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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Sara Bedford
Director, Human Services

SUBJECT: SquareOne Village Model As A Viable
Model For The City Of Oakland

DATE: August 19, 2019

City Administrator Approval

Date:

S
8/29/19

RECOMMENDATION

Staff Recommends That The City Council Receive An Informational Report From City Staff On The SquareOne Village Model As Instituted In Partnership With The City Of Eugene, Oregon, And Whether This Is A Viable Model For The City Of Oakland To Pursue In Its Solutions To Homelessness.

EXECUTIVE SUMMARY

On April 4, 2019, the Rules and Legislation Committee requested an informational report from the City Administrator to determine the viability of implementing the SquareOne Villages model to mitigate the housing and homelessness crisis in Oakland. The Human Services Department examined the SquareOne Villages model and assessed the feasibility of implementing the program in Oakland.

SquareOne Villages is a 501 (c)(3) nonprofit organization that manages a pilot transitional housing program in Eugene, Oregon. The program, named Opportunity Village Eugene (OVE), is currently operating on a city-owned parcel leased to SquareOne Villages, and provides 30 temporary structures that can shelter up to 45 participants at a given time.

The program is self-managed by its residents, who provide site security and maintenance through mandatory volunteer shifts, however, program oversight and adherence to program rules and local regulations are the responsibility of SquareOne Villages staff. All startup and operational costs are provided to SquareOne Villages by private donations and small grants. The City of Eugene does not provide any funding for the program.

After conducting a review of the program's participant and municipal agreements, in conjunction with follow-up discussions with staff from SquareOne Villages and the City of Eugene, the program model as instituted in Eugene would only be a viable intervention in the City of Oakland if the City can identify and retain a local nonprofit agency with the fundraising and organizational capacity exemplified by SquareOne Villages.

Item: _____
Life Enrichment Committee
September 10, 2019

Furthermore, the political climate in Oakland differs from Eugene, Oregon, and program parameters, which currently require background checks and medical examinations for residents, unrestricted site access to law enforcement personnel, and mandatory fire and safety inspections may present implementation challenges in Oakland.

BACKGROUND/LEGISLATIVE HISTORY

Opportunity Village Eugene (OVE) was one of several pilot programs that was developed in response to the Occupy Movement in Eugene, Oregon. On December 10, 2012, the City of Eugene's City Council authorized the use of its Public Works & Maintenance Complex as the site for what would later become Opportunity Village.

On July 30, 2013, the City of Eugene executed an operational agreement for zero dollars with SquareOne Villages (formerly Opportunity Village, Inc.) to "administer, manage and operate a low-cost micro housing pilot project as a transitional housing facility for up to 45 persons." The City-owned site was leased to SquareOne Villages for one dollar, and the nonprofit organization was required to meet all City insurance requirements prior to the execution of the agreement. The City of Eugene did not provide funding for the program at the time of its inception, nor anytime thereafter.

In August 2013, five units were constructed with volunteer labor and donated materials. OVE was permitted as a "homeless shelter," which required a conditional use permit to satisfy Eugene's land use provisions. The structures are considered "sleeping units" as opposed to "dwelling units," a designation that ensures the structures meet Eugene's building code requirements specific to temporary structures. More units were constructed as additional materials and volunteer labor became available. The total number of units was capped at 30, which is the current number of units on-site today. Each wooden unit is between 60 and 80 square feet in size. The site is fenced and security is provided at the entrance gate. There is no electricity, heat, or running water provided inside each individual unit. A communal area provides a food pantry, restrooms, laundry services, electricity, water, internet and computer access. Case management and wrap-around services are not provided on-site.

In addition to Opportunity Village, SquareOne Villages recently launched Emerald Village, an affordable tiny home co-operative consisting of 22 permanent dwellings constructed on slab foundations with sleeping and living areas, restrooms, and kitchenettes. These permanent dwellings are distinct from the temporary sleeping units offered at Opportunity Village. The cost per unit at Emerald Village is estimated to be around \$55,000, which includes the cost of land, and "members" are expected to make monthly payments (around \$300) to the co-operative to cover utilities, maintenance, operational costs, and long-term reserves. Each member also pays a membership fee of \$50 per month - enabling the member to create a modest asset that can be cashed out if they choose to leave. SquareOne Villages retains ownership of the property in a trust.

