INCOME	71,258	72,601	(20,187)	47,813	22,666	(1,714)	67,365	234	47,931	74,563	668	(18,612)	1,260,496
RESERVE DEPOSIT	1,964	929	1,230	952	535	361	2,086	412	760	1,688	1,918	2,110	35,945
CASH AVAILABLE FOR DEBT SERVICE	69,294	71,672	(21,417)	46,861	22,131	(2,074)	65,280	(178)	47,172	72,875	(1,250)	(20,723)	1,224,551
MONTHLY DEBT SERVICE	23,115	13,107	10,096	12,205	10,071	-	23,475	-	15,749	25,483	-	12,387	488,007
DCR	3.00	5.47	(2.12)	3.84	2.20	-	2.78	-	3.00	2.86	-	(1.67)	2.51

\*\*\* Please note, this report is intended to illustrate general fina

\*\*\* DCR figures may be adjusted as additional entries are reco

\*\*\* Debt service under 1.15

\*\*\* No permanent debt on property

Tax Credit Properties												
DEBT COVERAGE RATIO												
Jan 2024-Feb 2024												
	Homebase	Positano	Ted Zenich	Depot St	Parkview	Central Plaza	Aparicio	Creeksde	West Cox	Parkside LP	Ranch Hermosa	Cypress Court
	615	655	660	665	670	673	675	680	681	682	685	686
OPERATING INCOME												
TENANT INCOME	155,127	592,537	131,728	430,454	97,321	583,573	263,208	199,006	148,994	192,894	293,191	173,563
OTHER OPERATING INCOME	2,446	-	-	1	-	41	-	-	-	-	-	-
GRANT INCOME	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING INCOME	157,573	592,537	131,728	430,455	97,321	583,614	263,208	199,006	148,994	192,894	293,191	173,563
OPERATING EXPENSES												
ADMINISTRATIVE	44,570	75,872	18,021	62,939	15,496	65,936	34,246	34,985	24,861	29,814	55,559	36,578
TENANT SERVICES	1,666	1,297	760	3,442	238	3,921	2,231	1,769	350	541	11,476	678
UTILITIES	11,234	42,254	7,169	96,966	6,804	40,295	18,454	18,418	5,831	14,190	18,013	13,351
MAINTENANCE AND OPERATIONS	18,119	94,974	23,008	65,354	7,869	61,716	47,348	32,452	23,667	30,849	47,540	44,372
GENERAL EXPENSES	14,148	17,371	28,284	49,153	3,867	34,816	9,285	12,232	10,374	7,144	21,224	10,993
TOTAL OPERATING EXPENSES	89,737	231,767	77,242	277,854	34,275	206,684	111,564	99,855	65,083	82,538	153,812	105,973
OPERATING NET INCOME	67,835	360,770	54,486	152,601	63,046	376,930	151,644	99,151	83,911	110,356	139,379	67,591
RESERVE DEPOSIT	3,250	4,918	1,000	4,000	1,426	5,600	3,150	3,900	2,500	2,400	1,958	3,000
CASH AVAILABLE FOR DEBT SERVICE	64,585	355,852	53,486	148,601	61,620	371,330	148,494	95,251	81,411	107,956	137,421	64,591
MONTHLY DEBT SERVICE	-	146,574	13,172	115,750	11,486	170,452	58,244	20,938	37,616	43,702	-	20,624
DCR	-	2.43	4.06	1.28	5.36	2.18	2.55	4.55	2.16	2.47	-	3.13

\*\*\* Please note, this report is intended to illustrate general financial strength of property based on accrued income and expenses. Actual cash flow may vary from figures represented.

\*\*\* DCR figures may be adjusted as additional entries are recorded by the finance department.

\*\*\* Debt service under 1.15

\*\*\* No Permanent Debt on Property



Tax Credit Properties													
DEBT COVERAGE RATIO													
Jan 2024-Feb 2024													
	Palm Grove	Pescadero	Lompoc Terrace	Santa Rita	Santa Rita II	LC Grossman	Sandpiper	Leland Park	Golden Inn Family	Golden Inn Senior	Miller Stanley	Lompoc Gardens	
	687	688	689	690	691	692	693	694	695	696	697	698	Total
OPERATING INCOME													
TENANT INCOME	252,989	114,215	88,049	172,023	88,778	26,886	286,845	26,815	163,019	285,635	116,557	135,173	5,241,358
OTHER OPERATING INCOME	-	-	40	-	-	-	-	-	-	-	-	430	2,958
GRANT INCOME	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING INCOME	252,989	114,215	88,089	172,023	88,778	26,886	286,845	26,815	163,019	285,635	116,557	135,603	5,244,315
OPERATING EXPENSES													
ADMINISTRATIVE	30,466	16,864	26,586	37,157	16,121	6,240	36,317	12,325	23,287	37,184	23,619	34,712	824,214
TENANT SERVICES	900	9,412	789	556	293	41	4,151	866	-	-	465	801	51,655
UTILITIES	27,145	2,593	17,134	13,969	7,625	7,721	23,930	7,977	28,266	34,019	17,458	31,036	569,220
MAINTENANCE AND OPERATIONS	40,028	17,063	35,501	29,230	11,301	11,381	61,214	5,388	18,334	35,394	48,400	67,945	907,506
GENERAL EXPENSES	9,309	3,485	19,327	8,152	10,246	1,422	6,626	2,393	3,940	13,524	9,889	25,042	342,271
TOTAL OPERATING EXPENSES	107,848	49,417	99,336	89,064	45,585	26,804	132,238	28,948	73,827	120,121	99,831	159,535	2,694,866
OPERATING NET INCOME	145,141	64,798	(11,247)	82,959	43,193	82	154,607	(2,133)	89,192	165,513	16,726	(23,932)	2,549,450
RESERVE DEPOSIT	3,928	1,857	2,460	1,904	1,069	721	4,171	824	1,519	3,377	3,836	4,221	71,890
CASH AVAILABLE FOR DEBT SERVICE	141,212	62,941	(13,707)	81,055	42,124	(639)	150,436	(2,957)	87,673	162,137	12,890	(28,153)	2,477,560
MONTHLY DEBT SERVICE	46,229	26,215	20,193	24,410	20,141	-	46,951	-	31,498	50,965	-	24,775	976,014
DCR	3.05	2.40	(0.68)	3.32	2.09	-	3.20	-	2.78	3.18	-	(1.14)	2.54

\*\*\* Please note, this report is intended to illustrate general financial performance only. It is not intended to be used for any other purpose.

\*\*\* DCR figures may be adjusted as additional entries are received.

\*\*\* Debt service under 1.15

\*\*\* No Permanent Debt on Property

RESOLUTION NO. 4035

Approval of Expenditure List as Submitted

WHEREAS the Board of Commissioners of the Housing Authority of the County of Santa Barbara has determined that the expenditures were justified in the normal course of operation of the agency; and

WHEREAS all funds expended were deemed appropriate and correct by the Executive Director and the Director of Finance and they do swear to that effect.

BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Santa Barbara does hereby approve the attached list of expenditures.

---

James E. Pearson, Chair

---

Robert P. Havlicek Jr., Secretary/Executive Director

April 18, 2024

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Aparicio**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
274	Goleta Water District	\$1,733.31	Water
275	Southern Calif Edison Co	\$5,805.48	Electricity
277	Boggeln & Company	\$2,250.00	Audit/Tax Prep Fees
278	Edward Allen Sonny Breen	\$1,170.32	Carpet/Pad-Unit 120-L-Apa
279	Price Postel & Parma LLP	\$1,298.50	Legal Fees
280	Taft Electric	\$3,425.00	Security Box Installation (Broadband Infrastructure)
4077	IOA Insurance Services, Inc.	\$2,704.00	Auto Insurance-Van
4117	Marborg Disposal Co.	\$2,554.85	Refuse
4288	Ferguson Ent. Inc., #1350	\$1,935.40	Maintenance Materials
30124	Wells Fargo	\$37,564.43	ACH Pymt - Perm Loan Payment
<b>Aparicio Total</b>		<b>\$60,441.29</b>	

**Buena Tierra**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
117	Arris Studio Architects	\$1,350.00	Architect Fees-Buena Tierra
118	Padre Associates, INC	\$17,484.38	Cultural Resources Monitoring Services-Buena Tierra
119	Tri-County Furniture	\$26,581.28	Office & Program Furniture-Buena Tierra
122	CIO Solutions, LP	\$8,206.46	Network Equipment-Buena Tierra
124	City of Santa Barbara	\$7,467.11	Parking Lot Lease-04/24
<b>Buena Tierra Total</b>		<b>\$61,089.23</b>	

**Centra Plaza Resyndication**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
521	Boggeln & Company	\$3,850.00	Audit/Tax Prep Fees
522	City of Santa Maria	\$3,797.48	Water
522	City of Santa Maria	\$2,382.24	Sewer
522	City of Santa Maria	\$2,914.75	Refuse
524	Pacific Gas & Electric	\$9,342.95	Electricity
525	Raul V. Morales II	\$2,223.00	Security Guard Services
530	Coastal Tree Service	\$5,400.00	Tree Removal
536	The Gas Company	\$4,049.95	Gas
4118	Miller	\$2,689.50	Landscaping
<b>Centra Plaza Resyndication Total</b>		<b>\$36,649.87</b>	

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Central Office**

<b>Ck No./</b>	<b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
3986		300 Buenavista, LLC	\$1,250.00	TBRA Housing Assistance Payments
3987		Estrada	\$5,770.00	TBRA Housing Assistance Payments
3988		Homekey Studios	\$8,709.00	TBRA Housing Assistance Payments
3989		Santa Maria Land Partners, LLC	\$3,358.00	TBRA Housing Assistance Payments
3990		Taylor	\$2,061.00	TBRA Housing Assistance Payments
4005		City of Lompoc	\$1,666.67	Set Aside Revolving Loan Payment
4069		Executive Janitorial, Inc.	\$1,800.00	Janitorial
4083		Ashley & Vance Engineering Inc.	\$3,900.00	Engineering Fees-Buena Tierra
4083		Ashley & Vance Engineering Inc.	\$3,287.50	Engineering Fees-Escalante Meadows
4083		Ashley & Vance Engineering Inc.	\$14,962.50	Engineering Fees-Heritage Ridge
4084		Bluestudio, INC	\$1,415.00	Landscape Architect-Perkins Place
4086		Coastal Copy, LP	\$1,695.43	Office Supplies
4088		Enterprise Fleet Management, Inc	\$15,834.13	Enterprise Monthly Vehicle Leased Payment
4093		National Center for Housing Mgmt Inc	\$1,900.00	Staff Training/Seminars
4094		Prefab Logic	\$54,231.57	Modular Architect Fees-Patterson Point
4095		Premium Text Services	\$1,725.00	Consulting Services-Buena Tierra
4096		Recap Real Estate Advisors	\$2,125.00	Consulting Fees-Scattered Sites
4097		RJC Inc	\$18,314.50	Design Services-Patterson Point
4098		RRM Design Group	\$54,447.60	Architect Fees-Hollister Lofts
4100		Vortex Construction	\$104,033.60	Roof Repair Housing Office/Community Building-EP
4101		Amazon.com Sales, Inc	\$2,051.69	Computer Equipment-Toner/Wall Chargers
4101		Amazon.com Sales, Inc	\$5,943.65	Tenant Furnishing-Buena Tierra
4108		City of Lompoc	\$2,031.70	Electricity
4121		AFLAC	\$5,634.88	AFLAC Employee Benefits
4126		Lompoc Excel Personnel Services, Inc.	\$2,954.97	Temporary Administrative Labor
4130		Robert Lewin	\$12,922.80	Disaster Preparedness Planning
4131		Little Mendelson, PC	\$1,042.50	2024 Personnel Policy Updates/Legal Fee
4137		United States Postal Service	\$4,500.00	Postage
4150		Business Card	\$9,113.22	Staff Training/Seminars
4152		Business Card	\$3,325.00	NAHRO Conference Travel
4152		Business Card	\$2,045.42	Travel
4153		Stout	\$1,400.82	Reimbursement-Supplies-Buena Tierra
4154		Coastal Copy, LP	\$3,149.64	Copier Contract
4155		Arris Studio Architects	\$6,317.50	Architect Fees-Escalante
4156		County of Santa Barbara	\$3,609.60	Plan Check Fees-Hollister Lofts
4159		In Balance Green Consulting	\$21,000.00	Energy Consulting-Escalante
4161		Padre Associates, INC	\$66,766.27	Cultural Resources Monitoring Services-Buena Tierra
4162		Prefab Logic	\$33,189.47	Architect Fees-Patterson Point
4163		RJC Inc	\$12,963.25	Architect Fees-Patterson Point
4165		Ten Over Studio, Inc	\$2,078.00	Architect Fees-Admin Campus
4166		TW Land Planning & Development LLC	\$2,779.69	Storm Water Permit-Escalante
4167		Yardi Systems, Inc.	\$4,974.00	Yardi SharePoint Document Management

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Central Office**

<b>Ck No./</b>	<b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
4167		Yardi Systems, Inc.	\$13,000.00	Yardi SharePoint Remote Implementation/Training
4167		Yardi Systems, Inc.	\$320,036.81	Yardi Software License Renewal 2024-2025
4169		Alexander's, Inc.	\$6,175.00	Construction Site Clean Up-Buena Tierra
4171		California Council For Affordable Housin	\$1,800.00	Staff Training/Seminars
4173		Lompoc Excel Personnel Services, Inc.	\$2,144.69	Temporary Administrative Labor
4174		HD Supply Facilities	\$2,192.86	Maint Materials
4176		Lompoc Van & Storage	\$9,118.75	Home Furnishings Storage/Moving-Buena Tierra
4191		Southern Calif Edison Co	\$1,656.28	Electricity
4195		County of Santa Barbara	\$3,678.00	Plan Check Fees-Patterson Point
4196		County of Santa Barbara	\$13,096.00	Plan Check Fees-Patterson Point
4199		Collings & Associates	\$4,445.00	Engineering Fees-Hollister Lofts
4199		Collings & Associates	\$24,300.00	Engineering Fees-Patterson Point
4200		County of Santa Barbara	\$1,043.40	Plan Check Fees-Hollister Lofts
4204		GTG Consultants, INC	\$1,525.00	Construction Inspection-Escalante
4205		GTG Consultants, INC	\$1,525.00	Construction Inspection-Escalante
4206		Novogradac & Company LLP	\$3,250.00	Updated Appraisal-HRF
4207		Partner Assessment Corporation	\$2,500.00	Environmental Review-HRF
4207		Partner Assessment Corporation	\$2,500.00	Environmental Review-HRS
4209		Price Postel & Parma LLP	\$2,691.00	Legal Fees-Hollister Lofts
4210		RRM Design Group	\$22,801.75	Architect Fees-Heritage Ridge Family
4211		RRM Design Group	\$16,753.75	Architect Fees-Heritage Ridge Senior
4212		Thompson Housing, LLC	\$1,042.50	Consulting Services-Polo Village
4212		Thompson Housing, LLC	\$1,305.00	Consulting Services-Development General
4212		Thompson Housing, LLC	\$1,012.50	Consulting Services-Heritage Ridge Family
4212		Thompson Housing, LLC	\$1,162.50	Consulting Services-Heritage Ridge Senior
4212		Thompson Housing, LLC	\$8,872.50	Consulting Services-Hollister Lofts
4214		Amazon.com Sales, Inc	\$2,361.67	Portable Equipment-Board Meeting
4221		Utility Telephone	\$8,588.77	Telephone & Internet
4226		Lompoc Excel Personnel Services, Inc.	\$1,440.96	Temporary Administrative Labor
4241		Haley & Aldrich, Inc	\$5,260.32	Consulting Services-Patterson Point
4242		Organizational Performance Systems Inc	\$75,000.00	Repositioning Mgt Software 3/24-3/25
4243		Partner Engineering & Science Inc.	\$1,200.00	Phase II Environmental Assessment-Patterson Point
4259		Cardinal Consulting, Inc.	\$1,600.00	Construction Inspection-Escalante
4262		Comcast	\$1,567.19	Telephone & Internet
4266		Price Postel & Parma LLP	\$3,127.00	Legal Fees-General Matters
4267		Price Postel & Parma LLP	\$1,482.00	Legal Fees-Heritage Ridge
4269		Price Postel & Parma LLP	\$2,964.00	Legal Fees-Ted Zenich LP Acquisition
4270		Price Postel & Parma LLP	\$1,131.00	Legal Fees-Tatum Property
4272		Brummel Mechanical Engineering, LLP	\$4,180.00	Engineering Fees-Escalante
4273		GeoSolutions, Inc.	\$12,190.00	Engineering Fees-Hollister Lofts
4276		Goleta Water District	\$45,000.00	Plan Review (Water Line Install)-Buena Tierra
4277		Good Samaritan Shelter	\$7,077.27	Case Management-Depot St



Housing Authority of the County of Santa Barbara

Vendor Check Register (PacWest)

March 2024

Central Office

Ck No./ ACH Date	Vendor	Amount	Remarks
4281	RJC Inc	\$20,369.25	Architect Fees-Patterson Point
4283	Blueshield of California	\$163,450.03	Medical Benefits
4286	Lompoc Excel Personnel Services, Inc.	\$1,167.36	Temporary Administrative Labor
4287	Raul V. Morales II	\$2,784.00	Security Services
4289	FreshAir Sensor, LLC	\$21,962.01	FreshAir Smoking Devices-Buena Tierra
4290	The Guardian - Appleton	\$17,903.24	Life, LTD, Vision & Dental
4291	Havlicek	\$1,865.26	Travel Advance
4293	Industrial Truck Bodies	\$6,668.51	Lift Gate Install-Lic #CU64X46
4295	Melton	\$1,865.26	Travel Advance
4304	Polanskey	\$1,235.07	Travel
Central Office Total		\$1,395,349.03	

