**Transitional Emergency Housing for Displaced/Homeless Families**

**Occupancy Agreement**

 **Our Mission**

To provide safe and stable temporary transitional housing in the form of RV units and an emergency service home located at 62024 Dean Swift Road, Bend, Oregon, for families displaced due to COVID-19 and/or other economic issues and barriers. Our focus is to help families become as self-sufficient as possible while providing basic emergency transitional housing and resources during this transitional period in their lives. We wish to be of utmost support throughout these trying times and to assist and guide families to get back on their feet and succeed in moving forward in a positive way.

**What Our Program Looks Like**

Those who qualify will be parents/legal guardians and their children who have lost housing due to COVID-19 or other qualifying economic issues and are experiencing homelessness. Families of 3-5 persons may be qualified to live (on a emergency and temporary basis) in our RV units. Families will be assessed upon intake to determine a specific self-sufficiency plan of action for moving forward. The basic stay may be up to a maximum of 90 days, in which the families will participate in work searches, action plan meetings, chores/volunteer work, and attend required groups/classes that concern budgeting and/or future planning. We will provide resources as needed and expect documented efforts for self-sufficiency.

Every week, families will meet with the Program Manager to create an action plan and review progress towards self-sufficiency. If a family is offered stable, longer-term housing and refuses the opportunity, it may affect continued occupancy at a Dawn’s House transitional RV unit. Occupancy is subject to and contingent upon all occupants following all of Dawn’s House’s rules, expectations (as set forth herein and as subsequently adopted) and working towards self-sufficiency. Occupancy may be terminated at any time pursuant to this Occupancy Agreement.

This Occupancy Agreement will remain in effect through the duration of Deschutes County’s Phase 3 reopening, and shall terminate upon the earliest of the following to occur: (a) expiration or termination of the City of Bend’s Emergency Declaration for Transitional Housing (Section 17); (b) 90 days from the date of this agreement; or (c) upon written notice from Dawn’s House that occupancy under this agreement has been or will be terminated.

**Rules and Expectations**

**Occupant Accountability**

Occupants of Dawn’s House’s transitional RV units are responsible for their behavior and actions (and that of their children) at all times while on premises. Violations of this agreement may affect continued occupancy.

**Privacy And Confidentiality**

The staff and volunteers at Dawn’s House are committed to protecting the confidentiality of the occupants of its transitional RV units. Occupants agree to respect the confidentiality of other occupants. Privacy, including (without limitation) auditory privacy, is not guaranteed in common areas. Occupant property is subject to search at any time to ensure compliance with this agreement.

**Language and Behavior**

Occupants agree to treat staff, outside agency workers, volunteers, and fellow transitional housing occupants with respect. Abusive language and aggressive behavior is prohibited. Dawn’s House will not tolerate yelling, bullying, aggressive actions, acts or threats of violence, speech/actions that are racist, homophobic, and/or sexist or any statements or actions that disparage an individual’s race, sexual orientation, gender identify, age, disability, religion, or any other status protected by applicable law. Any unwanted sexual advances either in person or electronically will not be tolerated. Pornographic or sexually explicit material (electronic/video/print) is not permitted anywhere on site at any time.

**Mental Health**

 If any mental health issues or diagnosis are omitted on application or if mental health counselling requirement is not being met DAWNS House may exit the resident. DAWNS House reserves the right to exit residents displaying mental health related disruptive behavior. We specialize in drug and alcohol, homelessness, and self-sufficiency not mental health.

**Chores/Cleanliness**

Each family will be responsible for completing daily chores in their RV unit, as well as assigned community weekly chores. Each RV unit must remain clean, maintained and cared for, clutter free and in a safe and sanitary condition at all times. The Program Manager will have access to RV units to ensure compliance with these requirements. No personal belongings/toys/etc. are to be left outside of the RV unit. Each family will participate in snow removal, etc. consistent with weather conditions.

**Animals.**

Pets and animals (except disability service animals, NOT emotional support animals) are not allowed on the premises or in an RV unit at any time.

**Drugs/Alcohol**

We have a zero-tolerance policy for unlawful drugs and alcohol or any paraphernalia on site and in any RV unit. All occupants agree to random urinalysis and breathalyzer tests. An occupant’s use and/or possession of illegal drugs and alcohol, including, without limitation, marijuana, both on- and off-site, is strictly prohibited. Being under the influence of drugs or alcohol while an occupant, possession of either drugs or alcohol on site, possession of drug paraphernalia (including needles, pipes, syringes, cooking devices, etc.), or possession of prescription drugs that have not been prescribed, is prohibited. Prescribed narcotic medications must be kept in the original container and given to house manager for distribution. Violations of these rules will result in immediate removal from program and the termination of occupancy.

