

5th IMPACT TINY SHELTERS

5th Impact Housing Program Prospective Participants

Qualifications: To be considered for admittance into the 5th Impact tiny homes shelters, prospective program participants shall possess the following: a desire to remain drug/alcohol free, the desire to move from being chronically homeless to renting or owning their own residence, the ability to get along with staff and other residents, the willingness to abide by all house rules and the determination to work an individualized program plan.

Screening: All prospective program participants must meet with the 5th Impact Screening Committee for an intake and assessment appointment before consideration for admittance into the program.

Consent & Authorizations: A consent for release of information and consent for services must be signed before admission into the program.

Checks & Procedures: As part of the intake and admissions process 5th Impact Screening Committee is required to run a local background check on every prospective program participant. This includes but is not limited to a local court records check and a check of the Megan's Law website. Sex offenders are not eligible for admittance into 5th Impact program.

Intake: All other forms must be complete, signed and approved by the 5th Impact Screening Committee before the potential program participant can be admitted into the program.

5th IMPACT TINY  SHELTERS

5th Impact Housing Program Participant Residency Requirements

Agree to implement all action plans as written in the Individual Service Program Plan.

Agree to take part in or receive services from outside agencies or groups. It is the goal of the 5th Impact project to ensure that each program participant receives all the necessary tools and resources to further the goals as identified in the Individual Service Program Plan with the Case Manager.

Agree to obtain a mental health evaluation and/or screening prior to or after admission into the program.

Agree to respect the rights and property of the other residents and get along with the other residents.

Agree to abide by all house rules.

Agree to follow individualized plan for services.

Agree to attend employment services or apply for SSI/SSDI within the first 30-days upon entry to the program.

Agree to a probationary period when first entering the program which will range from 30 to 90 days.

Agree to a progress review every 30 days by the 5th Impact Screening Committee. The review will include program participation and employment or SSI/SSDI progress.

Agree to give a 30-day written notice if discharging from the program for any reason with an agreed upon move out date pre-arranged with the Volunteer Resident Coordinator. Sheets, towels, storage boxes and all other basic household supplies provided to a program participant for usage by the 5th Impact Project, must be returned at the time of discharge. All personal items need to be removed from the tiny home shelter by the agreed upon move out date. Any property that remains on site after one week of agreed upon move out date will be discarded.

Initials: _____ Date: _____

5th IMPACT TINY SHELTERS

5th Impact Housing Program Information, Guidelines, & Rules

Behavior: Program participants are expected to conduct themselves in an orderly and socially acceptable manner. Rules of common courtesy, respect, cleanliness, and cooperation will be expected.

Program participants are required to follow all local, state, and federal laws and act in accordance with those rules and regulations.

Program participants are not allowed to disrupt the houses or their fellow program participants with their actions and/or inactions.

Though arguments and verbal altercations may occur from time to time, yelling, screaming or using profanity towards one another or staff is unacceptable behavior.

If a program participant's behavior becomes disruptive due to mental health issues, actions will be taken to resolve the situation, and modify the behavior accordingly.

Program participants need to be cognizant of their own goals, plans, and situations. Each program participant is responsible for taking care of themselves, physically, mentally, medically, financially, and behaviorally.

The 5th Impact tiny homes shelter project is located on Solano County owned property within Vacaville City limits. Tenants/program participants are not to trespass on surrounding residential property, shall not "panhandle or sponge" or solicit area residents, and shall not engage in any criminal conduct.

Alcohol and Non-Prescription Drugs: Alcohol, illegal drugs, or non-prescription drug use or possession of any of the above is strictly prohibited from the property.



5th IMPACT TINY SHELTERS

Medication Management: All prescription medication being taken must be disclosed to the Volunteer Resident Coordinator. Prescription medication must be taken in the dosage and frequency prescribed. Non-use of prescribed medication may be grounds for removal from the program if behavioral disruption occurs because of the prescribed medication discontinuation. Abuse of prescription medication will not be tolerated. Taking or possessing prescription drugs that are prescribed to someone else is prohibited.

Medication Storage: Each program participant is required to ensure that all of their medications are properly stored at all times. Medications are not to be left out in plain view of others including program participant's roommates. Medications that need to be refrigerated need to be properly labeled and placed in the refrigerator.