Creekside Village

Ck No./ ACH Date	Vendor	Amount	Remarks
375	Health Sanitation Svcs	\$3,230.12	Refuse
380	Los Alamos Community Services Dist.	\$2,557.52	Sewer
380	Los Alamos Community Services Dist.	\$2,481.91	Water
383	Pacific Gas & Electric	\$2,146.65	Electricity
385	Giant Tree Service	\$3,100.00	Tree Removal-Crksd
4077	IOA Insurance Services, Inc.	\$2,383.00	Auto Insurance-Van
4118	Miller	\$1,972.30	Landscaping
30124	US Bank	\$12,418.80	ACH Pymt - Perm Loan Payment
Creekside Village Total		\$30,290.30	

Cypress Court

Ck No./ ACH Date	Vendor	Amount	Remarks
423	City of Lompoc	\$3,234.00	Permit Fees-Drainage Improvements-Cypress Court
432	The Gas Company	\$1,407.49	Gas
438	Raul V. Morales II	\$2,784.00	Security Guard Services
440	AET Services Inc.	\$1,500.00	Pest Control
4069	Executive Janitorial, Inc.	\$2,260.00	Janitorial
30124	Mechanics Bank	\$10,312.19	ACH Pymt - Perm Loan Payment
Cypress Court Total		\$21,497.68	

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Depot Street**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
527	Consilio Inc	\$8,446.47	Construction Litigation Legal-Depot St
529	City of Santa Maria	\$1,007.10	Sewer
529	City of Santa Maria	\$1,650.70	Refuse
529	City of Santa Maria	\$2,517.98	Water
530	Raul V. Morales II	\$23,664.00	Security Guard Services
531	Pete Fowler Construction Services, Inc.	\$5,169.50	Consulting-Construction Litigation
534	LX Hausys America, Inc	\$2,833.30	Maintenance Materials
539	CIO Solutions, LP	\$1,773.00	Sophos Tenant Internet Firewall Licensing-Depot St
540	Price Postel & Parma LLP	\$4,061.00	Construction Litigation Legal-Depot St
544	Pacific Gas & Electric	\$3,456.44	Electricity
549	Grainger	\$2,366.25	Maintenance Materials
550	LX Hausys America, Inc	\$1,110.70	Maintenance Materials
4069	Executive Janitorial, Inc.	\$2,100.00	Janitorial
4118	Miller	\$1,320.00	Landscaping
30424	CCRC	\$59,996.86	ACH Pymt - Perm Loan Payment
<b>Depot Street Total</b>		<b>\$121,473.30</b>	

**Golden Inn Family**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
318	Health Sanitation Svcs	\$2,279.46	Refuse
319	Bay Alarm Company	\$1,008.63	Fire/Security Alarm Monitoring
327	Santa Ynez Water Conservation Dist ID #	\$2,521.76	Water
328	Price Postel & Parma LLP	\$1,088.00	Legal Fees
330	The Gas Company	\$1,127.27	Gas
331	Johnson Controls Fire Protection LP	\$1,202.39	Sprinkler Repair-GIF
332	M-M Mechanical Inc.	\$10,475.00	Tankless Water Heaters Service
4118	Miller	\$1,184.70	Landscaping
30424	CCRC	\$16,554.83	ACH Pymt - Perm Loan Payment
<b>Golden Inn Family Total</b>		<b>\$37,442.04</b>	

**Golden Inn Senior**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
417	Health Sanitation Svcs	\$2,024.70	Refuse
421	Santa Ynez Water Conservation Dist ID #	\$1,836.56	Water
426	Pacific Gas & Electric	\$5,345.36	Electricity
427	Intermountain Lock and Security	\$6,399.94	Maintenance Materials
4069	Executive Janitorial, Inc.	\$1,415.00	Janitorial

Housing Authority of the County of Santa Barbara

Vendor Check Register (PacWest)

March 2024

Golden Inn Senior

Ck No./ ACH Date	Vendor	Amount	Remarks
30424	CCRC	\$27,273.60	ACH Pymt - Perm Loan Payment
Golden Inn Senior Total		\$44,295.16	

Harry's House

Ck No./ ACH Date	Vendor	Amount	Remarks
270	Ashley & Vance Engineering Inc.	\$1,900.00	Engineering Fees-Harry's House
271	Health Sanitation Svcs	\$3,142.70	Refuse
272	Santa Ynez Community Svcs Dist.	\$5,047.81	Sewer Aug 23
273	Santa Ynez Community Svcs Dist.	\$5,047.81	Sewer Sept 23
274	Santa Ynez Community Svcs Dist.	\$5,047.81	Sewer Oct 23
275	Santa Ynez Community Svcs Dist.	\$5,047.81	Sewer Nov 23
276	Santa Ynez Community Svcs Dist.	\$5,047.81	Sewer Dec 23
277	Santa Ynez Community Svcs Dist.	\$5,047.81	Sewer Jan 24
278	Santa Ynez Community Svcs Dist.	\$5,047.81	Sewer Feb 24
281	Dauby O'Connor & Zaleski, LLC	\$8,345.00	Audit/Tax Prep Fees
286	Santa Ynez Water Conservation Dist ID #	\$1,055.59	Water
287	Comcast	\$2,370.85	Tenant Internet/Computer
290	Price Postel & Parma LLP	\$4,549.00	Legal Fees
293	Santa Barbara Surfacing Inc.	\$8,500.00	Walk-in Cooler Resurface Flooring-HH
Harry's House Total		\$65,197.81	

Home Base on G

Ck No./ ACH Date	Vendor	Amount	Remarks
431	City of Lompoc	\$1,105.43	Water
431	City of Lompoc	\$2,345.02	Electricity
431	City of Lompoc	\$1,187.84	Sewer
433	Low Voltage Solutions	\$2,653.50	Alarm Repair
434	Espana Carpet Cleaning	\$1,050.00	Cleaning Services-Unit 307-HB
439	Windy City Cabinet, LLC.	\$1,048.19	Maintenance Materials
443	CALHFA	\$5,086.00	MHSA Loan Service Fee 2024-Homebase
450	Solutionz Videoconferencing Inc.	\$63,594.65	Security Camera System-HB
452	Raul V. Morales II	\$2,784.00	Security Guard Services
Home Base on G Total		\$80,854.63	

Housing Authority of the County of Santa Barbara

Vendor Check Register (PacWest)

March 2024

Homekey Studios (B Street)

Ck No./ ACH Date	Vendor	Amount	Remarks
203	City of Lompoc	\$1,384.71	Electricity
206	Price Postel & Parma LLP	\$1,058.50	Legal Fees
207	Raul V. Morales II	\$2,552.00	Security Guard Services
208	HD Supply Facilities	\$1,455.08	Maintenance Materials
Homekey Studios (B Street) Total		\$6,450.29	

LC Grossman Homes

Ck No./ ACH Date	Vendor	Amount	Remarks
4157	Dauby O'Connor & Zaleski, LLC	\$1,326.00	Audit/Tax Prep Fees
LC Grossman Homes Total		\$1,326.00	

Lompoc Gardens

Ck No./ ACH Date	Vendor	Amount	Remarks
442	City of Lompoc	\$2,307.76	Water
442	City of Lompoc	\$1,568.32	Sewer
442	City of Lompoc	\$1,002.05	Refuse
442	City of Lompoc	\$2,868.28	Electricity
444	Espana Carpet Cleaning	\$1,000.00	Cleaning Services-Unit 39-Lpg
445	Garay	\$1,975.00	Unit Painting
448	Dauby O'Connor & Zaleski, LLC	\$6,860.00	Audit/Tax Prep Fees
450	HD Supply Facilities	\$2,010.61	Maintenance Materials
452	Oliveira's Fashion Floor, Inc.	\$3,304.81	Carpet/Flooring Replacement
458	Oliveira's Fashion Floor, Inc.	\$3,456.73	Carpet/Flooring Replacement
462	Raul V. Morales II	\$2,784.00	Security Guard Services
4107	City of Lompoc	\$1,138.76	Refuse
4107	City of Lompoc	\$2,811.80	Electricity
4107	City of Lompoc	\$1,333.82	Water
4107	City of Lompoc	\$1,746.18	Sewer
4118	Miller	\$2,838.00	Landscaping
30424	CCRC	\$14,626.17	ACH Pymt - Perm Loan Payment
Lompoc Gardens Total		\$53,632.29	

Lompoc Terrace

Ck No./ ACH Date	Vendor	Amount	Remarks
---------------------	--------	--------	---------

Housing Authority of the County of Santa Barbara

Vendor Check Register (PacWest)

March 2024

Lompoc Terrace

Ck No./ ACH Date	Vendor	Amount	Remarks
403	City of Lompoc	\$2,329.28	Sewer
403	City of Lompoc	\$2,501.30	Water
403	City of Lompoc	\$1,878.40	Refuse
403	City of Lompoc	\$2,729.02	Electricity
405	Garay	\$3,050.00	Unit Painting
406	The Sherwin-Williams Co.	\$1,120.13	Maintenance Materials
412	Boggeln & Company	\$2,250.00	Audit/Tax Prep Fees
418	Raul V. Morales II	\$2,552.00	Security Guard Services
4118	Miller	\$1,135.20	Landscaping
4224	Home Depot Credit Services. Dept. 32 - 2	\$1,154.63	Maintenance Materials
30424	CCRC	\$11,401.27	ACH Pymt - Perm Loan Payment
Lompoc Terrace Total		\$32,101.23	

Low Rent

Ck No./ ACH Date	Vendor	Amount	Remarks
738	Betsy Schaffer, CPA	\$37,717.77	2023 Pilot Payment
4069	Executive Janitorial, Inc.	\$1,450.00	Janitorial
Low Rent Total		\$39,167.77	

Miller Stanley

Ck No./ ACH Date	Vendor	Amount	Remarks
389	City of Lompoc	\$1,638.23	Electricity
390	City of Lompoc	\$1,288.35	Refuse
390	City of Lompoc	\$3,266.48	Electricity
393	Garay	\$1,500.00	Unit Painting
395	HD Supply Facilities	\$1,149.26	Maintenance Materials
4118	Miller	\$2,184.60	Landscaping
Miller Stanley Total		\$11,026.92	

Palm Grove Tax Credit

Ck No./ ACH Date	Vendor	Amount	Remarks
353	City of Lompoc	\$3,991.16	Electricity
353	City of Lompoc	\$1,145.20	Refuse
353	City of Lompoc	\$2,449.92	Sewer



Vendor Check Register (PacWest)

March 2024

Palm Grove Tax Credit

Ck No./ ACH Date	Vendor	Amount	Remarks
353	City of Lompoc	\$3,265.22	Water
356	Oxa	\$1,000.00	Junk Removal-PG
358	Alexander's, Inc.	\$3,695.00	Rain Gutter Cleaning-PG
363	Holthouse Carlin & Van Tright, LLP	\$4,000.00	Audit/Tax Prep Fees
364	Oliveira's Fashion Floor, Inc.	\$1,292.31	Carpet/Flooring Replacement
366	The Gas Company	\$2,757.74	Gas
367	Alexander's, Inc.	\$1,695.00	Solar Panel Cleaning-PG
368	Insight Environmental Inc.	\$1,025.00	Asbestos Clearance Testing-Unit 28-PG
4118	Miller	\$3,027.20	Landscaping
4224	Home Depot Credit Services. Dept. 32 - 2	\$1,025.15	Maintenance Materials
30424	Lument	\$25,479.62	ACH Pymt - Perm Loan Payment
Palm Grove Tax Credit Total		\$55,848.52	

Parkside Garden Apartments

Ck No./ ACH Date	Vendor	Amount	Remarks
318	City of Lompoc	\$3,253.68	Electricity
318	City of Lompoc	\$1,374.24	Refuse
318	City of Lompoc	\$1,856.00	Sewer
4118	Miller	\$1,270.50	Landscaping
30424	CCRC	\$23,124.01	ACH Pymt - Perm Loan Payment
Parkside Garden Apartments Total		\$30,878.43	

Parkview

Ck No./ ACH Date	Vendor	Amount	Remarks
238	Goleta Water District	\$1,147.65	Water
4143	Business Card	\$1,031.94	Temporary Relocation-Water Damage
30124	US Bank	\$5,742.95	ACH Pymt - Perm Loan Payment
Parkview Total		\$7,922.54	

Payroll

Ck No./ ACH Date	Vendor	Amount	Remarks
	Housing Authority Employees	\$805,865.91	Housing Authority Payroll & Taxes

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Payroll**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
<b>Payroll Total</b>		<b>\$805,865.91</b>	

**Pescadero Lofts**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
376	Rich & Famous, Inc.	\$2,051.00	Janitorial
379	The Gas Company	\$1,207.59	Gas
380	Goleta Water District	\$2,022.27	Water
389	Caughell Enterprises, Inc.	\$2,290.00	Janitorial
4117	Marborg Disposal Co.	\$1,051.44	Refuse
4148	Business Card	\$1,120.61	Maintenance Materials
30124	US Bank	\$14,035.86	ACH Pymt - Perm Loan Payment
<b>Pescadero Lofts Total</b>		<b>\$23,778.77</b>	

**Positano Apartments**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
436	The Gas Company	\$2,786.19	Gas
437	Goleta Water District	\$7,486.98	Water
440	Dauby O'Connor & Zaleski, LLC	\$7,590.00	Audit/Tax Prep Fees
4117	Marborg Disposal Co.	\$7,669.29	Refuse
4118	Miller	\$3,410.00	Landscaping
4224	Home Depot Credit Services. Dept. 32 - 2	\$3,112.12	Maintenance Materials
32524	Newmark	\$85,156.65	ACH Pymt - Perm Loan Payment
<b>Positano Apartments Total</b>		<b>\$117,211.23</b>	

**Rancho Hermosa**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
470	City of Santa Maria	\$1,556.67	Refuse
470	City of Santa Maria	\$1,582.62	Sewer
470	City of Santa Maria	\$5,163.51	Water
473	Raul V. Morales II	\$2,628.50	Security Guard Services
474	Otis Elevator Company	\$8,003.52	Elevator Monitoring/Service
476	Alexander's, Inc.	\$3,195.00	Biannual Solar Cleaning-RH
479	Ferguson Ent. Inc., #1350	\$1,685.63	Maintenance Materials
483	Hayes	\$1,440.00	Security Deposit Refund

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Rancho Hermosa**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
487	Pacific Gas & Electric	\$2,357.55	Electricity
490	Price Postel & Parma LLP	\$3,700.00	Legal Fees
491	Good Samaritan Shelter	\$3,063.07	Case Management-RH
<b>Rancho Hermosa Total</b>		<b>\$34,376.07</b>	

**Sandpiper**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
381	Southern Calif Edison Co	\$6,938.41	Electricity
386	Goleta Water District	\$2,178.20	Water
388	Edward Allen Sonny Breen	\$1,237.76	Carpet/Pad-Unit 29-Sp
4117	Marborg Disposal Co.	\$1,485.94	Refuse
4157	Dauby O'Connor & Zaleski, LLC	\$6,442.00	Audit/Tax Prep Fees
4224	Home Depot Credit Services. Dept. 32 - 2	\$1,136.60	Maintenance Materials
30424	CCRC	\$25,754.44	ACH Pymt - Perm Loan Payment
<b>Sandpiper Total</b>		<b>\$45,173.35</b>	

**Santa Rita Village**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
296	The Sherwin-Williams Co.	\$1,120.13	Maintenance Materials
297	Boggeln & Company	\$2,225.00	Audit/Tax Prep Fees
302	Deep Blue Integration, Inc.	\$3,322.49	Fire/Security Alarm Monitoring
4106	City of Lompoc	\$2,059.65	Electricity
4106	City of Lompoc	\$1,002.05	Refuse
4106	City of Lompoc	\$2,493.65	Water
4106	City of Lompoc	\$2,004.48	Sewer
4118	Miller	\$1,289.20	Landscaping
4287	Raul V. Morales II	\$1,809.60	Security Services
30124	Wells Fargo	\$15,096.25	ACH Pymt - Perm Loan Payment
<b>Santa Rita Village Total</b>		<b>\$32,422.50</b>	

**Santa Rita Village II**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
197	City of Lompoc	\$1,305.25	Water
197	City of Lompoc	\$1,113.60	Sewer

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Santa Rita Village II**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
200	Alliant Tax Credit Fund 77, Ltd.	\$4,612.03	2023 Asset Mgmt Fee
201	Alexander's, Inc.	\$2,164.00	Solar Panel Cleaning-SRV II
204	Oxa	\$1,000.00	Junk Removal-SRV II
205	Oliveira's Fashion Floor, Inc.	\$1,034.80	Carpet/Flooring Replacement
30424	CCRC	\$10,654.89	ACH Pymt - Perm Loan Payment
<b>Santa Rita Village II Total</b>		<b>\$21,884.57</b>	

**Sec 8 HAP**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
	Section 8 Landlords & Tenants	\$7,078,596.01	Section 8 HAP and URP
<b>Sec 8 HAP Total</b>		<b>\$7,078,596.01</b>	

**Section 8 Operating**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
1817	Coastal Copy, LP	\$1,790.03	Office Supplies
1818	National Credit Reporting	\$1,378.10	Background Checks
1829	Beacon Integrated Professional Resource	\$5,418.00	Consulting Fees
1830	Echevarria	\$3,000.00	VASH-LL Signing Bonus Incentive-R Banks T001761
1919	Price Postel & Parma LLP	\$1,088.00	Legal Fees
1920	Arnall Golden Gregory, LLP	\$15,571.50	Legal Fees-Sec 8
4085	Central Courier, LLC	\$1,360.64	Courier Services
4092	Gilson Software Solutions-PHA, LLC	\$5,070.64	HQS Inspections 2/16/2024-2/29/2024
4126	Lompoc Excel Personnel Services, Inc.	\$3,223.01	Temporary Administrative Labor
4158	Equifax Workforce Solutions LLC	\$14,786.11	Contract Services-Sec 8 (Background Checks)
4173	Lompoc Excel Personnel Services, Inc.	\$3,442.07	Temporary Administrative Labor
4220	Utility Telephone	\$1,465.46	Telephone & Internet
4226	Lompoc Excel Personnel Services, Inc.	\$1,185.75	Temporary Administrative Labor
4275	Gilson Software Solutions-PHA, LLC	\$5,353.53	HQS Inspections 3/1/2024-3/15/2024
4280	Poor Richard Press	\$4,194.25	Office Supplies/Printing
4286	Lompoc Excel Personnel Services, Inc.	\$1,152.70	Temporary Administrative Labor
<b>Section 8 Operating Total</b>		<b>\$69,479.79</b>	