It is important to note that Emerald Village and Opportunity Village are two separate programs managed and operated by SquareOne Villages. Opportunity Village is a temporary transitional housing program operated on a City-owned lot. Emerald Village is a new, permanent affordable

tiny housing co-operative that operates on private land and has no affiliation with the City of Eugene. Emerald Village is in its infancy stage, and since the program has not yet been in operation for a full year it is too early to determine if this specific model is a viable alternative in Oakland. It is also difficult to assess the program from an agency perspective since it operates devoid of local government involvement. Opportunity Village, on the other hand, has operated for nearly five years under an operational agreement with the City of Eugene, and therefore will be the focus of this report's analysis.

ANALYSIS AND POLICY ALTERNATIVES

The stated purpose of Opportunity Village Eugene (OVE) is "to provide temporary, safe shelter that will help people who are unhoused transition to more stable, permanent housing." Since opening in August 2013, OVE has served approximately 100 clients total. Exit outcomes are unremarkable, and the most recent reporting suggests 25 – 35 percent of OVE participants have historically returned to an unsheltered status after exiting the program. The most recent exit data reported for a full calendar year show nine participants exited to some form of housing, and 11 participants returned to an unsheltered status. The program has the capacity to serve up to 45 individuals at a given time.

An operating agreement with the City of Eugene sets some basic parameters, and a participant agreement and program manual outline additional internal policies and procedures. A Village Council of five to seven members is elected to uphold both agreements, and SquareOne Villages established an oversight committee to provide ongoing technical support and to ensure the program and its participants remain in compliance with local regulations.

SquareOne Villages and the City of Eugene do not provide full-time staffing at the site, and the site is governed and managed primarily by its residents. Each resident is required to staff the front desk / security checkpoint once a week, in addition to a mandatory weekly groundskeeping and maintenance rotation. The resident council is responsible for "maintaining order when urgent situations arise." SquareOne Villages provides oversight and technical support as needed and intervenes when the participant agreement and/or the operational agreement with the City of Eugene is violated. All matters that do not require an emergency response are initially handled by the Village Council. If the matter remains unresolved, staff from SquareOne Villages intervenes. Additional information about the structure and relationship between the Village Council and SquareOne Villages can be found in the attached Village Manual (**Attachment A**).

A criminal background check and medical examination is required prior to admission. Such a requirement would be considered a barrier to entry in Oakland and would likely cause implementation challenges.

Case management and wrap-around services are not offered on-site. SquareOne Villages makes referrals to agencies and local nonprofit organizations that specialize in health, hygiene, and homeless outreach services, however, staff from Square One Villages and the City of Eugene both expressed a desire to increase services offered on-site. Funding challenges were cited as the primary obstacle to adding these services.

Given the implementation challenges highlighted above, in addition to scant exit outcomes attributed to a lack of on-site case management services and flexible funding opportunities, City of Oakland staff determine the transitional housing model as instituted in Eugene is only a viable intervention in Oakland if the City can identify and retain a local nonprofit agency with the fundraising and organizational capacity exemplified by SquareOne Villages. Furthermore, significant program modifications that include on-site case management services and flexible program funds to assist residents with moving into permanent housing must be considered.

FISCAL IMPACT

This is an informational report that has no direct fiscal impact.

Should the City Council desire to implement an intervention similar in scope and budget to the Opportunity Village model, start-up costs are estimated to be approximately \$225,000, which includes construction materials and labor. However, this is simply an estimate, as start-up costs for Opportunity Village were provided with cash donations and in-kind services.

Currently, the annual operating budget for Opportunity Village is approximately \$30,000 per year, which includes administrative and operational expenses.

PUBLIC OUTREACH/INTEREST

This informational report is posted in accordance with the standard City Council agenda noticing procedures.

COORDINATION

This informational report was prepared by the Human Services Department, in coordination with the City of Eugene's City Manager's Office, and the leadership of SquareOne Villages.

SUSTAINABLE OPPORTUNITIES

Economic: There are no direct economic opportunities associated with this informational report.

Environmental: There are no direct environmental opportunities associated with this informational report.

Social Equity: There are no direct social equity opportunities associated with this informational report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive An Informational Report From City Staff On The Square One Village Model As Instituted In Partnership With The City Of Eugene, Oregon, And Whether This Is A Viable Model For The City Of Oakland To Pursue In Its Solutions To Homelessness.

For questions regarding this report, please contact Lara Tannenbaum, Community Housing Services Manager at 510-238-6187.