**Fraternization/Guests**

Occupants are prohibited from entering RV units other than their own at any time. No guests are allowed in any RV unit or on the premises at any time. These RV units are for families and approved persons only.

**Theft/Lost Property**

Dawn’s House is not responsible for any damage, theft or loss of personal property or belongings Each family is responsible for locking the RV unit when they leave and to keep their belongings safe and secure. Anyone caught stealing from anyone at any time will be removed from the program and their occupancy will be terminated immediately. The RV units may not be altered or moved or relocated on the premises or off the premises without the prior written consent of Dawn’s House.

**Employment/Future Building**

Each family will be required to participate in full-time work or work search activities if applicable, and any other future building activities set in their transition or action plan. We will provide budget assistance, resources for learning to build a resume for work search, assistance with getting set up with SNAP and OHP, as well as other community resources. We expect occupants to keep a tracking sheet to be turned in weekly of all self-sufficiency activities completed for that week, and any goals met or newly set.

**Curfew**

We have a curfew of 10 pm on weeknights, and 11 pm on weekends, with exceptions for work and other approved activities, as well as a quiet time between 10 pm and 8 am every day.

**Food**

Each family is expected to provide their own food. Dawn’s House will provide resources to get help with SNAP benefits, food boxes, and food budget planning for qualified program members, as well as additional support depending upon needs.

**Trash/Recycling and other Chores**

Families will be responsible for trash being properly discarded daily as well as recycling. Each family will be assigned particular weeks for being responsible for taking the main garbage and recycling receptacles

out to the street for pick up on Wednesdays no later than 9:30 pm. A schedule will be handed out each week of community chores assigned. Occupants are required to timely perform their assigned chores.

**Mail**

The Program Manager will be responsible for delivering mail directly to each family. Program participants may not personally check or remove mail from the mailboxes.

**Progress Meetings**

Each family will be assigned an individual meeting time with the Program Manager weekly to assess current progress and additional needs as well as making sure commitments are being met. These meetings are mandatory. These meetings will be used to monitor progress, provide additional assistance and resources, and give support and encouragement to occupants, as well as address any issues or concerns.

**Laundry**

We have no laundry services available at our property.

**Smoking and Fire Safety**

Smoking, e-cigarettes, vapes, and chewing tobacco are always prohibited in any RV unit. Such activities are permitted outside only and in designated areas. All cigarette butts and trash must be properly disposed of. Violations may result in removal from program and termination of occupancy.

There may also be no incense or candles burning in the RV units. This includes wax pots, or anything that could cause damage or danger to the unit. Tampering with smoke detectors or unnecessarily discharging a fire extinguisher are prohibited. Fireworks or explosives may not be on the property at any time. Violation will result in an immediate termination of occupancy.

**Weapons**

There are to be no weapons of any kind on the property at any time for any reason.

**Parking**

There is no parking available back in the RV area. ALL residents with vehicles will need to park on Dean Swift Road

**Children**

Children 14 and under are to be always under adult supervision and may not wander around property at any time. Children will be expected to follow the same rules as parents and parents will ultimately be held responsible for their behavior.

**Medical Care, COVID and Safety**

It is mandatory for all DAWNS House residents and staff to be vaccinated. If you need assistance a staff member will help y9ou with the proceedings. Dawn’s House does not provide medical care, medication management, housekeeping, shower assistance, transportation or assistance around the site, or other related services. All occupants are required to abide by federal, state, and local health and safety directives and restrictions, including those relating to COVID-19. This includes wearing a mask and always maintaining proper physical distancing.

**Violations**

**Written Warnings and Exits**:The purpose of the warning and termination of occupancy system is to ensure that Dawn’s House’s transitional housing is a place of safety and accountability for everyone.

“**No Tenancy Created.** I understand and agree that the lodging being provided to me is a part of the sobriety program in which I am participating, and that the monthly participation fee covers those services and is not rent. No tenancy or other property interest is created thereby, and I herebyexpressly waive any claim or right that may be available to a “tenant” under Oregon law.”

**Written Warnings and Termination of Occupancy:** An occupant who breaks a Dawn’s House rule or expectation may be given a warning outlining the offense. Generally, an occupant who receives three warnings will be terminated from the program and their occupancy will be terminated effective immediately. However, Dawn’s House reserves the right to terminate occupancy at any time, with or without warning. Occupants terminated from the program and/or who have had their occupancy terminated will be required to vacate the RV unit and premises immediately.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this Occupancy Agreement and accept and agree to all of its terms and conditions. I agree to abide by all rules and regulations set forth herein and by DAWN’s House’s related to its Temporary Transitional Assistance Program. I understand and agree that any failure to comply will result in consequences, up to immediate termination from the program and termination of occupancy in an RV unit for both myself and my family.**

**Printed Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Contact Info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency Contact Info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Manager Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**