**Senior Group Living Services**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
-----------------------------------	---------------	---------------	----------------

Housing Authority of the County of Santa Barbara

**Vendor Check Register (PacWest)****March 2024****Senior Group Living Services**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
234	Jordano's and Subsidiaries	\$9,088.29	Raw Food
241	Confidential Employee Information	\$1,061.98	Confidential Employee Information
244	Alliance Member Services	\$1,317.00	Auto Insurance-SGLS Vehicle
245	Blueshield of California	\$1,471.83	Medical Benefits
252	Jordano's and Subsidiaries	\$2,317.14	Raw Food
4194	Parsons Family Management LLC	\$8,500.00	Consulting Fees
<b>Senior Group Living Services Total</b>		<b>\$23,756.24</b>	

**Surf Development Company**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
650	Valley Station Center Association	\$2,534.00	Association Dues-Mar 2024
651	Vintage Walk Owners Association	\$1,126.44	Association Dues-Mar 2024
655	IOA Insurance Services, Inc.	\$1,741.00	Property/General Liability Insurance
656	IOA Insurance Services, Inc.	\$5,672.00	Property/General Liability Insurance
657	Ashley & Vance Engineering Inc.	\$2,850.00	Engineering Fees-Cypress & 7th St
660	RRM Design Group	\$4,518.75	Architect Fees-Cypress & 7th St
669	Employers Assurance CO.	\$1,091.00	Workers Comp-11/01/23-11/01/24-Policy Adjustment
686	Innovative I.T.	\$113,400.00	Broadband Infrastructure Installation
687	Red Stone Equity Partners, LLC	\$1,250.00	2023 Mini Audit Fee
691	CIO Solutions, LP	\$27,738.84	Network Equipment-1401 Cypress
692	RRM Design Group	\$3,500.00	Architect Fees-Cypress & 7th St
709	Blueshield of California	\$2,292.42	Medical Benefits
4077	IOA Insurance Services, Inc.	\$7,847.00	Property/General Liability Insurance
4078	IOA Insurance Services, Inc.	\$1,809.66	Property/General Liability Insurance
30424	Five Star Bank	\$18,253.72	ACH Pymt - Perm Loan Payment
30624	Five Star Bank	\$3,648.34	ACH Pymt - Perm Loan Payment
<b>Surf Development Company Total</b>		<b>\$199,273.17</b>	

**Ted Zenich Gardens**

<b>Ck No./</b> <b>ACH Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Remarks</b>
373	City of Santa Maria	\$1,885.88	Water
375	Raul V. Morales II	\$2,574.00	Security Guard Services
376	Alexander's, Inc.	\$2,375.00	Biannual Solar Cleaning-TZ
384	Raul V. Morales II	\$2,640.00	Security Guard Services
30124	Berkadia	\$6,586.00	ACH Pymt - Perm Loan Payment



Housing Authority of the County of Santa Barbara

Vendor Check Register (PacWest)

March 2024

Ted Zenich Gardens

Ck No./ ACH Date	Vendor	Amount	Remarks
Ted Zenich Gardens Total		\$16,060.88	

Thompson Park-S & T Street

Ck No./ ACH Date	Vendor	Amount	Remarks
255	Raul V. Morales II	\$2,784.00	Security Guard Services
30424	Five Star Bank	\$14,168.57	ACH Pymt - Perm Loan Payment
Thompson Park-S & T Street Total		\$16,952.57	

Villa Del Sol

Ck No./ ACH Date	Vendor	Amount	Remarks
199	County of Santa Barbara	\$1,370.22	Villa Del Sol Loan Payment
Villa Del Sol Total		\$1,370.22	

West Cox

Ck No./ ACH Date	Vendor	Amount	Remarks
323	Boggeln & Company	\$2,675.00	Audit/Tax Prep Fees
324	Raul V. Morales II	\$4,632.00	Security Guard Services
327	DBA: AA Door and Sash	\$2,587.16	Maintenance Materials
329	AET Services Inc.	\$4,975.00	Pest Control
333	BHGAH Santa Maria, LLC	\$1,585.00	Tenant Relocation (Bed Bugs)
337	Pacific Gas & Electric	\$1,389.84	Electricity
4197	Bleier	\$2,040.00	Contract Services
West Cox Total		\$19,884.00	

Grand Total

\$10,699,019.61

# Expense Breakdown for Business Card Services (Mastercard)

## March 2024

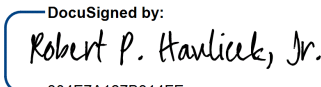
Description	Amount
Advertising & Marketing	\$752.45
Amazon Web Services	\$9.93
Atlassian Amsterdam (IT Project Mgmt Tool)	\$24.20
Cognito Forms-Monthly Subscription Fee	\$99.00
Computer Equipment	\$272.61
Deposit for Escalante Meadows Board Meeting	\$173.73
Food-HA Board Meeting	\$299.25
Home Goods for Buena Tierra Units	\$297.93
Hotel S Murphy Furnishing Buena Tierra	\$753.91
LastPass (IT Password Protect App)	\$288.00
Lunch for RS Team Buena Tierra	\$134.93
Lunch RS Staff Furnishing Buena Tierra	\$163.07
Maintenance Materials	\$2,476.80
Maintenance Uniforms	\$706.37
NAHRO Conference Travel	\$3,325.00
Office Supplies	\$274.95
Postage	\$24.65
Printing Services-Heritage Ridge	\$8.21
Proposal for Megapack PV Storage	\$609.74
Refreshments for RS Staff While Furnishing Buena Tierr	\$91.58
RS Survey-Walmart Gift Cards	\$475.00
Snacks RS Staff Furnishing Buena Tierra	\$68.85
Sound Machine Annual Subscription (Harry's House Mu	\$814.80
Staff Training/Seminars	\$10,215.22
Surf Affordable Housing Ent-Secretary of State Filing	\$25.00
Temporary Relocation-Water Damage	\$1,031.94
Tenant Services	\$305.13
Travel	\$2,045.42
WCC MGP, LLC-Secretary of State Filing	\$20.00
Total	\$25,787.67

Date 3/31/2024 H.A. – County of Santa Barbara

---

Reviewed by   
3053ABA252E7483...  
Irene Melton, Director of Finance

Date 4/9/2024

Approved by   
304E7A127B314FE...  
Robert P. Havlicek Jr., Executive Director

Date 4/9/2024

RESOLUTION NO. 4036

APPROVAL TO WRITE-OFF UN-COLLECTIBLE  
VACATED TENANT ACCOUNTS RECEIVABLE  
FOR THE PERIOD ENDED MARCH 31, 2024

WHEREAS, the attached list of accounts represents tenants  
who vacated without notice and/or vacated with  
balances owing for rent and/or damages; and

WHEREAS, staff efforts have been made to collect these accounts,  
including personal contact; and

WHEREAS, staff efforts have been unsuccessful in collecting the  
balances due.

BE IT RESOLVED, that the Board of Commissioners of the Housing  
Authority of the County of Santa Barbara does hereby  
approve writing-off \$61,871.92 per the attached  
summary of vacated tenant accounts receivable for the  
period ended March 31, 2024.

---

James E. Pearson, Chair

---

Robert P. Havlicek Jr., Secretary/Executive Director

April 18, 2024

Vacated Tenants through 03/31/2024

**PUBLIC HOUSING**

**NON-HUD**

TOTALS>>>>>>>	\$	20,722.04	\$	-	\$	-	\$	41,149.88	\$	61,871.92	\$	-	\$	61,871.92
---------------	----	-----------	----	---	----	---	----	-----------	----	-----------	----	---	----	-----------



# Housing Authority of the County of Santa Barbara

FY 2024 1st Quarter Write-Off Recommendation

Vacated Tenants through 03/31/2024

	Resident #	Property #	Vacate Date	Reason	Rent	Legal Fees	Sales & Service	Total	Amount Collected Since Vacate	Total Amount To Be Written-Off
LOMPOC								\$ -		\$ -
								\$ -		
					-	-	-	-	-	-
SANTA MARIA	t0012393	105	11/23/2020	No response to letter			2,101.82	\$ 2,101.82	-	\$ 2,101.82
								\$ -		\$ -
								-		\$ -
										\$ -
					-	-	2,101.82	2,101.82	-	2,101.82
TOTALS>>>>>>>>>>					\$ -	\$ -	\$ 2,101.82	\$ 2,101.82	\$ -	\$ 2,101.82

RESOLUTION No. 4037

Injury and Illness Protection Plan

***STATEMENT OF POLICY***

WHEREAS

The Occupational Safety and Health Act of 1970 is consistent with the Housing Authority of the County of Santa Barbara (HASBARCO) policy to prioritize safe and healthful working conditions as the first consideration in all of our business operations. Safety and health in our business is part of every operation and part of every employee's responsibility at all levels, and

WHEREAS

It is the intent of HASBARCO to comply with all employee safety laws, and to do this, we must constantly be aware of conditions in all work areas that can produce injuries, and

WHEREAS

The personal safety and health of each employee of HASBARCO is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, if necessary.

THEREFORE,

To the greatest degree possible, management will provide all mechanical and physical safeguards required for personal safety and health, in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of our industry. To include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.

- Setting up a system to recognize employees for outstanding safety service or performance that does not discourage employees from reporting accidents, injuries, or illnesses.
- Updating the Injury and Illness Protection program as need to comply with labor and Cal-OSHA requirements.
- Accepting the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

---

James E. Pearson, Chair

---

Robert P. Havlicek Jr., Secretary/Executive Director

April 18, 2024

HOUSING AUTHORITY OF THE  
COUNTY OF SANTA BARBARA  
Board of Commissioners Staff Report

Agenda Date: April 18, 2024  
Agenda Number: XII. B.  
Continued Item: No

---

TO: Board of Commissioners

FROM: Irene Vejar, Director of Human Resources

SUBJECT: Updated Injury and Illness Prevention Program – To comply with California Law and incorporate updates Required by Cal-OSHA

---

BACKGROUND INFORMATION:

The existing Injury and Illness Prevention Program (Safety policy) is reviewed on an ongoing basis as Cal OSHA regulations, California Labor laws impacting Safety, and business operations change. Due to the numerous amendments applied to the policy over the past several years the full policy has been revised.

The Housing Authority, is required to follow state and federal safety regulations as required by the Department of Industrial Relations, OSHA and Cal-OSHA as well as occasional Department of Public Health directives.

Cal-OSHA and the Department of Industrial Relations, through the California Labor Code requires we update our plan to include a workplace violence prevention plan. This will be completed in the coming months.

In addition, the State of California department of public health passed numerous changes related to COVID over the past several years which we were unable to incorporate into our Injury and Illness Prevention Plan, but distributed as separate updates.

Because Injury and Illness Prevention updates have become a regular occurrence, a general policy statement in the form of a board Resolution is proposed. That will allow updates to be implemented quickly in order to comply with OSHA/Cal OSHA requirements, as well as illness prevention and safety needs, trainings, etc. due to operational changes.

ENCLOSURES FOR REVIEW:

Updated Injury and Illness Prevention Policy.

RECOMMENDED ACTION:

Approval of updated Policy.

Doc-misc/stfrpt 4-2024

HOUSING AUTHORITY OF THE  
COUNTY OF SANTA BARBARA  
AND  
SURF DEVELOPMENT COMPANY

***INJURY and ILLNESS PREVENTION PROGRAM  
POLICY and PROCEDURE***

***April 1, 2024***



HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA AND  
SURF DEVELOPMENT COMPANY

***INJURY and ILLNESS PREVENTION PROGRAM POLICY and PROCEDURE***

Introduction

The Injury and Illness Prevention Program (IIPP) of the Housing Authority of the County of Santa Barbara is contained in the following policy and procedural instructions.

Outlined in the table of contents is a full range of topics beginning with fundamental goals, responsibilities, communication, and training, and continuing through the step by step investigative procedures for accurately reporting an accident and maintaining records.

This document should be used as reference material, particularly for supervisors. Supervisors and employees can receive explanations and guidance regarding this policy and procedures contained in the IIPP from Human Resources or the Safety Coordinator.

Employees will receive IIPP and safety training on an ongoing basis during their employment with the Housing Authority. The IIPP should be referred to whenever an injury occurs – work related or not – to discern the obligations of all parties.

## *Table of Contents*

<b>STATEMENT OF POLICY .....</b>	<b>5</b>
 <b>CHAPTER 1: RESPONSIBILITIES .....</b>	 <b>6</b>
DEPARTMENT HEADS.....	6
SAFETY COORDINATOR AND DIRECTOR OF HUMAN RESOURCES .....	7
DIRECTOR OF HUMAN RESOURCES.....	8
SUPERVISORY/LEAD PERSONNEL.....	8
GENERAL EMPLOYEES .....	9
 <b>CHAPTER 2    TRAINING AND COMPLIANCE .....</b>	 <b>10</b>
A.    EMPLOYEE SAFETY TRAINING.....	10
B.    ROLES RESPONSIBLE TO PROVIDE TRAINING .....	10
C.    COMPLIANCE AND DISCIPLINARY ACTION .....	11
D.    CPR TRAINING FOR SUPERVISORS/EMPLOYEE FIRST AID .....	11
 <b>CHAPTER 3    COMMUNICATION.....</b>	 <b>12</b>
A.    SAFETY COMMUNICATION .....	12
B.    EMPLOYEES REPORTING OF HAZARDS .....	12
C.    EMPLOYEE ACCESS TO IIPP .....	12
 <b>CHAPTER 4: ACCIDENT/ILLNESS PREVENTION .....</b>	 <b>13</b>
A.    CODE OF SAFE PRACTICES: DEVELOPING WORKSITE SAFETY RULES .....	13
B.    PROCEDURE FOR JOB SAFETY ANALYSIS .....	13
C.    PERSONAL PROTECTION EQUIPMENT .....	14
D.    PROCUREMENT OF POWER TOOLS, HEAVY EQUIPMENT, SAFETY & PROTECTIVE EQUIPMENT: .....	15
E.    MATERIAL SAFETY DATA SHEETS AND HAZARDOUS COMMUNICATION PROGRAM .....	15
F.    HEAT ILLNESS PREVENTION.....	16
G.    DECLARED PANDEMICS (SEE ALSO COVID PROCEDURE IN APPENDIX VII) .....	17
H.    MOTOR VEHICLE COLLISION CONTROL .....	17
I.    GENERAL ADMINISTRATIVE PROCEDURE FOR MOTOR VEHICLES .....	18
J.    SAFETY RULES FOR EMPLOYEES .....	19
 <b>CHAPTER 5: RESPONSE AND REPORTING OF WORKPLACE INJURIES AND ILLNESS .....</b>	 <b>25</b>
A.    MEDICAL TREATMENT .....	25
B.    FIRST AID TREATMENT IN THE FIELD OR OFFICE.....	25
C.    RECURRENCE OF A PREVIOUS WORK RELATED INJURY .....	26

D. REPORTING OF INJURIES OR ILLNESS TO HASBARCO .....	26
E. REPORTING OF INJURIES OR ILLNESS TO CAL/OSHA.....	26
F. FORMS/DEADLINES FOR WORK RELATED INJURY AND ILLNESS AND NEAR MISS EVENTS .....	28
G. RECORDING AND POSTING OF ACCIDENT HISTORY .....	28
 <b>CHAPTER 6: ACCIDENT AND INCIDENT INVESTIGATION PROCEDURES .....</b>	<b>30</b>
A. ACCIDENT INVESTIGATION TECHNIQUES AND PROCEDURES .....	30
B. INVESTIGATION AND REPORTING OF VEHICULAR ACCIDENTS .....	32
C. DAMAGE TO HASBARCO PROPERTY AND ACCIDENTS/INCIDENTS INVOLVING PUBLIC OR RESIDENTS	33
 <b>CHAPTER 7:INSPECTIONS FOR HAZARD ASSESSMENT AND CORRECTION .....</b>	<b>34</b>
A. HASBARCO BUILDING AND FACILITY INSPECTIONS - FORMAL .....	34
B. HASBARCO DAILY, WEEKLY, OR MONTHLY INSPECTIONS - INFORMAL.....	35
C. CAL-OSHA INSPECTIONS .....	35
 <b>CHAPTER 8: RECORD KEEPING REQUIREMENTS .....</b>	<b>38</b>
A. OCCUPATIONAL INJURY AND ILLNESS CLAIM FORM RETENTION.....	38
B. OCCUPATIONAL INJURY AND ILLNESS LOGS AND SUMMARY .....	38
C. EMPLOYEE MEDICAL AND EXPOSURE RECORD RETENTION AND ACCESS.....	39
D. DOCUMENTING OF SAFETY AND HEALTH ACTIVITIES .....	40
E. VEHICULAR COLLISION RECORDS .....	40
 <b>CHAPTER 9: POSTED RIGHTS FOR INJURED EMPLOYEES.....</b>	<b>40</b>
A. POSTERS REQUIRED IN THE WORKPLACE .....	40
 <b>APPENDIX I - TABLE OF FORMS FOR INJURY AND INCIDENT REPORTING .....</b>	<b>41</b>
 <b>APPENDIX II – EXPLANATION OF FORMS .....</b>	<b>42</b>
 <b>APPENDIX III: MAINTENANCE STAFF TAILGATE TRAINING TOPICS (BBP/OTHER) .....</b>	<b>43</b>
 <b>APPENDIX IV: ANNUAL 20XX CALENDAR OF MAINTENANCE TAILGATE TOPICS .....</b>	<b>44</b>
 <b>APPENDIX V LOCKOUT TAGOUT SAMPLE SIGNAGE .....</b>	<b>44</b>
 <b>APPENDIX VI: COVID PROCEDURE .....</b>	<b>45</b>

## ***STATEMENT OF POLICY***

The Occupational Safety and Health Act of 1970 is consistent with the Housing Authority of the County of Santa Barbara (HASBARCO) policy to prioritize safe and healthful working conditions as the first consideration in all of our business operations. Safety and health in our business must be part of every operation and part of every employee's responsibility at all levels.