Respectfully submitted,


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Director, Human Services Department

Reviewed by:

Lara Tannenbaum, Community Housing
Services, Manager

Prepared by:

Daryel R. Dunston, Community Housing
Services, Planner

Attachments (1):

A: Opportunity Village Eugene Program Manual

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EUGENE

VILLAGE MANUAL

Revised: May 4, 2017

—An explanation of how Opportunity Village is self-operated and self-maintained—

CONTENT: Agreements (p.1), Types of Membership (p.1), Village Governance (p.2), Village Security Plan (p.4), Intervention Action Plan (p.4), Village Safety Plan (p.6), Food Storage (p.8), Pets (p.8), Abandonment (p.9), Alcohol, Drug &Paraphernalia (p.10), Couples Policy (p.10) Probationary Status (p. 10), Medical & Family Leave (p.11), Bathroom Cleaning (p.12), Community Agreement (p. 13)

AGREEMENTS: There are two sets of agreements that the Village must follow at all times:

Community Agreement: The internal agreements that list acceptable behavior for residents within the Village (included in the back of this document).

Operational Agreement: The formal agreement between OVE and the City of Eugene that regulates what the Village can and cannot do.

ROLES:

Probationary Villager: A new resident undergoing a 4-week trial period, to make sure that they can follow the Community Agreement before being fully accepted as a villager.

Villager: An individual or couple who currently resides in a housing unit at the Village.

Village Council Member: 5 to 7 residents elected to have additional responsibility and authority in the Village.

Village Volunteer: A non-resident or prior resident who is trained to assist in the operation and maintenance of the Village.

OVE Support Committee: A committee of SquareOne Villages responsible for providing oversight and support to OVE.

SquareOne Villages: OVE is a program of SquareOneVillages, a non-profit organization that includes a Board of Directors an staff.

Non-Discrimination Policy: Opportunity Village Eugene does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age (over the age of 17), national origin (ancestry), disability (as permitted within physical limits of current facilities), marital status, sexual orientation, military status, or any other characteristic protected under applicable federal or state law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, selection of village residents, and provision of services. We are committed to providing an inclusive and welcoming environment for all village residents and members of our staff, clients, volunteers, subcontractors, and vendors.

VILLAGE GOVERNANCE

Self-governance is a core value of Opportunity Village. This means that the success of the Village rests on the participation of those who live here. There are three governing groups for making decisions related to the management of the Village. They are:

1) Weekly Village Meeting (All Residents)

Attendance at the weekly Village Meeting is mandatory for all residents. Issues related to the organization of the Village will be discussed and voted on at this time. Specific roles will be identified and filled in order to maintain a safe and sanitary environment. The following applies to Village meetings:

- Advanced notice with documentation must be provided to and approved by the Village Council for excused absences (i.e. work, school, medical).
- Excused absences may vote on policy issues prior to the meeting through absentee ballot
- A quorum is established when over 50% of residents are present
- Any decisions made at the Village Meeting must comply with the existing Community Agreement, Village Manual, and Operational Agreement.
- Amendments to the Village Manual may be proposed at the meeting in writing. Proposals will be voted on at the next meeting and require 2/3 majority vote to pass.
- Amendments to the governance and policy sections of the Village Manual must be reviewed and approved by the Support Committee before taking effect.
- Expulsion from the Village may be appealed at the weekly meeting (see appeal process for more details).

2) Village Council

Elections are held during Village Meetings to maintain a Village Council of 5 to 7 residents. To become a Council member, a resident must be nominated by another resident. A majority vote of Villagers present then decides which nominees are elected.

The elected term is two months. Council members may serve consecutive terms. Elections are to be staggered so that the entire Council does not change at once, and members stepping down from Council should provide at least two weeks notice. A Council member may be removed from their position by a majority vote at a Village Meeting for failure to perform the duties of a Council member.

The role of the Village Council is to uphold orderly management of the Village. A primary responsibility of the Council is to act between meetings when urgent situations arise. There is to be a designated "Councilor of the Day" as a point of contact for day-to-day operations.

The Council is not meant to have greater power than any other Villager. Those elected to the council are simply given the task of responding to incidents when a Community Agreement is broken, and enacting the appropriate level of intervention as specified in this manual. When an incident occurs that is not described in this manual, it is up to the Village Council to determine the appropriate level of intervention.