It is the program participant's responsibility to ensure that any medications that require refrigeration are stored in an area that is free from any type of contamination.

In an effort to protect and safeguard each program participant's prescribed medications and personal property, each program participant will receive a storage box with their own lock and key at admission. The storage box is to be used by program participants to properly secure their medications and other items as they see fit. The storage box, key, and lock will be maintained by each program participant throughout their program participation.

Each storage box is numbered as are the locks and keys, so that program participants are only able to access their own storage boxes.

The Volunteer Resident Coordinator will possess a spare key to each lock box in case of emergency or a lost key.

When a program participant is discharged from the program, they are required to return the storage box, lock and key to the Volunteer Resident Coordinator.



5th IMPACT TINY SHELTERS

Violence: Violence or threats of violence will not be tolerated within the program at any time. Physical confrontation and/or verbal abuse by one program participant towards another program participant for any reason is unacceptable behavior and may result in the immediate discharge of one or both program participants.

An act of violence can be defined as one of the following but is not limited to:

- Physical force exerted for the purpose of violating, damaging, or abusing,
- An instance of physical force, usually effecting or intended to affect injuries, destruction, etc.
- Powerful, untamed, or devastating force, an unjust, unwarranted, or unlawful display of force, to inflict harm upon; damage or violate

In the event of a violent act or threats of violence, the Volunteer Resident Coordinator will contact local law enforcement and report the incident.

Emergencies: Program participants at times may find themselves in a situation in which there is an emergency and they need to call 9-1-1 for assistance. An emergency is any serious situation where a law enforcement officer, fire fighter, or emergency medical help is needed right away.

Some examples of when to call 9-1-1 are as follows:

- Fire - building, car, grass, etc.
- Heart attack or stroke symptoms
- Unconsciousness
- Drowning
- Breathing Problems
- Chocking
- Poisoning
- Crime in progress
- Domestic violence
- Person with a weapon
- Physical altercation between program participants and/or staff
- Serious accident with injuries

Initials: _____ Date: _____



5th IMPACT TINY SHELTERS

Program participants are **NOT** to call 9-1-1, unless there is a serious situation in which immediate assistance is required.

Some examples of when **NOT** to call 9-1-1 are as follows:

- For information (use 4-1-1)
- Minor car accidents without injuries
- Barking dogs
- Power outage during a storm
- Loud parties
- Weather and road conditions
- For keys locked in a vehicle
- Verbal arguments between program participants and/or staff
- As a prank

In the event that 9-1-1 is called, program participants are required to notify the Volunteer Resident Coordinator immediately and advise him/her of the situation. Program participants should notify the Volunteer Resident Coordinator within 30 minutes of the incident or as soon as reasonably possible.

House Management: The Volunteer Resident Coordinator is responsible for all house management functions and serves as the afterhours contact person. If there is a problem at any of the tiny homes shelters, it is the program participant's responsibility to inform the Volunteer Resident Coordinator of the issue.

If a program participant discovers a housing maintenance problem they need to contact the Volunteer Resident Coordinator, and inform them of the problem.

If a situation and/or incident occurs after regular business hours (4:00 p.m. – 9:00 a.m.) and it requires urgent and/or immediate contact or notification program participants are to contact the Volunteer Resident Coordinator.

Some examples of when to call the Volunteer Resident Coordinator after hours are:

- When 9-1-1 is called for any reason
- When a verbal or physical altercation among program participants occurs

Initials: _____ Date: _____

5th IMPACT TINY SHELTERS

- When a program participant feels threatened
- When a program participant wants to harm themselves or others
- During any crisis situation where intervention is needed
- When a program participant needs to speak to someone about an issue that occurred and they are unsure of what to do or how to handle a situation that has occurred at the houses
- When there is a disruption of the houses and assistance is needed
- When there is a natural disaster in relation to and directly affecting the tiny homes shelters
- When a program participant has a family emergency and assistance is needed
- When a program participant appears to be mentally or medically unstable

Examples of when **NOT** to call the Volunteer Resident Coordinator after hours are:

- To discuss case management services
- To discuss future transportation needs
- To discuss future medical appointments
- To discuss the status of household supplies
- To discuss any issues that can and need to be taken care of during regular business hours

Open fires are not permitted in or on the property of the 5th Impact tiny homes shelter project.