It is the intent of HASBARCO to comply with all laws, and to do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. The cooperation in detecting hazards and, in turn, controlling them, is a condition of employment. All employees must inform supervisors immediately of any situation beyond their ability or authority to correct.

The personal safety and health of each employee of HASBARCO is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical safeguards required for personal safety and health, in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of our industry. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.
- Setting up a system to recognize employees for outstanding safety service or performance that does not discourage employees from reporting accidents, injuries, or illnesses.

We recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted and genuine participation in all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

# **IIPP PROCEDURES**

## ***CHAPTER 1: RESPONSIBILITIES***

The following description of responsibilities are designed to aid and facilitate the implementation of the IIPP in compliance with housing authority policy, and state and federal law.

### ***Department Heads***

Department Heads have total responsibility to develop, implement and administer the employee safety program within their department. Department Heads have some latitude in formulating and implementing alternative methods when necessary, provided the IIPP objectives are not compromised. Although exposure to hazard varies widely from department to department, it is expected that an unrelenting effort will be directed towards controlling injuries, collisions, liabilities, and waste in each department. Therefore, department heads will make every effort to:

1. Understand and comply with all requirements in the IIPP.
2. Provide the leadership and positive direction essential in maintaining injury and illness prevention procedures as a prime consideration in all operations.
3. Devote a portion of staff meetings, as necessary, to review departmental accidents and injuries, including near misses, and to discuss causes and procedures to prevent them. This will vary with the frequency and severity and losses and, of course, the degree of hazardous operations involved in each department.
4. Demonstrate a personal concern in departmental injuries, accidents by interviewing directly or through a responsible manager those workers and their supervisors who have:
5. Lost work time from an industrial injury because of negligence, or;
6. Been involved in a vehicular collision because of failure to drive defensively or to comply with traffic laws.
7. Actively participate in safety discussions, surveys, or improvements when requested by the Safety Coordinator and disseminate safety information to staff members on a regular basis.
8. Ensure when planning for construction and remodeling agency facilities, to fully implement appropriate refinements as specified in OSHA standards.
9. Call upon the Safety Coordinator for any assistance needed in promoting aggressive and effective injury and accident prevention.
10. Hold supervisors or leadpersons fully accountable for an explanation of preventable injuries, collision, and liabilities incurred by their employees. An excessive number is an indication that some management policies and practices need reevaluation.



## *Safety Coordinator and Director of Human Resources*

The Safety Coordinator and Director of Human Resources, under the direction of the Executive Director shall conduct an aggressive injury and illness prevention program. They are responsible for the staff direction and administration of this program, and shall take all actions deemed essential to produce a positive reduction in accidents and their causes. Specifically, they shall:

1. Maintain the program incorporating the current practices and philosophies adopted by the safety profession as most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to Housing Authority property.
2. Consult, as appropriate with all management personnel and employees on safety matters and provide all the guidance necessary to assure an effective administration of this program.
3. Periodically evaluate compliance with the program within Departments and divisions. Make inspections of facilities for hazardous conditions and housekeeping; make periodic checks of field and shop areas to ensure worker compliance with OSHA and Housing Authority policy and regulations. The Safety Coordinator has full authority to stop hazardous jobs when prescribed safety precautions are not being enforced. Upon verbal notification of the violation, the supervisor or lead worker in charge shall stop the operation until the discrepancy is corrected. The Safety Coordinator shall submit a report to the Director of Operations and Director of Human Resources.
4. Maintain complete records on Housing Authority accidents in accordance with OSHA requirements and publicize, at the direction of the Director of Operations or the HR Director, information which will inform management and personnel of trends which call for corrective measures.
5. Administer the processing of CAL-OSHA citations received by the Housing Authority; monitor and log all responses that departments submit to the Division of Occupational Safety and Health.
6. Review and recommend provisions for compliance with CAL-OSHA standards in plans and
7. specifications.
8. Review and consider all department safety recommendations and present all feasible ideas to Director of Operations and HR Director.
9. Fully utilize the assistance available from state and federal labor departments, insurance carriers, and safety councils on matters pertaining to safety and health.
10. Ensure the thorough investigation of accidents resulting in lost time, hospitalization, death, and extensive property damage.
11. Accompany all inspectors, i.e. OSHA and insurance; and provide them with the direction, information, and cooperation necessary for them to efficiently and effectively perform their task.

### *Director of Human Resources.*

In conjunction with the Safety Coordinator the Director of Human Resources will be responsible for the record keeping and reporting requirements as provided under the California Occupational Safety and Health Act of 1973. For procedures specific to record keeping and reporting see Chapter 5.

Responsibilities of the Director of Human Resources shall include but not be limited to:

1. The maintenance and logging of all injury or illness supplementary and official records.
2. Timely processing of all injury or illness reports.
3. Review of all reports and records submitted by department heads, supervisors, compensation and insurance carriers, for content and completeness.
4. Provide annual inspection information and cooperation to inspection officials of OSHA.
5. Posting of annual "Log and Summary" of Occupational Illness and Injury form as well as all other mandated employment regulations and information.
6. Correspond with appropriate agencies in providing information concerning injury or illness.
7. Periodically reporting to the Safety Coordinator the status of injury and compensation claims.
8. Assure interaction between the payroll department and personnel to ensure appropriate time charged, i.e. sick leave.

### *Supervisory/Lead Personnel*

Supervisors/lead personnel have full responsibility for the safe actions of their employees and the safe performance of machines and equipment within their operating area and have full authority to enforce the provisions of this policy.

In addition, supervisors/lead personnel have full responsibility:

1. To provide employees with knowledge of the safe and effective methods of performing their job through continuing instruction and training as specified in this IIPP.
2. Actively participate in safety discussions, surveys, or improvements when requested by the Safety Coordinator and disseminate safety information to staff members on a regular basis.
3. Devote a portion of staff meetings, as necessary, to review accidents and injuries and safety procedures, including near misses, and to discuss causes procedures to prevent them. This will vary with the frequency and severity and losses and, of course, the degree of hazardous operations involved in each work area.
4. Call upon the Safety Coordinator for any assistance needed in promoting aggressive and effective injury and accident prevention.
5. To adhere to all local, state and federal safety codes
6. To understand and comply with the IIPP, including reporting of all accidents, injuries, and near misses.
7. Supervisors/lead personnel's failure to provide employees under their direction with the proper training will result in disciplinary action and may be grounds for dismissal.

## *General Employees*

All employees are required as a condition of Housing Authority employment to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers.

1. All employees must follow the Safety Rules provided in the IIPP and safety instruction provided from supervisors or other training sources.
2. All employees must report uncorrected unsafe acts or conditions to the supervisor as soon as possible, and correct unsafe acts or conditions within the scope of their immediate work.
3. Failure to follow the Safety Rules, training standards, and exercise due caution in use of proper protective gear or devices will result in disciplinary action and may be grounds for dismissal.

## **CHAPTER 2: TRAINING AND COMPLIANCE**

Effective dissemination of safety information is essential to the success of the HASBARCO IIPP. Training includes general safe work practices as well as instruction on safe operating procedures for hazards specific to the employees job duties. Supervisors are responsible to provide or assure participation in safety training of their subordinate employees.

### ***A. Employee Safety Training***

Employee safety training will occur as follows:

1. At first day of work for any new employee, with respect to the general safety and hazards specific to each employee's job assignment, and documented on an orientation checklist
2. For maintenance workers, initial and ongoing training will be provided by managers and meet construction industry standards for their job duties including:
  - I. At tailgate safety meetings (for maintenance staff only) every 10 days
3. Provided to supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
4. Online IIPP orientation and disaster training upon hire and at annual trainings
5. Prior to and during fire or other hazard drills
6. During all-staff meetings and staff meetings that include feedback from employees
7. Provided to any employee and those given new job assignments for which training has not previously been received.
8. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard; and
9. Whenever the employer is made aware of a new or previously unrecognized hazard.

### ***B. Roles Responsible to Provide Training***

1. Safety Coordinator will maintain online initial trainings for IIPP, safety, and disaster response orientation
2. The Department Head, or designee, shall assure that the supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
3. Supervisors/lead personnel are responsible to provide or assure participation in initial and ongoing training on the following
  - a. General workplace safety, HA safety rules, specific hazards related to the job assigned, personal protective equipment, methods to safely perform their job with the equipment provided.
  - b. Methods to report workplace injuries or near misses.
  - c. Information about chemical hazards to which employees could be exposed and other hazard communication program information.
  - d. Provisions for medical services and first aid, including emergency procedures.
  - e. Fire, evacuation, and response other hazard procedures. Location of HA emergency procedures and checklists.
  - f. Hazard identification and methods to report hazards.
  - g. Continuous instruction and correction of unsafe practices
  - h. Availability of toilet, hand-washing and drinking water facilities.
  - i. Adherence with all local, state, and federal codes.
  - j. Location of IIPP for staff access and printing on sharedrive at S: Human Resources > Safety > Safety Policy IIPP and hardcopies in office notebooks.

4. When a supervisor is unable to provide the required training they should request such training be given to the employee by notifying the Department Head or designee in writing.
5. Maintenance Managers are in addition responsible for:
  - a. Providing tailgate trainings and documentation in compliance with CCR 1509.  
<https://www.dir.ca.gov/dosh/etools/09-002/tailgate.htm>
  - b. Participate in the development of annual schedule and topics for tailgate trainings based on staff work duties and risks
  - c. Prepare for each assigned safety topic by reviewing the safety topic information sheet
  - d. Training under the Hazardous Materials Communication Program and use of safety data sheets.

### *C. Compliance and Disciplinary Action*

1. Supervisors/lead personnel's failure to provide employees under their direction with the proper training will result in disciplinary action and may be grounds for dismissal.
2. Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews.
3. When the use of personal protective equipment has been specified for hazardous work, its use shall be mandatory as a condition of employment.
4. Supervisors shall be held accountable for employees allowed to work without compliance.
5. Employees who are unaware of correct safety and health procedures will be trained or retrained.
6. Willful violation of safe work practices may result in disciplinary action in accordance with company policies.
7. Supervisors will document unsafe work practices on the Employee Counseling Report and maintain records in employee file or submit to Human Resources.

### *D. CPR Training for Supervisors/Employee First Aid*

1. All supervisors responsible for hazardous operations and other selected employees shall be reimbursed for the cost of training in CPR and first aid, including either time-off to attend such training or compensatory time off when documentation of attendance and completion of training is submitted.
2. Adequate first aid materials shall be available for employee use.
3. Any first aid which cannot be self-administered must be obtained by the nearest specified care facility or employee's designated facility. (See Poster with facility locations)
4. First aid events shall be reported to Human Resources to assure awareness and follow up of any work related injuries.



## **CHAPTER 3: COMMUNICATION**

### ***A. Safety Communication***

Cal/OSHA Title 8 Regulation Section 3203 (a)(3) states that all employers must have a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

<https://www.dir.ca.gov/title8/3203.html>

Communication of safety information with employees is an essential part of the Housing Authority's safety program. Communication is accomplished via the following methods:

1. Monthly safety updates communicated by email
2. Posted notices and information at each worksite
3. Upon hire, online and in-person training from supervisor
4. Prior to and during fire or other hazard drills
5. Tailgate safety meetings every 10 days (maintenance staff only) a Cal/OSHA mandated requirement
6. Communication of hazardous materials information, including information in the Safety Data Sheets, according to the Hazardous Materials Communication Plan
7. During all-staff meetings and staff meetings that include open conversation with employees
8. Employee interviews during annual surveys by Safety Coordinator
9. Posting of results of safety assessments and Form 300 at each site

### ***B. Employees Reporting of Hazards***

Employees play an active role in improving safety and responding to emergencies. Employees should:

1. Report immediate life safety issues to 911
2. Report urgent safety or hazard concerns to their supervisor, any supervisor on site, maintenance, or the safety coordinator
3. Make general safety suggestions via email to the safety coordinator or verbally to a supervisor
4. Make anonymous reports or safety suggestions via interoffice mail or phone call to the Safety Coordinator or Human Resources.

### ***C. Employee Access to IIPP***

1. Employees will receive information on the location of the IIPP at training upon hire and at annual safety meetings
2. Location of IIPP for staff access and printing on sharedrive at S: Human Resources > Safety > Safety Policy IIPP and hardcopies in notebooks in central locations in offices.

## ***CHAPTER 4: ACCIDENT/ILLNESS PREVENTION***

### Industrial Injury and Illness Control

Effective industrial injury and illness control is directly related to the quality of supervision existing, a thorough understanding of the hazardous jobs to be accomplished, and daily operations that consistently follow practices specified in published work rules.

#### ***A. Code of Safe Practices: Developing Worksite Safety Rules***

1. Managers will survey job sites for hazards, conduct a job safety analysis as outlined in section 4B, and use necessary safeguards to ensure that work is performed safely.
2. To eliminate accidents in high hazard areas, it is mandatory that supervisors thoroughly brief their workers on the hazards that exist and insure that they understand the methods of doing each job safely when such hazards cannot be eliminated.
3. Relying on memory alone during the instruction of an employee is assurance that some important items will be overlooked. It is therefore essential and required by the Construction Safety Orders, Section 1509 (b) and 1510 (a), that supervisors use published workplace safety rules which stipulate how to perform job duties safely and to keep the work site safe. Safety rules can be found in Section 4J below.
4. In order to more actively involve employees in the safety program, the workplace safety rules are developed and updated with input from Housing Authority staff.
5. Workplace safety rules are posted in each worksite, provided in online safety trainings, and available in accessible online locations. See Rules in Section J below.
6. The Cal/OSHA Pocket Guide for the Construction Industry is provided to maintenance managers to assure availability of written references for training purposes.  
[https://www.dir.ca.gov/dosh/dosh\\_publications/ConstGuideOnline.pdf](https://www.dir.ca.gov/dosh/dosh_publications/ConstGuideOnline.pdf)

#### ***B. Procedure for Job Safety Analysis***

1. List each step associated with the job procedure.
2. Analyze each step for hazards that could cause an accident.
3. Identify all hazards in each step, whether produced by the environment or connected with the mechanics of the job procedure.
4. Use the following method to assure each step of the entire job can be done safely and efficiently:
  - a. Eliminate the process or operation and provide a substitute action which can be done without the hazard, or
  - b. Isolate the process or operation so as to eliminate or minimize the hazard, or
  - c. Provide guards or automatic devices to eliminate or minimize the hazard, or
  - d. Provide personal protective equipment and enforce its use to eliminate the possibility of injury.

5. Write department/division work rules and assure training materials are consistent with safe procedures. Disseminate among all employees, maintain on file for periodic review and updating.

### *C. Personal Protection Equipment*

- The designation and use of protective equipment for all jobs which have an inherent injury potential shall be specified by the supervisors involved.
- Detailed specification for the design, purchase, and use of all protective equipment shall be coordinated between the department head, the supervisor, and the user.
- Specialized protective equipment specified as mandatory on hazardous jobs shall be provided by the Housing Authority, and employees shall be fully accountable for their use and condition.

#### 1. Types of Personal Protection Equipment

Equipment listed shall be worn when hazards as described exist:

- a. Hard hats to protect the head against falling objects, head bumping situations or electrical conductors.
- b. Goggles, face shield, or safety glasses to guard against airborne debris, dust flying particles, chips, chemicals, heat, or injurious rays.
- c. Ear plugs or ear muffs to guard against prolonged exposure to noise exceeding sound tolerance levels as defined by law.
- d. Respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions.
- e. Safety shoes to protect feet. Note: Annual purchase arranged by Maintenance Supervisor.
- f. Reflective vests or bright articles to increase visibility while working in or around traffic.
- g. Protective clothing such as gloves, sleeves, aprons, leggings, and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals.

#### 2. Mandatory Use of Protective Equipment

- a. When the use of personal protective equipment has been specified for hazardous work, its use shall be mandatory as a condition of employment.
- b. Supervisors shall be held accountable for employees allowed to work without compliance.
- c. The reviews of injuries by the Safety Coordinator shall place emphasis on accidents that resulted from failure to use protective equipment.
- d. Housing Authority employees assigned to inspect or work at construction sites or other areas under the jurisdiction of other employers shall comply with the safety regulations established by those employers.

*D. Procurement of Power Tools, Heavy Equipment, Safety & Protective Equipment:*

1. Detailed specifications for the design, purchase and use of these items shall be fully coordinated between supervisors, the users, and the Purchasing Agent.
2. Emphasis shall be placed on the inherent safety considerations used in design, quality, durability, and uniformity of each item. In the case of safety equipment, complete protection, worker acceptance, comfort and quality shall also be considered.
3. In addition, all machines and equipment shall be in conformance with the standards specified in federal and state occupational safety and health acts.

Occupational Safety and Health Warranty

The following clause shall be included in all purchase orders for material and services:

"Seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29 U.S.C. 651, PL 91-596) and the California State Department of Industrial Safety. In the event the product sold does not conform to the OSHA standards and/or regulations, the buyer may return the product for correction or replacement at seller's option and at seller's expense. Services performed by the seller which do not conform to the OSHA standards and/or regulations must be corrected by seller at seller's expense or by buyer at seller's expense in the event seller fails to make the appropriate correction within a reasonable time."

*E. Material Safety Data Sheets and Hazardous Communication Program*

The Housing Authority will maintain a Hazardous Communication Program. The assistant director for maintenance and the maintenance supervisors will be responsible to:

1. Distribute and maintain the Safety Data Sheets on all substances listed in Proposition 65 distributed throughout the maintenance operations
2. Ensure that operational guides including safety warnings are distributed along with any hazardous equipment.
3. Assure training of new employees in the HazCom Program.
4. Managers of other programs in the agency will be responsible for any substances requiring Safety Data Sheets in their areas of supervision consistent with the agency's Hazardous Communication Program.

