

GROUND RULES

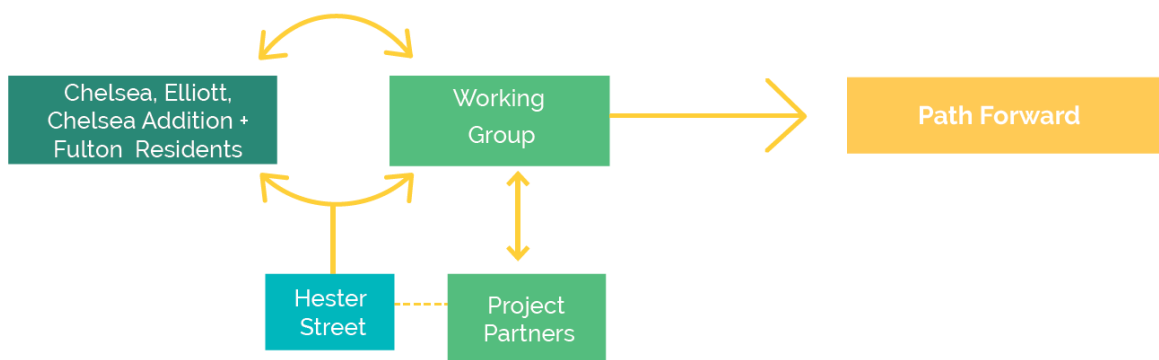
- Show up! Come to meetings on time, every time. Participate actively.
- Eyes on the Prize. Work together toward shared goals.
- Step Up, Step Back. Recognize different levels of power in the room. Center NYCHA resident experience.
- Stay curious. Be open to new ideas and innovative solutions grounded in pragmatism.
- Respect each other and the space. Commit to confidential discussions and shared learnings.
- Get the job done. For every problem, offer at least one solution – move to action and implementation.

NYCHA Chelsea, Chelsea Addition, Elliott & Fulton Houses

PROCESS CHART

KEY FEATURES

- **Transparent** roles + responsibilities, engagement purpose, parameters, goals and outcome/s
- **Iterative** Working Group (WG) informs public engagement (PE) and vice versa
- **Center resident** knowledge and experience
- **Recognize urgency** of NYCHA capital needs



ROLES

Working Group Members – NYCHA Chelsea residents, RA members, elected officials, NYCHA, City Hall

- Provide project guidance
- Learn about and discuss options, contribute knowledge and experience
- Weigh in on WG agendas and public workshop content
- Promote public engagement. Co-host public workshops and support outreach efforts
- Collaboratively develop recommendations/path forward informed by public feedback

Housing Practitioners – advocates and academics w/NYCHA and public housing knowledge + experience

- Contribute knowledge and expertise to WG discussions
- Present to WG on specific topics as requested
- Contribute to public workshop content as requested
- Do not weigh in on decisions

Project Partners – WG member volunteers

- Operational NOT decision-making body
- Review WG meeting agenda and content
- Ensure WG attendance
- Support public workshop outreach efforts

Public Engagement – NYCHA Chelsea residents and other key stakeholders (open to public)

- Identify resident needs and priorities
- Learn about and discuss options, contribute knowledge and experience
- Weigh in on draft recommendations/path forward

Facilitator – Hester Street

Working Group + Project Partners

- Facilitate WG meetings – ensure the agenda is covered, meetings run on time, and that all attendees participate
- Coordinate meeting logistics – venue, set up, refreshments, etc.
- Draft WG meeting agendas based on WG input, circulate to Project Partners to finalize
- Share meeting materials w/WG before meetings, take notes and circulate to WG before each meeting
- Communicate regularly with WG to ensure deadlines are met and consistent progress is made.

Public Workshops

- Lead facilitators at public workshops
- Coordinate meeting logistics (venue, set up, materials, refreshments, translation, etc.) w/NYCHA staff
- Support NYCHA and Co-sponsor outreach efforts with flyers and other materials
- Develop workshop format, agenda and content w/input from WG
- Train NYCHA staff and WG member volunteers to co-facilitate
- Document all workshops – notes and photos. Share with WG and beyond