All Council decisions are potentially subject to review by the entire village at a Village Meeting following the Appeal Process. In this way, service on the Council is much like any other form of contribution to the operation and maintenance of the village. For incidents resulting in suspension or expulsion, the offender must be given a chance to appeal before taking their leave—unless the Village Council considers the behavior to be a threat to the village.

The Village Council is to hold at least two regular meetings per week. Impromptu Village Council meetings may also be necessary to address urgent situations. Quorum to hold a Village Council meeting is to have at least 50% of members present, but an attempt must be made to notify all Council Members. Representatives of SquareOne Villages may also attend these meetings, but may not vote.

3) SquareOne Villages (Non-profit Organization)

The main governing role of SquareOne Villages (SOV) is to provide oversight. The purpose of this is to ensure that the Community Agreement and Village Manual is being upheld. In cases where the Village is not in compliance, and the Village Council has not taken action, SOV may step in to take action at its discretion. The Board of Directors and staff is also responsible for ensuring that financial, legal, administrative, safety, and sanitation matters are being properly managed.

In 2016, SOV formed the **OVE Support Committee** to lead and facilitate this role, which includes representation from the Board, staff, villagers, and members of surrounding community.

VILLAGE SECURITY PLAN

The Front Desk is the only gateway in and out of the Village and shall remain secure. Staffing the front desk is one of the most important duties at Opportunity Village. This will be a mandatory service of all residents. Only residents and Village Volunteers may enter the Village unaccompanied.

The Front Desk is to be staffed by at least two trained individuals during open hours (8am-10pm). At least one person must be a resident. The second may be a resident or a Village Volunteer. Their primary role is to be the “eyes and ears” of the Village during their shift.

Staffing the Front Desk includes the following duties:

- Answer phone calls
- Register visitors and locate a resident to accompany the visitor
- Document any disruption to normal operations in the Front Desk Log
- Inner perimeter checks

- For further details on this duty, see the “Front Desk Duties and Information” sheet posted at the Front Desk

The gate will be locked between 12am-8am. During this time, at least one person is to spend the night at the Front Desk in case assistance is needed at the gate. In the case of an incident, the resident on duty should alert the Village Council.

Weapons are not allowed on the Village site. Weapons are defined as firearms, knives (other than small pocket knives with 4” blade or less or those used for cooking), explosives of any type, clubs, or other striking implements. Chemicals such as Mace or Pepper spray must be checked at the front desk.

There are **Three Stages of Response** for maintaining a secure and orderly environment within the Village. Stage 1 is the least severe and most common type of response. Stage 3 is the most severe and least common type of response.

Stage 1: Village Council

Village Council members are responsible for maintaining order when urgent situations arise. For a full description of this duty see page 2.

Stage 2: SquareOne Villages

When Village Council members are unable to gain the cooperation of a disruptive resident, they are to contact the appropriate person from the Support Committee. If that fails, the next contact is the Executive Director.

Stage 3: Eugene Police Department

The Eugene Police Department (EPD) is welcome to patrol the Village as they would any other neighborhood in Eugene. In cases where the law is being broken and residents are unable to gain cooperation of the offender, the police department will be contacted. The previous two Stages of Response are to be tried first if appropriate.

Contact the Eugene Police Department when a person crime is committed or is in progress, or upon a victim’s request. The Village Council may resolve lower level crimes such as petty theft and minor criminal mischief.

INTERVENTION ACTION PLAN

1) Complaints

- a) When a complaint that is not technically a rule break, is cause for concern for members of the Village, the Council will meet with said Villager and discuss a plan of action to curtail the behavior. We hope that early intervention will help prevent further and more severe action.
- b) In cases of a complaint by one Villager against another when the complaint is not a clear rule break, a third party mediator should meet with the complainant and the alleged offender to discuss the issue and reach a resolution that is agreeable to both parties.

- c) Any Villager may submit a complaint to the Council using the Complaint Form.

2) Rule Violations

- a) When a rule break occurs, any Villager may write an Incident Report and submit it to a Council member within 48 hours. The Village Council is responsible for verifying that the level of intervention is appropriate. At least two Council members should then deliver written notice to the alleged offender. From there, the alleged offender has three options:
 - 1. Accept the Incident Report with the proposed level of intervention
 - 2. Request that Council provide a date at which they may appeal the decision.
- b) Minor rule violations (i.e. missed host shift, village meeting, bathroom shift, etc.) result in 4 levels of intervention:
 - o Level 1 – Verbal Warning
 - o Level 2 – Written Warning
 - o Level 3 – 48-hour expulsion from Village
 - o Level 4 – Expulsion from Village
- d) Minor rule violations will be tracked for a 3-month rolling period.