## *F. Heat Illness Prevention*

1. All managers will insure that staff under their supervision are made aware of heat safety alerts and use of the US Department of Labor's app "Heat Safety Tool". The tool will be made available on the smartphones used by all agency Managers.  
<https://www.osha.gov/heat/heat-app>
2. There is no OSHA standard related to indoor office temperature, however managers and supervisors will ensure that the office temperature does not rise above 80 degrees Fahrenheit for a period of more than one hour without making accommodations for employees in a cooler indoor climate, or relieving employees of duty for the day.
3. Employees exposed to heat outdoors may receive orders from any agency supervisor or Director to take a break from the heat whenever temperatures reach 80-91 degrees Fahrenheit or higher.
4. When necessary heat illness prevention will include providing employees with:
  - a. Containers that hold ice or otherwise keep drinking water and other beverages cold.
  - b. Chilled beverages such as electrolyte type sports drinks or electrolyte tablets dissolvable in water. Discourage caffeine consumption.
  - c. Cold treats at break time with high water content (watermelon, grapes, oranges).
  - d. A cooling trailer with conditioned air and cold water to consume.
  - e. Evaporative accessories (cooling neck wraps, head bands)
  - f. Cell phone text orders from supervisor to stop and rest in shade and drink.
5. When heat prevention cannot be accomplished through the above activities employees will be relieved of duty.

The Heat index below and risk level will be taken into consideration when making a determination as to the type of protective equipment or actions which must be taken. See below:

Heat Index	Risk Level	Protective Measures
Less than 91°F	Lower (Caution)	Basic heat safety and planning
91°F to 103°F	Moderate	Implement precautions and heighten awareness
103°F to 115°F	High	Additional precautions to protect workers
Greater than 115°F	Very High to Extreme	Triggers even more aggressive protective measures



## *G. Declared Pandemics (see also COVID Procedure in appendix VI)*

1. During declared pandemics instructions will be provided by the Centers for Disease Control, the California Department of Public Health, Santa Barbara County Public Health and Cal/OSHA
2. Employees will be notified of the most recent guidance through electronic communication, on the employee portal, and through posting.
3. It will be the responsibility of the Safety Officer/Human Resource Department to advise employees as soon as possible when a pandemic has been declared and to as soon as practical provide guidance to all employees.

### **SAMPLE PROCEDURE FOR PANDEMICS:**

-Offices remain closed to the public (6/21/2021)

Because we are honoring the privacy of all employees regardless of vaccination status all employees must wear a face covering when indoors unless the employee is the sole individual in an office provided for their use only.

More information on California Public Health Requirements can be found here:

<https://www.cdph.ca.gov/Programs/OPA/Pages/Communications-Toolkits/Communications-Toolkit.aspx>

A flyer with links to additional resources is available here.

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/What-Will-June-15-Look-Like.pdf>

Employees *do not* have the discretion to ask other employees or visitors their immunization status, and should report anyone who requests this information as a condition of any job related activity.

The agency cannot dictate the vaccination requirements of those we do business with. If you are concerned about the activities of clients or business associates as it relates to your safety please contact Human Resources at [humanresource@hasbarco.org](mailto:humanresource@hasbarco.org).

Employees have the option to request an N95 ask for use during the business day. Your manager, or their designate will have such masks available in each area.

## *H. Motor Vehicle Collision Control*

The safe operation of vehicles affects the production of each respective department and division. Vehicular collisions are potentially the most costly losses the Housing Authority can incur when the summation of property damage, bodily injury, fatalities, and liability suits is considered.

1. Department Heads shall:
  - a. Establish firm internal requirements for personnel to fully adhere to the policies established herein and frequently check on their compliance.

- b. Review reports from collisions and take all steps necessary to prevent a recurrence.
  - c. Establish firm policies on disciplinary actions that will be taken against employees and their supervisors who show a repeated disregard for good driving practices and ensure it is applied consistently.
  - d. Insist that all assigned vehicles are maintained adequately for safe operation by employees assigned a vehicle
  - e. Establish an aggressive campaign to enforce the wearing of seat belts in all vehicles AT ALL TIMES.
  - f. Review each preventable vehicle collision and unsafe driving report with the employees and their supervisors to emphasize management's intolerance of irresponsibility behind the wheel.
2. Maintenance Managers shall:
- a. Establish periodic inspection of assigned vehicles by maintenance managers for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
  - b. Ensure that all slow moving special purpose vehicles using streets or roads prominently display the SMV emblem (orange triangle) on the rear of the vehicles, i.e. scooters, mowers, etc.

## *I. General Administrative Procedure for Motor Vehicles*

### 1. Driver Selection

Selection of employees who will be required to drive full or part-time shall be done with care. The lives of people and the professionalism of Housing Authority employees are under public evaluation every time a Housing Authority vehicle is operated, and it is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned to driving tasks.

Drivers of Housing Authority vehicles shall be considered qualified when capable of meeting the following criteria, and after having been registered in the DMV pull program:

- a. Possession of valid California Driver's License of the proper class.
- b. Capable of passing a physical examination when a question of fitness to drive arises because of prolonged or serious illness.
- c. Capable of passing eye tests which determine visual acuity (near and far), vertical and lateral balance, depth perception, field of vision and color recognition.
- d. Capable of passing written tests on driving regulations whenever required.
- e. Capable of demonstrating familiarity with the type of vehicle assigned.
- f. Insurability under the agency vehicular liability policy.

NOTE: Disciplinary action for employees who irresponsibly cause vehicle collisions or damage to property may be administered in the same manner as for industrial injuries.

## *J. Safety Rules for Employees*

### **GENERAL**

1. Report all cases of sickness or injury on the job to the supervisor. In no case should a worker treat another worker's injuries unless qualified to do so, and under no circumstances attempt to remove foreign particles from the eye.
2. If you have flu-like symptoms and/or fever, follow current COVID-19 protocols.
3. Alcohol and nonprescription drugs are not permitted on the premises at any time unless authorized for a specific purpose.
4. Smoking and vaping are strictly prohibited inside any housing authority vehicle, any building or within 20 feet of any door or operable window or within 25 feet of a playground and covered parking lots.
5. Employees are to conduct themselves in a professional manner, bullying, violence and/or threats will not be tolerated, and should be reported to a supervisor immediately.
6. Report any suspicious or alarming behavior which may lead to disruption to your supervisor immediately.
7. If you see someone working carelessly and liable to be hurt, stop the act and report it immediately to your supervisor.
8. If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once.
8. Do not engage in either physical or verbal confrontation with a potentially violent individual. See section Y of the Employee Handbook for more information on workplace violence.
9. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact 911 immediately.
10. Do not conduct interactions with potential for agitation alone or in a closed interior space. Inform your supervisor, conduct the interaction in a safe area with another employee, maintain a safe distance, one or more clear exit routes, and be prepared to call 911.
11. If someone is having personal difficulties, in need of counseling or exhibits suspicious or potentially dangerous behavior, report it to your supervisor as soon as possible.

12. Close all filing cabinets and drawers when not in use.
13. Keep the space around you clean and dry.
14. Workplaces, storerooms, bathrooms, breakrooms, kitchens, passageways, and the exterior environs of buildings should be kept clean, orderly, and maintained.
15. If you do not know the safe way to complete a task, stop and find out.
16. Do not attempt to lift or push objects that may be too heavy for you.

**Proper Lifting Technique:**

- *Keep a wide base of support.*
  - *Keep good posture.*
  - *Squat down, bending at the hips and knees only.*
  - *Slowly lift by straightening your hips and knees (not your back).*
  - *Hold the load as close to your body as possible, at the level of your belly button.*
17. Obey all warning signs and read the safety bulletins that are posted. They will help you do your part in accident prevention.
  18. Use a stepladder to reach overhead items, never use a chair, box, table, or any other unstable platform.
  19. All stored items shall be organized and labeled for easy identification and access. Items shall not be stacked in a manner that prevents either prompt access or the ability to view its label.
  20. Personal items shall not obstruct work surfaces, desks, floors, or aisles.
  21. Excess outdated or unused materials, equipment, or trash shall be disposed of promptly and not allowed to accumulate.
  22. Do not use wireless communication devices while operating a motor vehicle, unless using a hands-free device specifically designed and configured to allow hands-free communication.

**FIRE SAFETY**

23. Learn the location of all the fire exits, fire extinguishers, and alarm boxes in your building.
24. Do not use a pail of water where extinguishers are provided.

25. Read, know your role, and become familiar with all fire evacuation procedures for your building and the hazard response procedures located in the Building Emergency Plan notebook at your worksite.

### **MAINTENANCE**

26. Before using a ladder, inspect it for serviceability and be sure to use it in accordance with the manufacturer's recommendations.
27. Never use makeshift or defective scaffolding, rigging, or stages.
28. Shut down, lock, and tag any machine before adjusting, cleaning, maintaining, or repairing.
29. Never oil machines while they are in motion except when suggested by the manufacturer.
30. All faulty or defective tools, machines or equipment will be tagged for repair and removed from service. Flying chips from tools with mushroomed or split heads may cause injuries.
31. Never operate any machine, tractor, or other piece of moving equipment unless you have a license.
32. Protect your feet and head by keeping your shoes and hard hat (especially the soles of the shoes and the liner of the helmet) in good condition. wear safety-toe-capped shoes and hard hats when necessary to prevent serious toe injuries.
33. Unless you are a qualified electrician, never tamper with electrical circuits or switches.
34. Place materials, trucks, skids racks, crates, ladders, and other equipment for supplies so as not to block aisles exits, firefighting equipment, alarm boxes, electric lighting or power panels, valves, etc.  
FIRE DOORS MUST BE KEPT CLEAR AT ALL TIMES.
35. Aisles and passageways shall be kept clear and in good repair to provide for the free and safe movement of material handling equipment or employees.
36. Used lumber shall have all nails withdrawn before stacking and all Lumber shall be stacked on level, solidly supported sills, and so stacked as to be stable and self-supporting.
37. Materials shall not be stored on scaffolds or runways in excess of supplies needed for immediate operations.
38. All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.



39. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
40. Never remove guards except when necessary to adjust, or repair, and replace them immediately. If a guard is not in proper condition, report it at once to your supervisor.
41. Never operate any machine unless all guards and personal protective gear provided are in place.
42. Personal protective equipment shall be worn whenever dealing with hazardous substances, conditions, or as required to operate machinery or perform work functions safely.
43. Loose, ragged, or torn clothing shall not be worn around moving machinery.
44. Long hair shall be capped or otherwise contained when operating machinery.
45. All paint and hazardous liquids should be labeled with the date acquired, site used and disposed of in a timely manner to avoid accumulation.

**Indoor storage of flammable and hazardous liquids (CCR, Title 8, §1930)**

46. No more than 25 gallons of flammable liquids or 60 gallons of liquids with a flashpoint greater than 199.4°F, shall be stored in a room outside of an approved storage cabinet.
47. Not more than 60 gallons of Category 1, 2 and/or 3 flammable liquids including gas, diesel, solvent, oil-based paint or 120 gallons of Category 4 flammable or hazardous liquids including latex paint shall be stored in any one storage cabinet. No more than three such cabinets may be in a single storage area.
48. Flammable liquids and liquids with a flashpoint greater than 199.4°F (93°C) (formerly designated Class IIIB Combustible liquids) in excess of that permitted in storage cabinets shall be stored outside of buildings in accordance with Section 1932.
49. Storage of flammable liquids is prohibited in offices except that which is required for maintenance and operation of the building and/or equipment. Such storage shall be kept in closed metal containers stored in a storage cabinet or in safety cans or in an inside storage room not having a door that opens into that portion of the building used by the public.
50. Flammable paints, oils, varnishes, and similar mixtures used for painting or maintenance in amounts not exceeding 60 gallons, may be stored outside of an approved container for a period that does not exceed 30 days.

## **STANDARDS REFERENCED:**

### **Flammable liquid warehouses or storage buildings (CFR OSHA §1910.106)**

If the storage building is located 50 feet or less from a building or line of adjoining property that may be built upon, the exposing wall shall be a blank wall having a fire-resistance rating of at least 2 hours.

The total quantity of liquids within a building shall not be restricted, but the arrangement of storage shall comply with the below Table (H-14 Indoor Container Storage & H-15 Indoor Portable Tank Storage).

Containers in piles shall be separated by pallets or dunnage where necessary to provide stability and to prevent excessive stress on container walls.

Portable tanks stored over one tier high shall be designed to nest securely, without dunnage, and adequate materials handling equipment shall be available to handle tanks safely at the upper tier level.

No pile shall be closer than 3 feet to the nearest beam, chord, girder, or other obstruction, and shall be 3 feet below sprinkler deflectors or discharge orifices of water spray, or other overhead fire protection systems.

Aisles of at least 3 feet wide shall be provided where necessary for reasons of access to doors, windows or standpipe connections.

Table H-14 Indoor Container Storage

Category liquid	Storage level	Gallons	
		Protected storage maximum per pile	Unprotected storage maximum per pile
1	Ground and upper floors Basement	2,750 (50) Not permitted	660 (12) Not permitted
2	Ground and upper floors Basement	5,500 (100) Not permitted	1,375 (25) Not permitted
3 FP<100 °F	Ground and upper floors Basement	16,500 (300) Not permitted	4,125 (75) Not permitted
3 FP≥100 °F	Ground and upper floors Basement	16,500 (300) 5,500 (100)	4,125 (75) Not Permitted
4	Ground and upper floors Basement	55,000 (1000) 8,250 (450)	13,750 (250) Not Permitted

**Note 1:** When 2 or more categories of materials are stored in a single pile, the maximum gallonage permitted in that pile shall be the smallest of the 2 or more separate maximum gallonages.

**Note 2:** Aisles shall be provided so that no container is more than 12 ft. from an aisle. Main aisles shall be at least 3 ft. wide and side aisles at least 4 ft. wide.

**Note 3:** Each pile shall be separated from each other by at least 4 ft.

**Note 4:** FP means Flashpoint.  
(Numbers in parentheses indicate corresponding number of 55-gal. drums.)

**Storage outside buildings (CFR OSAH §1926.152)**

Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one pile or area. Piles or groups of containers shall be separated by a 5-foot clearance. Piles or groups of containers shall not be nearer than 20 feet to a building.

Within 200 feet of each pile of containers, there shall be a 12-footwide access way to permit approach of fire control apparatus.

The storage area shall be graded in a manner to divert possible spills away from buildings or other exposures or shall be surrounded by a curb or earth dike at least 12 inches high. When curbs or dikes are used, provisions shall be made for draining off accumulations of ground or rainwater, or spills of flammable liquids. Drains shall terminate at a safe location and shall be accessible to operation under fire conditions.

## **CHAPTER 5: RESPONSE AND REPORTING OF WORKPLACE INJURIES AND ILLNESS**

### Key Points

The supervisor/department head of the injured employee(s) shall:

- ☐ Assure employee receives medical care as needed.
- ☐ Report immediately every serious illness, injury, or death to HASBARCO and in coordination with HR to Cal/OSHA and as described below.
- ☐ Provide to the employee, as soon as possible, for every injury including those using first aid only, the State Workers Comp Employee Report of Injury DWC 1. Once employee returns the signed form to Human Resources it will be completed by Human Resources and, if medical treatment was necessary, submitted within one working day to the workers compensation claims administrator, with a copy provided to the employee.
- ☐ Complete the internal HASBARCO “Cognito” “Accident Incident Form”.
- ☐ Immediately also complete the “Injury Investigation Form” and “Employers Report of Injury” with assistance from Human Resources. Ensure all injury or illness information required is provided. Submit forms to Human Resources **within 24 hours of the injury**.
- ☐ Reference the Forms Table in Appendix I for a complete list of needed forms.
- ☐ Do not hold the reports for the employees signature or wait for the employee to return to work.

### **A. *Medical Treatment***

1. Call 911 for an employee sustaining serious injuries such as profuse bleeding, broken bones, unconsciousness, shock, medical symptoms, etc. requiring immediate emergency treatment.
2. Less severe injuries requiring immediate care can be transported by vehicle to the closest emergency room or urgent care.
3. Injuries not constituting an emergency but requiring a physician’s care shall be initially treated by a doctor, preferably a member of the medical provider network, MPN, as posted in each office and shop.
4. Supervisors shall require medical treatment for injuries appearing to be superficial, but extremely painful or individual showing any unusual symptoms.
5. Supervisors shall submit forms as described in Section F below.

### **B. *First Aid Treatment in the Field or Office***

1. Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., shall be treated in the field or office only when the employee has the ability to personally perform such first aid or by another employee qualified to do so.

2. All injuries, including first aid, should be documented by supervisor on the ICW Group "Accident Investigation Form" and on the State Workers Comp "Employee Report of Injury DWC1" form. Send both forms to Human Resources.
3. Hospital emergency rooms shall not be used for superficial injuries.
4. Any injury which does not require time off work, medication, or continued therapy should be treated as First-Aid and documented as indicated in B2 above.
5. If subsequent treatment is required the employee will be directed to seek medical treatment at a facility approved by the current workers' compensation insurance carrier and the appropriate forms will be forwarded to Human Resources. Note: The Housing Authority may require the injured employee to submit to additional examination by a physician chosen by the agency.

### *C. Recurrence of a Previous Work Related Injury*

1. Should employees experience continued problems or a recurrence of a previously reported work related injury, they shall report it to their supervisor or department head immediately
2. The supervisor or department head shall notify Human Resources immediately.
3. Time lost because of a recurrence of a previous injury is compensable by workers compensation insurance only when the disability is confirmed as a recurrence by the treating physician.