Each Structure will have a smoke detector and a fire extinguisher. Community Action North Bay, Vacaville Fire Department, and Solano County shall have the right, upon reasonable notice, to ensure that all smoke detectors and fire extinguishers are in working order.

Smoking: Smoking is only permitted in the designated areas. Smoking within 10 feet of any doorway is forbidden. Smoking inside the tiny homes shelters is prohibited for any reason at any time.

5th IMPACT TINY SHELTERS

It is the program participant's responsibility to properly dispose of all ashes and cigarette butts properly. Proper receptacles on site are to be used to avoid fire danger and littering.

Tiny Home Shelter Activities: Gate entrance will remain closed from 10pm-6am with exceptions for emergency or individual work schedules if employed.

Guests are not permitted on site. Tenants must visit friends and family off site.

Quiet will be maintained from 11:00 pm - 7:00 am in all common areas inside and outside the houses. Loud music, watching TV, utilizing the computer, playing video games and loud talking is prohibited during this time.

Tenant Attendance: Program participants are required to have an overnight stay in the tiny homes shelters each day of tenancy. Exceptions will be made for emergencies and family emergencies.

The Volunteer Resident Coordinator will monitor tenant attendance regularly.

Site Clean-Up & Maintenance Duties: Duties will be assigned to each program participant upon entry into the program. The maintenance duties list will be posted once a month with each program participant receiving a designated time to complete duties.

Clean-Up and Maintenance descriptions and expectations are posted in each house for program participants to review when needed.

If a program participant refuses to complete their assigned clean-up and maintenance duties without good cause or if they complete the duties in a manner that is unsatisfactory, they will be given a verbal warning followed by further consequences which could lead to the program participant being discharged from the program.

Trash receptacles will be provided on property; the tenant/program participant agrees to use such containers, not allow accumulation of trash, and keep the property grounds clean and orderly.

5th IMPACT TINY SHELTERS

Laundry: Program participants are responsible for washing their own clothes, towels, bedding and other items on a weekly or an as needed basis.

Bedrooms: Program participants are expected to keep their tiny homes shelter clean and neat at all times. Beds must be made every morning and rooms must be inspection ready at all times. Tiny homes shelters should be free of clutter and all areas easily accessible.

The Volunteer Resident Coordinator, law enforcement, Community Action North Bay, or Solano County staff has the right to enter any tiny home shelter at any time. The Volunteer Resident Coordinator will monitor and inspect tiny home shelters as needed. The program participant does not have to be present for staff to enter and search a room.

Food: Program participants are required to furnish their own food. This can be done through income based purchases, food subsidy assistance programs (Cal-fresh), or meal services offered by the faith and nonprofit communities.

Program participants need to write their name and date on their food items when at all possible to avoid any potential problems or confusion regarding who bought what and who's food is whose.

Expired foods should be disposed of when they are discovered to follow basic health regulations and standards.

Personal Belonging's - Program participants are only allowed to bring in a limited number of personal items. Personal belongings need to be limited to necessities only, as the 5th Impact tiny homes shelters have limited space. The type and quantity of personal belongings that enter the houses needs to be pre-approved by the Volunteer Resident Coordinator. Any belongings that a program participant brings into the houses are done so at their own risk.

Examples of items that program participants are allowed to bring into the houses:

- Clothing
- Personal Hygiene items
- Medications
- Personal food items (No expired food)

5th IMPACT TINY SHELTERS

Examples of items that program participants are prohibited to bring on to 5th Impact property:

- A weapon of any nature including but not limited to guns, knives, brass knuckles etc.
- Alcohol of any nature, including but not limited to wine, vodka, beer etc.)
- Drugs and drug paraphernalia
- Television set(s)
- Vacuum cleaner
- Tools
- Air mattresses
- Any and all furniture

If a program participant utilizes any of their personal belongings in the houses and the item is broken or becomes non-operational, the 5th Impact Project is not responsible for the replacement, repair or the disposal of the items.

Pets: There will be animal kennels for tenants to keep their pets in while on site. Animals must remain kenneled or kept on a leash 6 feet or shorter while on the 5th Impact property.

Animals are prohibited inside the tiny homes shelters.

Tenants are responsible for proper clean-up and disposal of all animal messes.

Tenant is liable for their animal's behavior. If an animal is found to be a danger to other animals or tenants, the owner must remove the animal from the premises.

Vehicles – Only one personal vehicle per program participant is allowed. Vehicles need to be operational, properly registered and properly insured at all times. Only registered and insured vehicles are to be parked on Brown Street adjacent to the 5th Impact tiny home shelters.

The California Penal Code states that no vehicle shall be parked on a city street for more than 72 hours without moving. Therefore, all program participants with vehicles are required to move their vehicles on a regular basis. If a vehicle is ticketed or towed as a result of violating any state law, the program participant is responsible for rectifying the situation.

Initials: _____ Date: _____

5th IMPACT TINY SHELTERS

Program participants need to provide the 5th Impact Screening Committee with proof of vehicle registration and insurance bi-annually or at any time a change occurs. If a program participant has a vehicle but does not have a valid driver's license, they too need to ensure that they move or have their vehicle moved on a regular basis.

If a program participant's vehicle becomes non-operational while in the program, they are responsible for removing the vehicle from Brown Street.

Donations: Program participants are not permitted to solicit or accept donations of furniture, clothing, household items, electronics, appliances or any other item without prior authorization from the Volunteer Resident Coordinator.

Recycling: Program participants are expected to properly recycle all of their eligible household supplies and containers. Recycling information is posted in each house. Program participants are expected to review the information and ensure that proper recycling occurs on a weekly basis in conjunction with sanitation service pick-up.

Rule Violation Warnings: Verbal warnings will be communicated to the program participant by the Volunteer Resident Coordinator for minor infractions of the program rules.

Written warnings may be issued to program participants for rule infractions that are repeated or are of a serious nature.

Upon issuance of a first written warning, the Volunteer Resident Coordinator will meet with the program participant to discuss the problem. A copy will be kept in the program participant's file.

Upon issuance of a second written warning, care plan providers will be notified by the Volunteer Resident Coordinator. A copy will be kept in the program participant's file.

Upon receipt of a third written warning the 5th Impact Screening Committee will meet with the program participant to decide if removal from the program is in order.

Initials: _____ Date: _____

5th IMPACT TINY SHELTERS

Common Violations: Any of the following are common violations which may result in corrective measures being taken

- Disobeying or ignoring the Volunteer Resident Coordinator's directions
- Not complying in good faith with the agreed upon program plan
- Not keeping public / community living areas clean
- Refusing to do the assigned weekly chores without good cause
- Conducting yourself in an socially inappropriate manner
- Being disrespectful to staff or other program participants
- Continued and unnecessary verbal altercations with other program participants
- Gossiping or creating unnecessary drama within the houses and/or program
- Causing disruption to the houses and/or program
- Bringing negative attention to the houses and/or program

Severe Violations: Any of the following are severe violations that may result in immediate discharge from the program

- Having a visitor stay over at night
- Stealing from other residents
- Any act of violence/intimidation against staff, or other program participants
- Intentionally vandalizing 5th Impact property

5th IMPACT TINY SHELTERS

Agreement & Disclaimer: This agreement is entered into between _____ (the tenant/program participant), Community Action North Bay (owner of Tuffshed tiny shelter units), and Solano County (owner of the land located on Brown Street directly behind the William J. Carroll Center in which Tuffshed tiny home shelters are placed). Community Action North Bay and Solano County, agree to provide emergency temporary shelter to the tenant/program participant for a limited period without charge. It is Community Action North Bay and Solano County’s intention by this agreement to offset negative public consequences and expenditures of the displacement of persons. Community Action North Bay and Solano County, reserve the right to change, amend, update or make additions to the 5th Impact Housing Program Information, Guidelines, and Rules at any time. Community Action North Bay and Solano County also have the right to interpret and apply the Information, Guidelines, and Rules at their own discretion and may do so differently on a case by case basis.

Tenant/Program Participant

Signature:	Date:
Print:	

5th Impact Screening Committee

Signature:	Date:
Print:	
Signature:	Date:
Print:	
Signature:	Date:
Print:	

Initials: _____ Date: _____