### *D. Reporting of Injuries or Illness to HASBARCO*

1. It is critical that Human Resources is aware of all accidents and injuries, even if minor. This allows for the HA to be aware of any cases that could need follow up medical care, and potential workers compensation processes.
  2. Report all minor and first aid injuries to Human Resources by submitting the workers comp carrier "Accident Investigation Form" and the State Workers Comp "Employee Report of Injury DWC1" form .
  3. Report serious injuries or illnesses requiring medical care immediately by telephone to the supervisor and Human Resources. Human Resources will inform the Executive Director.
  4. Provide the name of the injured and when, how, and where the accident/illness occurred.
  5. The death of an employee as a result of an injury by accident arising out of and in the course of employment with the Housing Authority shall be reported to Human Resources, who will inform the Executive Director immediately. The supervisor in charge shall be responsible for making the call and providing as much initial information as possible
- Note: This does not eliminate the need for any written reporting requirement.

### *E. Reporting of Injuries or Illness to Cal/OSHA*

<https://www.dir.ca.gov/title8/342.html>



1. The supervisor or HR shall report by phone or email to Cal/OSHA 24/7, as soon as practically possible and no longer than 8 hours, any work-related death or serious injury or illness as described below and including the information required.
2. If death results or if the injury or illness:
  - a. Requires inpatient hospitalization of more than 24 hours for other than medical observation or diagnostic testing; or
  - b. Amputation; the loss of an eye; or
  - c. Produces any serious degree of permanent disfigurement,
    - i. This notification is not required, however, if the injury or death results from an accident on a public street or highway, except if it occurs in a construction zone

**Reporting to Cal/OSHA** – via phone or email with the details listed below:

- 1-818-901-5403 (Van Nuys District Office)
- 1-800-321-OSHA
- Email a written report containing the following details to [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com)

As required by Title 8 regulations, [section 342](#), you must include the following information, if available, in your email or phone message:

- Time and date of accident/event
- Employer's name, address and telephone number
- Name and job title of the person reporting the accident
- Address of accident/event site
- Name of person to contact at accident/event site
- Name and address of injured employee(s)
- Nature of injuries
- Location where injured employee(s) was/were taken for medical treatment
- List and identity of other law enforcement agencies present at the accident/event site
- Description of accident/event and whether the accident scene or instrumentality has been altered.

## *F. Forms/Deadlines for Work Related Injury and Illness and Near Miss Events*

In addition to completing HASBARCO internal “Cognito” report forms, the supervisor is responsible to work with Human Resources to provide and complete the following forms for work related injuries or illness (See Appendix I for Table of Forms):

6. Workers Compensation Forms
  - a. State Worker Compensation “**Employee Report of Injury**” Form DWC1 shall be provided to the employee within one working day or as soon as possible. The employee returns the signed form to HR. Within one working day of receipt, HR will complete the form and submit signed and dated copy to the workers compensation insurance provider and the employee.
  - b. State Workers Compensation “**Employer Report of Occupational Injury or Illness**” Form 5020 shall be completed and submitted to workers compensation insurance carrier or State Department of Industrial Relations within 5 days of knowledge of occupational injury or illness.  
Accident Investigation Form
  - c. Cal/OSHA Form **301 Injury and Illness Incident Report** or equivalent Accident Investigation Form from the workers compensation carrier. Supervisor shall complete this accident investigation form within 7 calendar days after knowledge of a recordable work-related injury/illness. The form may be provided by the current workers compensation carrier or other current form as long as it contains the same elements as the Cal/OSHA Form 301.
  - d. Instructions to guide the accident investigation are described in sections below.
7. Near Miss Events
  - i. “Near Miss” events that do not result in injury must be reported by supervisor on the currently used **workers compensation carrier accident investigation form**. These are to be completed immediately and forwarded to Human Resources and the Safety Coordinator.

## *G. Recording and Posting of Accident History*

[https://www.dir.ca.gov/dosh/dosh\\_publications/reckeeperoverview.pdf](https://www.dir.ca.gov/dosh/dosh_publications/reckeeperoverview.pdf)

The following forms, or their equivalent (which may be provided by the HA workers compensation insurance carrier), must be used to record, maintain, and display information on injuries. See Table of Forms in Appendix I for further details.

1. Cal/OSHA Form 300 “Log of Work-Related Injuries or Illnesses” must be filled out within 7 calendar days of receiving information of a work related injury or illness.
  - a. Separate forms must be kept for each work area
  - b. Work-related includes: death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid  
<https://www.dir.ca.gov/dosh/doshreg/apndxa300final.pdf>
  - c. If you have a “privacy concern case,” as described in subsection (b)(7) of this section, you may not enter the employee's name on the Cal/OSHA Form 300. Instead, enter “privacy case” in the space normally used for the employee's name. This will protect the privacy of the injured or ill employee when another employee, a former employee, or an authorized employee representative is provided access to the Cal/OSHA Form 300 under Section 14300.35(b)(2). You must keep a separate, confidential list of the case numbers and employee names for your privacy concern cases so you can update the cases and provide the information to the government if asked to do so.

[https://www.dir.ca.gov/t8/14300\\_29.html#:~:text=The%20Cal%2FOSHA%20Form%20300,of%20the%20Cal%2FOSHA%20forms](https://www.dir.ca.gov/t8/14300_29.html#:~:text=The%20Cal%2FOSHA%20Form%20300,of%20the%20Cal%2FOSHA%20forms).

2. Form 300A Annual "Summary of Work Related Injuries" must be posted in worksites from February 1 to April 30th of each year, even if no injuries have occurred over the past year.  
<https://www.dir.ca.gov/dosh/doshreg/apndxb300afinal.pdf>
3. Form 301 "Injury and Illness Incident Report" must be filled out within 7 calendar days (or its equivalent accident investigation form from HASBARCO workers compensation carrier).  
<https://www.dir.ca.gov/dosh/DoshReg/ApndxC301Final.pdf>
4. Monitoring Employees  
The Department Head shall be responsible for closely monitoring injury time lost by their employees by:
  - a. Insuring that the employee has been given a signed disability slip by the treating physician authorizing the employee to be off work.
  - b. Periodically checking with the injured employee on the progress for his or her recovery.
  - c. Insuring that employees return to work on the date the physician releases them. Any disability claimed in excess of the date indicated by the doctor shall be considered unauthorized.
  - d. Making every attempt to put the employee to work on light duty when authorized by the treating physician. Light duty is any sedentary work not requiring heavy or strenuous labor or work in hazardous areas.
5. Employee Return to Work
  - a. Departments shall not allow an employee to return to work after an industrial injury or illness unless they receive a signed authorization from the treating physician.
  - b. The Department Head shall send the original release and a memo verifying that the employee did in fact return on the authorized date to the Human Resources Department. If an employee is authorized to return to light duty the Department Head shall notify the Human Resources Department and forward any information regarding work restrictions. The Director of Human Resources will work with the Department Head and the employee to determine if suitable light duty is available.
  - c. All attempts will be made to return the employee to work as soon as possible if light duty can be accommodated in any department.

## **CHAPTER 6: ACCIDENT AND INCIDENT INVESTIGATION PROCEDURES**

Each work-related injury or illness, and events related to tenants or the public on HASBARCO worksites, shall be investigated by the supervisor of the person injured or responsible for the worksite as soon as possible. The investigation will be supported by the safety coordinator and Human Resources.

This chapter covers the following:

- Accident or incident investigation techniques
- Traffic accident procedure
- Accidents and incidents involving public or tenants on HASBARCO property

The thorough investigation of an accident or incident is an invaluable component in the often complicated process of determining the cause of an accident and potentially preventing future accidents and risks to employees. This applies to all HASBARCO worksite incidents whether or not the specific incident directly involved a HASBARCO employee. Compiling all the information or data available, even the appearingly most remote or extenuating details, is the key to a complete and comprehensive investigation, which should ultimately lead to an explanation of what actually occurred.

Reference the Forms Table in Appendix I to determine correct forms to complete for an incident.

The following procedures shall be adhered to as closely possible when investigating an accident or incident:

### ***A. Accident Investigation Techniques and Procedures***

1. Check the scene
2. Begin where the accident occurred. The first step is to carefully examine where the accident occurred.
3. Reconstruct as much as possible the chain of events leading to the injury, and attempt to determine the single event that caused the injury.
4. Determine if equipment failed and if any items need to be examined more thoroughly by an expert.
5. Take photographs of the location and area.
6. Determine any videos available and method to retain videos before they are deleted
7. Make a sketch if necessary to describe the incident location. Sketch in machinery, equipment and any other nearby physical objects, together with the places where witnesses were standing.
8. Document the Accident
  - a. Understand the deadline for submitting the investigation report.
  - b. Write it down on the appropriate form (See "Table of Forms"):
    - a. Use the Accident Investigation Form for employee incidents
    - b. Use HA Incident Accident Report form for non-employee incidentsInclude the following in the report:
  - c. Facts that may relate to the cause of the injury. As an example: employee had complained of dizziness or employee did not use proper equipment
  - d. Any unsafe conditions in work area, defective tools or faulty equipment noted.
  - e. Any procedures used, misuse of equipment or other factors not in accordance with published work rules or safety policies.

- f. Lighting conditions, the weather conditions (if pertinent), a description of supplementary evidence, and conversations having a bearing on the case
- 9. Interview Witnesses
  - a. It is important to interview witnesses at the scene immediately or as soon thereafter as possible.
  - b. Make brief notes and document all names and contact information
- 10. Interview the Injured Employee
  - a. Timing is important. If the injury is minor, the interview should be made as soon as the investigation of the scene is complete.
  - b. If the injury is serious, selecting the right time is a judgement factor. Too soon afterward, victims may be confused and inaccurate; waiting too long, may cause them to forget key details. Let the employees tell the story as they wish without actual interrogation, but a complete picture should be encouraged. It may be necessary to question the employee or witnesses several times.
- 11. Weigh the Evidence
  - a. It is essential to attempt to eliminate any inconsistencies in the testimony of the injured or witnesses, even if further questioning is required.
  - b. When assembled, all facts should be reviewed for completeness by the Safety Coordinator before your report is submitted to the Finance or Human Resources Department.



## ***B. Investigation and Reporting of Vehicular Accidents***

Definition: A vehicular collision, for the purposes of this policy is defined as a collision occurring between a Housing Authority vehicle (or private car when the employee has authorization to use a private vehicle for Housing Authority business) and another vehicle, pedestrian, animal or fixed object.

1. Investigation Procedures
  - a. Supervisors shall instruct their employees that if they are at the scene of a vehicular accident, under no circumstances are they to admit liability, give their opinion of the Housing Authority's liability or the citizen's liability, or to tell a citizen that "The Housing Authority will take care of it". Contact the police and the employee's supervisor as soon as possible.
2. Reporting Procedures
  - a. Employees involved in a vehicular collision while operating a Housing Authority owned vehicle shall call the police to the scene for investigation and report.
  - b. Collect and share insurance and contact information with all parties involved in the accident
  - c. Take photos of the damage only if it can be done safely and you are physically able
  - d. Manager to determine as many facts as possible, including photos, insurance, names, addresses, and telephone numbers of parties involved and witnesses.
  - e. Manager to complete and submit the Incident Accident Report to Finance and Human Resources. See the Table of Forms Table for instructions.

## *C. Damage to HASBARCO Property and Accidents/Incidents Involving Public or Residents*

### Definitions

- Damage to Housing Authority property by citizens/residents includes, but is not limited to: damage to trees, shrubs, signs, buildings, fencing, parking lot fixtures, street lights, etc.
  - Public accidents occurring on Housing Authority property are defined as accidents involving citizens/residents on property owned and/or operated by the Housing Authority. This may include: streets, sidewalks, parks, recreational centers, Housing Authority buildings where the public conducts businesses, etc.. It does not include members of the public suffering an illness such as a heart attack on Housing Authority property
    - 1. Guidance to Staff for Investigating and Reporting of Damage or Incidents on Housing Authority Property
      - a. Under no circumstances shall the personnel taking the report imply that the Housing Authority was liable.
      - b. Personnel on the scene shall not give out information as to the Housing Authority's liability.
      - c. Staff shall collect contact information of injured persons and witnesses to submit a HA Cognito Incident Accident Report
      - d. Staff shall take photos as possible of incident and incident area
      - e. All serious accidents, incidents, or fatalities that occur on Housing Authority owned and/or operated property shall be immediately reported by telephone to a Director who shall inform the Executive Director by telephone as soon as possible.
      - f. The Director of Operations shall inform the HA Public Information Coordinator of any event with potential for media coverage.
    - 2. Incident Reports
      - a. All Departments shall immediately (or as soon as possible within 24 hours) complete and submit a HA Cognito incident form
      - b. Supervisor or staff shall obtain and include all parties and witnesses names, address, phone numbers, and photos as possible for inclusion in the incident report.
    - 3. Near Miss Reports for Damage or Other Incidents
- The information about “near miss” events is valuable, as this can identify unsafe practices and prevent future injuries or damage events. The “Table of Forms” indicates where to access the required forms.
- a. Close calls for Damage/Other Incidents or hazards that do not involve employees should be recorded on HA Cognito Incident Accident Report.
  - b. Close calls or near accidents that involve employees should be recorded on the Accident Investigation Form provided by the worker compensation carrier.

## CHAPTER 7:INSPECTIONS FOR HAZARD ASSESSMENT AND CORRECTION

HASBARCO IIPP directs management and employees to maintain a safe and healthful work environment. To achieve this goal, HASBARCO has a regular program of:

- Worksite inspections
- Employee reporting of hazards
- A process to mitigate existing and potential workplace hazards.
- In addition, Cal/OSHA representatives may present at any HASBARCO site to conduct an inspection or investigation.

### *A. HASBARCO Building and Facility Inspections - Formal*

1. The Safety Coordinator will perform a minimum of one full facility inspection of each of HASBARCO's main offices using a standard inspection checklist maintained in safety program files.
2. The Safety Coordinator will perform a minimum of two yearly inspections of each of HASBARCO's maintenance sites including offices, storage areas, an exterior areas using the standard maintenance inspection checklist maintained in safety program files.
3. Inspection checklists emphasize:
  - a. Standards promulgated under CAL-OSHA
  - b. The condition of facilities, equipment, and machines as well as implementation of the overall safety program as outlined in the IIPP
4. Inspection report to be kept in HASBARCO safety program files and will include:
  - a. Date of inspection
  - b. Inspectors' name
  - c. Written list of deficiencies discovered and any unsafe work practices observed
  - d. Recommendations for correction of deficiencies
  - e. Proposed schedule for corrective measures and date completed
5. The director, manager, and supervisors will be given a copy of the report.
6. Managers and supervisors responsible for the areas needing corrective action will provide department heads with a schedule for corrective action and any items they are unable to mitigate.
7. Facilities and equipment noted to be unsafe for use shall have a "lock out", "tag out", or "do not enter" tag applied to the item or area on the spot by the inspector or manager.
8. Personnel who continue to use any item that has been so tagged or who willfully remove the tag before the unsafe condition is corrected may be subject to suspension or in extreme cases possible dismissal.
9. Example of "Lockout" tag in Appendix V. A description of lockout and tagout procedures can be found here: [https://www.dir.ca.gov/dosh/dosh\\_publications/Lockout-Tagout-fs.pdf](https://www.dir.ca.gov/dosh/dosh_publications/Lockout-Tagout-fs.pdf)
10. Deficiencies shall be posted for review by all employees and corrected as quickly as possible.
11. In the case of imminent danger hazards, satisfactory correction shall be completed before work is resumed in the hazard area.
12. Department heads shall inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent mishaps.
13. Corrections requiring special monetary funds or those beyond control of the department shall be presented to the responsible Department Director for resolution and authorization.

### *B. HASBARCO Daily, Weekly, or Monthly Inspections - Informal*

1. Managers and supervisors are responsible for routine visual inspections of their respective buildings and exterior areas on a regular basis and informing staff to report items of concern to the Safety Coordinator and to make work requests for any items that require remediation.
2. Items for daily, weekly, or monthly inspection and awareness include but is not limited to the following:
  - a. Security risks and condition of locks and security systems
  - b. Condition of plumbing and restrooms
  - c. Fire extinguisher visual inspection and recording (monthly)
  - d. Fire sprinkler visual inspection (monthly)
  - e. Condition of fire alarm and response systems
  - f. Condition and accessibility of designated fire access routes to all areas of Housing Authority property.
  - g. Condition and organization of storage areas, including storage of chemicals and paint
  - h. Excess debris or refuse to eliminate fire and rodent risks
  - i. Evidence of leaks, fumes, or gases
  - j. Condition of all buildings, streets and sidewalks, with respect to holes, healthful conditions, structural integrity, adequate shelter, roughness, drainage, cracks, breaks, irregularities and excessive amounts of gravel or sand on pavements.
  - k. Conditions of public easements or alleys with respect to obstructions to passage, illegal fencing or structures, accumulation of trash, items which constitute a fire hazard or any condition that endangers Housing Authority property.
  - l. Condition of recreation areas, parks, playgrounds, ball courts, etc., with respect to items including glass, cans, and hazards which could cause cuts, tripping, bumping and falling injuries.
  - m. Condition of trees and shrub growth along buildings, streets and sidewalks which could damage vehicles, injure people or create blind areas at intersections.
  - n. Condition of drainage ditches, swales, or gutters to ensure good flow of water in an effort to prevent standing, flooding, or stagnant water conditions.
  - o. Proper guarding of drains and drain ducting.
  - p. Proper placement of speed limit, traffic, and regulatory signs.
  - q. Condition of pavement stripes and marked crosswalks.

### *C. CAL-OSHA Inspections*

Cal/OSHA inspectors can arrive at a HASBARCO site at any time. The Cal/OSHA compliance representatives are responsible for ensuring that the provisions of the California Occupation Safety and Health Act are followed. Representatives may visit HASBARCO to conduct routine investigations, review records, respond to a complaint of an unsafe condition or investigate and accident.

1. When a CAL/OSHA representative arrives to inspect a HASBARCO site or personnel:
  - a. Ask the representative to wait until the manager, director, or safety coordinator arrives
  - b. Contact your supervisor, manager, director, and safety coordinator immediately and request that they accompany the representative

- c. Locate the IIPP binder in the office or online
  - d. If no manager, director, or safety coordinator available within 30 minutes, request a supervisor or senior personnel onsite to accompany the representative to the area they wish to inspect, or inform any personnel requested by the representative to meet in front of the building
  - e. Use the shortest route to accompany the representative to the requested inspection area
  - f. Follow all safety rules
  - g. Do not involve yourself in the inspection. Take notes on what the representative is asking and any conversations held with personnel.
  - h. Answer questions only if asked and only if you are responsible for the duty or area in question. Never volunteer information or give opinions. Do not admit guilt or argue with the representative.
  - i. If you do not have the information requested you are allowed to submit it to the Cal/OSHA office at a later date.
2. Safety Coordinator or Director shall be responsible for:
- a. Accompanying the Cal/OSHA compliance officer on the inspection tour when any Housing Authority building or other related facility is being inspected.
  - b. Record violations detected by the Cal/OSHA compliance officer for advanced planning purposes.
  - c. Upon receipt of a citation, ensure that it is posted on a bulletin board nearest to the violation until it has been abated.
  - d. If the violation is a minor housekeeping problem or something similar, the Safety Coordinator will request (through the proper channels) to have the area cleared or otherwise modified to comply with standards.
  - e. If abatement of the citation will require more extensive work, consult with the proper resource to determine if the job can be done within the abatement period or if an extension of time will be needed.
  - f. Ensure that when correction of a violation can be accomplished within the abatement period that it is done without delay.
  - g. Notify the department head in writing when modification requires the expenditure of funds so that appropriate procedure can be followed in the disbursement of such funds.
  - h. Maintain current and complete records on citations from the time they are received until all required action is taken
  - i. Deliver citations to department heads concerned and account for the delivery by obtaining a signed receipt from each recipient. Citations are controlled legal documents and shall be handled accordingly
  - j. Advise the Executive Director of citations which have been allowed to become delinquent which could result in Cal/OSHA action or financial penalties against the Housing Authority
  - k. Make a matter of record all abatements of violations, requests for variances, and protests of validity received from departments and record dates of forwarding them to CAL-OSHA
3. Department Heads shall be responsible for:
- a. Preparing requests for extensions needed, indicating why it is needed and how long the delay will be. The request shall be in memorandum form, addressed to the Safety

Coordinator, who shall forward it to the Division of Occupational Health and Safety before the abatement deadline.

- b. Prepare timely written requests for a variance or for a hearing when aggrieved by a questionable citation
- c. Upon actual completion of corrective action, certify by date and signature at the bottom of the citation that each violation has been abated. The citation form shall be sent to the Safety Coordinator for record keeping.



## **CHAPTER 8: RECORD KEEPING REQUIREMENTS**

HASBARCO procedure and Cal/OSHA regulations contain requirements for maintenance and retention of records of occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and mitigation, training, and all other activities related to the occupational health and safety of employees.

These records are designed to assist health and safety inspectors in the monitoring of employers compliance with the law. In addition, accurate record keeping, enables both the employer and employee the opportunity to maintain awareness of potential hazards, and guide the implementation of strategies to enhance workplace safety.

The records required to be maintained are limited to:

### ***A. Occupational Injury and Illness Claim Form Retention***

Maintained in confidential location for a period of five years from the date of injury or from the date on which the last provision of compensation benefits occurred. [https://www.dir.ca.gov/t8/15400\\_2.html](https://www.dir.ca.gov/t8/15400_2.html)

1. Injury and Illness Incident Report Cal/OSHA Form 301 or equivalent
2. Supervisor shall complete the accident investigation form within 7 calendar days after knowledge of a recordable work-related injury/illness.
3. A form provided by the current workers compensation carrier or other current form may be used as long as it contains the same elements as Cal/OSHA Form 301 Injury and Illness Incident Report.
4. Employees Claim for Workers Compensation Benefits (Form DWC1)
5. State Worker Compensation "Employee Report of Injury" Form DWC1 shall be provided to the employee within one working day or as soon as possible. The employee returns the signed form to HR.
6. Within one working day of receipt, HR will complete the form and submit signed and dated copy to the workers compensation insurance provider and the employee.
7. State Workers Compensation "Employer Report of Occupational Injury or Illness" Form 5020 shall be completed and submitted to workers compensation insurance carrier or State Department of Industrial Relations within 5 days of knowledge of occupational injury or illness.

### ***B. Occupational Injury and Illness Logs and Summary***

Maintained for a minimum of 5 years

[https://www.dir.ca.gov/dosh/dosh\\_publications/reckeeepoverview.pdf](https://www.dir.ca.gov/dosh/dosh_publications/reckeeepoverview.pdf)

1. Cal/OSHA Form 300 "Log of Work-Related Injuries or Illnesses" must be filled out within 7 calendar days of receiving information of a work related injury or illness.
2. Separate forms must be kept for each work area

3. Work-related includes: death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid  
<https://www.dir.ca.gov/dosh/doshreg/apndxa300final.pdf>
4. Cal/OSHA Form 300A Annual "Summary of Work Related Injuries"
5. Must be posted in worksites from February 1 to April 30th of each year, even if no injuries have occurred over the past year. <https://www.dir.ca.gov/dosh/doshreg/apndxb300afinal.pdf>
6. If you have a "privacy concern case," as described in subsection (b)(7) of this section, you may not enter the employee's name on the Cal/OSHA Form 300. Instead, enter "privacy case" in the space normally used for the employee's name. This will protect the privacy of the injured or ill employee when another employee, a former employee, or an authorized employee representative is provided access to the Cal/OSHA Form 300 under Section 14300.35(b)(2). You must keep a separate, confidential list of the case numbers and employee names for your privacy concern cases so you can update the cases and provide the information to the government if asked to do so.  
[https://www.dir.ca.gov/t8/14300\\_29.html#:~:text=The%20Cal%2FOSHA%20Form%20300,of%20the%20Cal%2FOSHA%20forms.](https://www.dir.ca.gov/t8/14300_29.html#:~:text=The%20Cal%2FOSHA%20Form%20300,of%20the%20Cal%2FOSHA%20forms.)

### *C. Employee Medical and Exposure Record Retention and Access*

(Title 8 CCR 3204 and 340.1)

Medical and exposure records will be maintained for 30 years after the worker leaves the job. In the case of an employee of less than one year the records will not be maintained.

1. If the employer has either medical records or exposure records the employees have a right to see and copy:
2. Employee's own medical records
3. Records of workplace exposure monitoring for toxic/harmful substances
4. If testing for workplace exposure is required by Cal/OSHA standards results of testing will be provided to workers within five working days after results are received.
5. Right to review Form 300 and 301
6. Employees, former employees, and their representatives have the right to review the Cal/OSHA Form 300 in its entirety (29 CFR Part 1904) [https://www.osha.gov/laws-regs/standardinterpretations/2005-09-09-0#:~:text=No%2C%20you%20must%20leave%20the,1904.29\(b\)\(9\).](https://www.osha.gov/laws-regs/standardinterpretations/2005-09-09-0#:~:text=No%2C%20you%20must%20leave%20the,1904.29(b)(9).)
7. They also have limited access to the Cal/OSHA Form 301 or its equivalent. See Cal/OSHA - Title 8 regulations Section 14300.35, for further details on the access provisions for these forms.  
[https://www.dir.ca.gov/t8/14300\\_35.html](https://www.dir.ca.gov/t8/14300_35.html)

#### *D. Documenting of Safety and Health Activities*

Documentation of safety trainings, facility inspections, safety concerns and suggestions, investigation of accidents, and corrective actions will be maintained in the safety program files for a period of 5 years.

#### *E. Vehicular Collision Records*

A completed vehicle accident report shall be kept on file for a period of ten (10) years.

The Department Head/Supervisor's Report for each collision shall be retained in the department files as a permanent history of department collision experience.

## **CHAPTER 9: POSTED RIGHTS FOR INJURED EMPLOYEES**

All employers must provide work and workplaces that are safe and healthful. HASBARCO shall follow state laws governing job safety and health. It is the responsibility of HASBARCO to provide employees with information regarding health and safety. This includes required Cal-OSHA postings and posters that provide information on workers compensation benefits that employees are entitled to if they are injured or become ill because of their job.

The following required posters are provided in HASBARCO worksites to increase employee awareness of their health and safety rights under Cal/OSHA:

#### *A. Posters Required in the Workplace*

1. Cal-OSHA required postings <http://www.dir.ca.gov/wpnodeb.html>
2. Form DWC 7 - Notice to Employees--Injuries Caused By Work  
<http://www.dir.ca.gov/dwc/NoticePoster.pdf>
3. Safety and Health Protection on the Job  
[http://www.dir.ca.gov/dosh/dosh\\_publications/shpstren012000.pdf](http://www.dir.ca.gov/dosh/dosh_publications/shpstren012000.pdf)
4. "Facts About On-The-Job-Injuries" <http://per.ci.la.ca.us/WorkCmp/WC%20Pamphlet%2001-06-2012.pdf>
5. Log and Summary of Occupational Injury and Illness Cal-OSHA Form 300A
6. Posted per State Law each year between February 1 to April 30
7. All employers covered by Cal/OSHA - Title 8 regulations Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year.
8. Used to record information about every work-related death or work-related injury or illness per Cal/OSHA - Title 8 regulations.

## **APPENDIX I - TABLE OF FORMS FOR INJURY AND INCIDENT REPORTING**

<b>Issue</b>	<b>Forms to Use</b>	<b>Who Completes</b>	<b>Who Receives</b>	<b>Location</b>
<b>Vehicle Accident</b> <i>No injuries</i>	<ul style="list-style-type: none"> <li>• Cognito "Accident Incident Form"</li> </ul>	Employee involved in accident / Supervisor	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Cognito Incident Accident Report icon on home screen</li> </ul>
<b>Vehicle Accident</b> <i>With Injuries</i>	<ul style="list-style-type: none"> <li>• Cognito "Accident Incident Form" and</li> <li>• ICW Group "Drivers Accident Report"</li> <li>• See below for additional forms for injuries</li> </ul>	Employee involved in accident / Supervisor	<ul style="list-style-type: none"> <li>• HR</li> </ul>	<ul style="list-style-type: none"> <li>• S Drive "Workers Compensation/Drivers Accident Report Form"</li> </ul>
<b>Employee Injured requiring medical care</b>	<ul style="list-style-type: none"> <li>• Workers Comp Carrier ICW Group "Accident Investigation Form"</li> <li>• State Workers Comp "Employee Report of Injury" DWC 1 Form</li> <li>• State Workers Comp Employers Report Form 5020</li> <li>• Cognito "Accident Incident Form"</li> </ul>	Supervisor  Employee/Supervisor  Supervisor/HR  Supervisor	<ul style="list-style-type: none"> <li>• Submit c/in 24hr to HR</li> <li>• State Dept Industrial Relations</li> <li>• Report serious injuries to Cal/OSHA c/in 8 hours</li> </ul>	<ul style="list-style-type: none"> <li>• S Drive "Workers Compensation"</li> <li>• State form DWC1 also available online</li> <li>• Cognito icon on home screen</li> </ul>
<b>Employee First Aid</b> <i>No referral or refuses care</i>	<ul style="list-style-type: none"> <li>• Workers Comp Carrier ICW Group "Accident Investigation Form"</li> <li>• State Workers Comp "Employee Report of Injury" DWC1 Form</li> </ul>	Supervisor/HR	Must inform and send form to HR for any first aid or injury	S Drive "Workers Compensation"
<b>Damage to HA Property</b>	<ul style="list-style-type: none"> <li>• Cognito "Accident Incident Form"</li> </ul>	Supervisor	HR/ Admin	Cognito icon on home screen
<b>Injury to resident or visitor</b>	<ul style="list-style-type: none"> <li>• Cognito "Accident Incident Form"</li> </ul>	Supervisor Report all serious incidents to Director immediately	HR/Admin	Cognito icon on home screen
<b>Employee unsafe practice or act</b>	HA Employee Counseling Report	Supervisor	HR and Employee	S Drive "HR/Personnel Management"
<b>Near Miss Events</b>	<ul style="list-style-type: none"> <li>• Workers Comp Carrier ICW Group "Accident Investigation Form"</li> </ul>	Supervisor	HR and Safety Coordinator	S Drive "Workers Compensation"

## ***APPENDIX II – EXPLANATION OF FORMS***

### EXPLANATION OF FORMS

#### Cognito Accident Incident Forms

These Housing Authority internal forms are used to report incidents such as traffic accidents, injuries to staff and residents, or damage to Housing Authority or resident property. A link to these forms is provided on the desktop of all HASBARCO issued computers. Completion of these forms assures recording of important information about incidents that may be needed to improve safety or for legal purposes.

#### Employee Report of Injury

The “Employee Report of Injury” is State workers compensation form DWC-1- must be completed for each employee injury, including injuries that only require first aid within 24 hours. This allows HR to follow up with the employee to assure there are no further health needs that require care.

State Worker Compensation “Employee Report of Injury” Form DWC1 shall be provided to the employee within one working day or as soon as possible. The employee returns the signed form to HR. Within one working day of receipt, HR will complete the form and submit signed and dated copy to the workers compensation insurance provider and the employee.

#### ICW Group Accident Investigation Form

This form is required as part of the workers compensation program. It provides information to determine the cause of the accidental injury or a near miss. The form must be completed by the Supervisor for first aid, near miss events, and accidents that require medical care within 7 calendar days after knowledge of a recordable work-related injury/illness.

EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS - By law employers are required to submit this form to their Workers' Compensation carrier within five (5) days of an injury to an employee. Therefore, it is imperative that department heads complete their reports in full without hesitation.

Employee Counseling Report - This report is to be used to document unsafe safety practices by any employee. Supervisor should complete the form for any unsafe event and provide education and counseling to the employee. Documenting the unsafe practice and the retraining and warning of the employee will both improve safety practices, and protect the organization should the employee be injured by continuing to engage in unsafe practices.

UNSERVICEABLE or LOCK OUT/TAG OUT EQUIPMENT TAG - This tag, or one similar, shall be placed on any unserviceable tool or piece of equipment which is non-operational or poses a potential safety hazard. Removal of or failure to tag may also be grounds for dismissal.

AUTHORIZATION TO RETURN TO WORK - The Authorization to Return to Work must be signed by the treating physician and submitted to the department head prior to any injured employee's return to regular or conditional work duties. **An employee will not be permitted to work without such approval.**

TIME CARD - INJURY REPORTED - All injuries or occupational illness shall be reported on your time card. Time lost due to illness or injury is recorded under sick leave. The finance department will adjust any use of leave when documentation on third-party payments is received from the employee.

LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESS - This CAL/OSHA Form 300 log and 300 A summary are required by law to be maintained and posted separately for each worksite each year.

### ***Appendix III: Maintenance Staff Tailgate Training Topics***

SAMPLE TAILGATE TRAINING TOPICS	
Battery Handling/ Changing/Charging	Masonry and Concrete Saws
Bloodborne Pathogens	Miter Saws
Confined Spaces	Noise Exposure
Control of Hazardous Energy	Painter Safety
Lockout Blockout Tagout	Personal Fall Arrest/Restraint Systems/
Demolition	Personal Protective Equipment
Driving Distracted	Pesticide Safety
Driving/Backing	Portable Ladder
Electric Equipment Guarding	Raw Sewage/Blood Borne Pathogens/Communicable Disease/PPE
Emergency Action Plan	Posting Requirements (California)
Emergency Procedures (Construction)	Respiratory Protection/Demolition Respiratory Hazards
Equipment & Machinery (Construction)	Roofing
Ergonomics	Scaffolds
Excavation/ Trenching/ Shoring	Silica Dust: Power tool work on concrete or masonry materials
Fall Protection	Spray Painting Safety
Fire Extinguisher & Fire Fighting Equipment	Sun Protection
Fire Prevention Plan	Supervisory Safety Training
Fire Protection	Tanks - Open Surface
First Aid First Aid & CPR	Teamwork in Construction
Flammable Liquids/ Gasses/Vapors - Industrial Plants	Construction Site Theft
Fumigation - General	Tree Work
Hazard Communication	Welding & Cutting Safety - Hot Work
Hazardous Substance Containers Clean/ Repair/Alter	Wildfires
Drywalling Safety	Window Cleaning
Hazardous Waste Operations	Workplace Violence Prevention
Hearing (Noise) Protectors Conservation	
Heat Stress/Hot Weather	The Aging Workforce
Industrial/Lift Trucks (Forklifts) & Tractors	Insect Bites
Injury & Illness Prevention Program	Flat Roofing Safety



## Appendix IV: Annual Calendar of Maintenance Tailgate Topics

### APPENDIX V Lockout Tagout Sample Signage

Lockout/Tagout [https://www.dir.ca.gov/dosh/dosh\\_publications/Lockout-Tagout-fs.pdf](https://www.dir.ca.gov/dosh/dosh_publications/Lockout-Tagout-fs.pdf)

#### SAMPLE LOCKOUT AND TAGOUT SIGNAGE



## ***Appendix VI: COVID Procedure***

### ***HASBARCO COVID-19 Prevention Procedures (CPP)***

All California employers are required to establish, implement, and maintain an effective, written Injury and Illness Prevention (IIPP) program that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203.

COVID-19 is considered a workplace hazard, and most employers must address COVID-19 prevention under their workplace IIPP. COVID-19 prevention procedures must be addressed either in the written IIPP or maintained in a separate document.

The following elements were reviewed in creating this procedure:

CCR, Title 8 sections

- **3205, COVID-19 Prevention**
- **3205.1, COVID-19 Outbreaks**
- **3205.2, COVID-19 Prevention in Employer-Provided Housing**
- **3205.3, COVID-19 Prevention in Employer-Provided Transportation**
- Additional guidance and resources are available at **[www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)**

CCR, Title 8 sections 3205 through 3205.3 apply until two years after February 3, 2023, except for the recordkeeping subsections 3205(j)(2) through (3), which apply until three years after February 3, 2023.

## ***COVID-19 Prevention Procedures (CPP) for Housing Authority of the County of Santa Barbara***

***Origination Date: January 16, 2024***

***Scheduled Review Date: January 14, 2025***

***Authorized By: Irene Vejar, Director of Human Resources   Signature: \_\_\_\_\_***

This procedure is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace.

### ***Authority and Responsibility***

**Director of Human Resources** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand.

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

### ***Application of the Housing Authority of Santa Barbara County Injury & Illness Prevention Program (IIPP)***

COVID-19 is a recognized hazard in our workplace. The HASBARCO IIPP addresses pandemic hazards including COVID-19. The following procedure is referenced and is maintained as part of the IIPP to mitigate and prevent transmission of COVID – 19.

- 1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:**
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and Santa Barbara County Public Health Department orders and guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
    - i. Remote work.
    - ii. Physical distancing.
    - iii. Reducing population density indoors.
    - iv. Moving indoor tasks outside.
    - v. Implementing separate shifts and/or break times.
    - vi. Restricting access to work areas.
    - vii. Requiring the use of masks when recommended

## 2. Training and instruction on COVID-19 prevention is provided:

- a. When this CPP was first established.
- b. To new employees.
- c. To employees given a new job assignment involving COVID-19 hazards and they have not been previously trained.
- d. Whenever new COVID-19 hazards are introduced.
- e. When we are made aware of new or previously unrecognized COVID-19 hazards.
- f. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.
- g. COVID-19 training will be documented in the learning management system.

## 3. COVID-19 Testing

Testing of symptomatic persons and close contacts:

- a. Employer will provide COVID-19 testing available at no cost and during paid time to all employees with a close contact, except for asymptomatic employees who recently recovered from COVID-19
- b. CDPH recommends testing for
  - i. All people with new COVID-19 symptoms.
  - ii. Close contacts who are at higher risk of severe disease or who have contact with people who are at higher risk of severe disease.
- c. Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).
- d. Employer will require testing during workplace outbreaks or major outbreaks in compliance with the COVID-19 Prevention regulations that require testing of all close contacts in outbreaks, and everyone in the exposed group in major outbreaks.
- e. Employees who refuse to test and have symptoms must be excluded for at least 24 hours from symptom onset and can return to work only when they have been fever-free for at least 24 hours without the use of fever-reducing medications, and symptoms are mild and improving.
- f. If a person has COVID-19 symptoms and tests negative on an antigen test, they should test again at least a day later (note that antigen tests in infected people may not be positive right away even if symptoms are present). If a person has a negative result on the second test and is still concerned that they could have COVID-19, they may consider antigen testing again at least another day later after the second test (for a total of 3 tests) OR getting a laboratory-based molecular test (such as NAAT/PCR). The person is also highly recommended to call their healthcare provider who may consider testing for other viral infections or illnesses depending on the severity of their symptoms and/or risk of serious disease.
  - i. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Updated-COVID-19-Testing-Guidance.aspx>

**4. Procedures to investigate COVID-19 illnesses at the workplace include:**

- a. Documenting case information listed below using Appendix B *Investigating COVID-19 Cases*:
  - i. The day and time a COVID-19 case was last present,
  - ii. The date of the positive COVID-19 tests or diagnosis; and
  - iii. The date the COVID-19 case first had one or more COVID-19 symptoms.
- b. Identifying and responding to persons with COVID-19 symptoms at the workplace effectively
  - i. Staff will be instructed to report positive test results or symptoms to their supervisor or the Director of Human Resources.
- c. Encouraging employees to report COVID-19 symptoms, test, and to stay home when ill.
  - i. Staff will be provided with test kits as needed and instructed to remain at home when ill or testing positive for COVID-19.
  - ii. If staff decline testing, they will be instructed to stay at home until symptoms are no longer present as described in 5a below.
  - iii. Masks will be required as described in 4a.

**5. Procedures to Respond to COVID-19 cases at the workplace include:**

**Excluding Cases from the Workplace**

- a. The HA will immediately exclude cases from workplace. Immediately excluding COVID-19 cases during the infectious period (including employees excluded under CCR, Title 8, section 3205.1) <https://www.dir.ca.gov/title8/3205.html> according to the following requirements:

“Infectious period” means the following as defined by CDPH on January 9, 2024.  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Isolation-Guidance.aspx#> This time period, will be used unless otherwise defined by CDPH regulation or order, in which case the CDPH definition shall apply:

  - i. For COVID-19 cases with symptoms, it is a minimum of 24 hours from the day of symptom onset:
  - ii. COVID-19 cases may return if 24 hours have passed with no fever, without the use of fever-reducing medications, AND
  - iii. Their symptoms are mild and improving.
- iv. For COVID-19 cases with no symptoms, there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.
- v. Elements i. and ii. apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee’s close contact or membership in an exposed group.
- vi. Staff will be instructed to avoid contact with people at severe risk of COVID-19 for 10 days\*. Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions, and that put them at higher risk for serious illness.
- vii. \* The potential infectious period is 2 days before the date the symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date.)

### **Masking**

- a. Masking: Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms COVID-19 case must wear a face covering in the workplace:
  - i. Until 10 days have passed since the date that COVID-19 symptoms began or,
  - ii. If the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

### **Close Contact Actions**

- b. Review and conform to current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission, including the following for close contacts:
  - i. If you have new COVID-19 symptoms, you should test and mask right away.
  - ii. If you do not have symptoms, and are at higher risk of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
  - iii. If you do not have symptoms and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people. For further details, see <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Updated-COVID-19-Testing-Guidance.aspx>

### **Orders from Local/State Health Officials**

- a. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- b. If removal of an employee would create undue risk to a community's health, Housing Authority of Santa Barbara County may submit a request for a waiver to Cal/OSHA in writing to [rs@dir.ca.gov](mailto:rs@dir.ca.gov) to allow employees to return to work if it does not violate local or state health official orders for isolation, quarantine, or exclusion. If such a case exists, the employee will be provided an isolated location in the workplace, respirator will be worn if crossing through common areas is necessary, and communication with other employees will take place out of doors with the isolated individual wearing a respirator.

### **Benefits to Employees**

- a. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Housing Authority of Santa Barbara County Human Resources Department will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Housing Authority of Santa Barbara County leave policies and leave guaranteed by contract.



## **6. Providing Notice of COVID-19 Cases to Potentially Exposed Individuals**

- a. Employees and independent contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met. The following methods will be used:
  - i. Use of HASBARCO alert system which provides information via email, phone, and text.
  - ii. Use of email, phone, or text
  - iii. Informing contractor foreman or owner via phone or text.
- b. Appendix B will be used for documentation purposes in accordance with applicable law.
- c. When Labor Code section 6409.6 or any successor law is in effect, Housing Authority of Santa Barbara County will:
  - i. Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
  - ii. Provide the notice to the authorized representative, if any of:
    - 1. The COVID-19 case and of any employee who had a close contact.
    - 2. All employees on the premises at the same worksite as the COVID-19 case within the infectious period.
    - 3. Employees and contractors who were on the premises during the high-risk exposure period will be informed within one business day of the time the HASBARCO is informed of a COVID-19 by the following methods:

## **7. Face Coverings**

- a. Employees will be provided face coverings and required to wear them <https://www.dir.ca.gov/title8/3205.html> :
  - i. When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
  - ii. During outbreaks and major outbreaks.
  - iii. When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact.
- b. Face coverings will be clean, undamaged, and worn over the nose and mouth.
- c. The following exceptions apply:
  - i. When an employee is alone in a room or vehicle.
  - ii. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
  - iii. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.

- iv. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
- v. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- d. If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary.
- e. Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

## **8. Respirators**

- a. Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be:
  - i. Encouraged to use them.
  - ii. Provided with a respirator of the correct size.
  - iii. Trained on:
    - iv. How to properly wear the respirator provided.
    - v. How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
    - vi. The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## **9. Ventilation**

### **For our indoor workplaces we will:**

- a. Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. Housing Authority of Santa Barbara County will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - i. HASBARCO has reviewed and upgraded ventilation in all worksites as of 2023.
  - ii. Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - iii. In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - iv. Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

- v. Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.
- vi. In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

#### 10. Reporting and Recordkeeping

- a. Appendix B the following form or its equivalent will be maintained. Investigating COVID-19 Cases These records will be:
  - i. Kept by Human Resources Department and
  - ii. Retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

3205.1 “This section shall apply until February 3, 2025, except for the recordkeeping subsection 3205(j), which shall apply until February 3, 2026.”

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

### ***Appendix A: COVID-19 Training Roster***

Date training completed: [enter date]

Person that conducted the training: [enter name(s)]

Employee Name	Signature

## ***Appendix B: Investigating COVID-19 Cases***

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law.

**Date COVID-19 case (suspect or confirmed) became known: [enter information]**

**Date investigation was initiated: [enter information]**

**Name of person(s) conducting the investigation: [enter name(s)]**

### **COVID-19 Case Summary**

<b>Name</b>	<b>Contact Info</b>	<b>Occupation</b>	<b>Location</b>	<b>Last day and time present</b>	<b>Date of positive test and/or diagnosis</b>	<b>Date of first symptoms</b>

**Summary of employees, independent contractors, and employees of other employers that came in close contact [CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

<b>Name</b>	<b>Contact Info</b>	<b>Date notified</b>	<b>Date offered COVID-19 testing (employees only)</b>

**Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.**

<b>Name</b>	<b>Date notified</b>

**Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).**

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?  
**[enter information]**

What could be done to reduce exposure to COVID-19?  
**[enter information]**

Was local health department notified? Date?  
**[enter information]**

## ***Appendix C: COVID Outbreaks***

### ***COVID-19 Outbreaks***

**This addendum will apply if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a seven-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period. Reference CCR, Title 8 section 3205.1 for details.**

This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

#### **1. Exclude from Work**

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19 test, will be excluded from the workplace.

#### **2. COVID-19 Testing**

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period.

Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

#### **3. Face Coverings**

Employees in the exposed group, regardless of vaccination status, will wear face coverings when indoors, or when outdoors and less than six feet from another person, unless one of the exceptions in our CPP applies.

#### **4. Respirators**

Employees will be notified of their right to request and receive a respirator for voluntary use, as stipulated in our CPP.

#### **5. COVID-19 investigation, review, and hazard correction**

**HASBARCO** will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. The investigation, review, and changes will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.



- Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce the transmission of COVID-19 based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing to the extent feasible.
  - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
  - Other applicable controls.

### **a) Ventilation**

Buildings or structures with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

### **b) Major Outbreaks**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases as well as employees in the exposed group who do not take a COVID-19 test.
- Immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement. Methods of physical distancing include:
  - Telework or other remote work arrangements.
  - Reducing the number of persons in an area at one time, including visitors.

- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible

## ***Appendix D: COVID Response in Employer Provided Transportation***

### ***COVID-19 Prevention in Employer-Provided Transportation***

**Reference California Department of Industrial Relations CCR, Title 8 section 3205.3(a) for details and exceptions**

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

#### **6. Assignment of transportation**

To the extent feasible:

- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
- Employees who usually maintain a household together shall travel together.

RESOLUTION NO. 4038

Approval of Records Management Policy

WHEREAS the Housing Authority of the County of Santa Barbara (“Housing Authority”) desires to provide for the proper and efficient management of Housing Authority records; and

WHEREAS Government Code section 34090 provides that with the approval of the legislative body by resolution, the head of any department may destroy any record, document, instrument, book or paper, which is more than two years old, without making a copy thereof, after the same is no longer required.

THEREFORE the Board of Commissioners of the Housing Authority of the County of Santa Barbara does hereby approve the attached Records Management Policy.

---

James E. Pearson, Chair

---

Robert P. Havlicek Jr., Secretary/Executive Director

April 18, 2024

***Housing Authority of the County of Santa Barbara  
Records Management Policy***

Proper records management will be conducted through systematic control of the processing, use, protection, storage and final disposition of all Authority records including the establishment and maintenance of a system of filing and indexing.

It shall be the duty of each officer and employee of the Housing Authority to protect, preserve, store, transfer, destroy or otherwise dispose of, use and manage the Authority's records only in accordance with applicable federal, state, or local laws, or such rules as may be approved by the Housing Authority Commission.

**Ownership of Public Records.**

All the Authority's public records are the property of the Housing Authority of the County of Santa Barbara and shall be delivered by outgoing officials and employees to their successors.

**Right to Inspect and Receive Copy of Public Record.**

Any person may inspect a public record and receive a copy to the extent provided by law. Upon written request, any exact copy shall be provided unless it is impracticable to do so.

**Procedures for Inspection and Copying of Public Records.**

With the exception of standard forms, applications, or documents available for general public distribution, a request to inspect or copy shall be submitted in writing to the appropriate personnel.

**Simple Requests.**

A request for the following documents shall be honored as soon as reasonably possible during normal business hours provided the document is specifically and clearly described.

1. Documents already copied and assembled such as books, reports, minutes.
2. Documents totaling no more than fifty (50) pages.
3. Documents clearly not exempt from disclosure.
4. Documents which will not require a total of more than thirty (30) minutes of staff time for searching, gathering, or copying.

**Complex Requests.**

A request related to a document in the following categories shall be referred to appropriate departmental personnel for determination of the best method of handling it. Complex requests may include, but are not limited to, the following:

1. Document request is unclear or of such a general nature that it cannot be located within a reasonable time.
2. The document is in closed Housing Authority files located at an off-site storage area.
3. The document requires duplication, assembly or gathering materials from various sources and totals more than fifty (50) pages.
4. Document request requires more than thirty (30) minutes of searching, gathering or copying.

#### Inspection and Payment of Fees.

To the extent provided by law, a document may be inspected only under the supervision of a Housing Authority employee and shall be surrendered to Authority staff prior to the close of office hours. Upon payment of applicable copying fees (i.e. the actual cost of photo copying and staff time). When allowed, a copy of a document shall be provided to any person so requesting.

#### Responses to Requests for Inspection or Copying.

The staff person handling the request will decide whether the request is complete and adequate and determine whether or not the document is exempt from disclosure pursuant to the California Public Records Act (Chapter 3.5 of Division 7 of the Government Code sections 6250 et seq.) If the staff has any questions as to whether an exemption applies, the Authority's General Counsel may be contacted for guidance. If the requested records cannot be located and produced within ten days, or if they are exempt from disclosure, or if the request is not adequate, a written denial or response shall be mailed or delivered to the requesting party explaining the reason for delay with the date of production, if any, or reasons for non-disclosure. The response or denial should ordinarily be mailed or delivered within ten (10) days after receiving the request. (Government Code Section 6256)

#### Broad and Generalized Requests.

The types of requests for inspection can vary and have different effects on Authority operations. For example, while a request for a single sheet of paper can readily be complied with at minimal expense, a request to inspect and copy all Authority files on a broad subject such as all Authority contracts can present serious problems with respect to disruption of services and expense. Staff shall work with and attempt to help members of the public identify documents. However, the Public Records Act does not require that the Authority's time, public funds, and staff be devoted to doing research for private informational requests where no clear or reasonably identified documents are described. It is the requesting party's obligation to specifically define information requests.

Broad requests or requests requiring staff studies or entailing more than a minimal amount of time shall be referred to the Executive Director for determination as to the best method of providing review and inspection.

Certified Payroll Records are retained in accordance with California Labor Code 1174 and the Fair Labor Standards Act (FSLA) that require all payroll records to be kept for a minimum of three years.

#### Destruction of Records

Department Heads shall present written requests for destruction of original records to the Executive Assistant at the beginning of every year. The request to the Executive Assistant shall (i) clearly indicate facts showing that destruction is consistent with this policy; (ii) shall list those records that are no longer needed; and (iii) contain a recommendation that they be destroyed.

After the Executive Assistant has reviewed each request for destruction of records, a Resolution requesting authority to destroy specific records will be prepared and submitted to the Housing



Authority Commission or approval. If the Housing Authority Commission approves the Resolution, the Executive Assistant may destroy the records listed in the Resolution.

Generally, records shall be at least 5 years old and no longer required for the proper administration of the Authority, prior to a recommendation for destruction. Exception: Applications for employment from individuals who were not employed by the Housing Authority, may be recommended for destruction once they are 2 years old.

This policy does not authorize the destruction of the following:

1. Records affecting title to real property or liens thereon;
2. Records relating to any pending claim or litigation or any settlement or other disposition of litigation within the past five years;
3. Records required to be kept by statute;
4. Records less than two years old;
5. The minutes, ordinances, or resolutions of the Housing Authority Commission.

A department head having custody of a public record may, without the approval of the Housing Authority Commission or consent of the Executive Director, cause to be destroyed any such records if all the following conditions are met:

1. The record, paper, or document is photographed, photocopied, recorded in the electronic data processing system, reproduced on any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document, or reproduced on any other medium in compliance with the Code of Federal Regulations Title 21 Chapter I Subchapter A Part 11 and Government Code section 12168.7 for recording of permanent records or nonpermanent records.
2. The device used to reproduce the record, paper or document on film optical disk, or any other medium is one, which accurately and legibly reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.
3. The photographs, microphotographs, or other reproduction of film, optical disk, or any other medium are made as accessible for public reference as the original records were.
4. A true copy of archival quality of such film, optical disk, or any other medium reproductions shall be kept in a safe place for security purposes. However, no page of any record, paper or document shall be destroyed if any such page cannot be reproduced on film with full legibility. Every such unreproducible page shall be permanently preserved in a manner that will afford easy reference.

**Records Storage – Retention Guidelines for Hardcopy Documents**

All records packaged for storage must be packed by department – all records packed together must have the same retention time. This list is not intended to be inclusive of all Housing Authority records. If you wish to store files not listed, please contact the Executive Assistant for retention information.

<b>Record Type</b>	<b>Retention Period</b>
Financial Documents	3 years
Housing Documents	1 year after being scanned

\*FILES OF TENANTS WHO OWE THE HOUSING AUTHORITY MONEY ARE PACKAGED SEAPRATELY AND ARE KEPT INDEFINITELY.