For example: If you missed a shift on the 5th of October you would receive a verbal warning. If you missed another shift on the 12th of November you would receive a written warning. If you again missed a shift on the 9 of December you would then be on a 48-hour expulsion. If you missed another shift on the 4 of January you would be permanently expelled. However, if your 4th missed shift was on the 6th of January it would be treated as a level 3 again. And if you had missed no shifts between the 5th of October and the 6th of January the January violation would be treated as a level one violation again.
- e) Villagers reserve the right to work off minor rule violations by contributing extra hours towards the operation and maintenance of the Village. Missed host shifts may be made up by working 2x the number of hours missed. The Village Council may designate requirements for other minor rule violations.
- f) More severe rule violations may require action at a heightened level of intervention even though the rule violation may be a first offense. The Village Council will deal with these rule violations on a case-by-case basis unless defined in this manual.
- g) All intervention actions require the agreement of a majority of Village Council members.
- h) In cases of expulsion from the Village, where the Villager is not an imminent threat to others, the Villager to be expelled will be given a reasonable amount of time to make arrangements for their safety. No resident who is not an imminent threat to others will be expelled after 8pm.

3) Appeals

- a) Villagers may appeal an Incident Report at the weekly village meeting. In cases of expulsion, the appeal may include actions for addressing the problematic behavior that

caused their expulsion rather than disputing the incident. A majority vote will either uphold or revise the decision.

b) Appeal Process:

1. Council reads incident report and informs Village of their decision.
2. Accused has a chance to respond and state their case.
3. Village has a chance to ask questions of the accused.
4. Accused leaves the room.
5. Village has opportunity to discuss the details of the incident. In the interest of time, each person may be limited to one chance to speak unless there is a direct response.
6. A motion is made to move to vote on whether to "uphold" or "revise" the Council decision.
7. If a majority vote to revise, a new motion should be made stating a desired revision.

VILLAGE SAFETY PLAN

- a. Residents shall report a fire or other emergency to 9-1-1 through the use of a personal cell phone. All residents also have access to a phone at the front desk in emergency situations.
- b. Residents will be notified of a fire or other emergency by word of mouth, and if necessary will relocate and evacuate based upon the designated evacuation route (see Fire Safety and Evacuation Map posted at Front Desk). All new residents are to be informed on this during the orientation process.
- c. A Safety Committee shall be formed with representation from the Village and SOV staff and Support Committee. Duties of this committee shall include the following:
 - o Oversight of fire drills and Food Storage Policy
 - o Quarterly safety inspection with attention to trip, slip, and fall hazards
 - o Quarterly testing of all smoke and CO2 detectors
 - o Quarterly testing of all extension cords and power strips with an approved circuit tester
 - o Maintenance of systems and equipment installed to prevent or control fires
 - o Maintenance and control of fuel hazard sources
- d. In addition, resident members of the Committee shall be prepared to:
 - o Assist others and provide medical aid in an emergency.
 - o Take a head count after an evacuation. Identify the names and last known locations of anyone not accounted for and provide them to the Fire Official in charge.
 - o Provide additional information or explanation of duties under the plan to residents and volunteers.
- e. The following fire fighting and fire protection measures will be taken:

- No recreational fires will be permitted within the Village as prohibited by City Code 6.200.
 - No open flames are permitted within the housing units.
 - ABC fire extinguishers will be accessible throughout the Village (see Fire Safety and Evacuation Map for locations).
 - Smoke detectors and carbon monoxide alarms will be installed in common buildings and dwellings per City Code, and will be inspected to insure they are functional and replaced if they are not functional.
 - A map of the village will be maintained and provided to the Eugene Fire Department
- f. Emergency vehicle ingress and egress
- A fire lane with a minimum width of 20' will be maintained from west to east on the 111 N. Garfield Street parcel to provide access between N. Garfield Street and Crane Lane, and is identified on the Fire Safety and Evacuation Map. There will be lockable gates at the west and east most ends of the Village, and the fire lane will be defined and kept clear of obstructions within the Village.
 - A minimum 10-foot setback and right-of-way will be maintained between structures on the Village site.
- g. Village residents will participate in at least two fire drills per year with the Eugene Fire Marshal's Office present, using the following procedure:
- Appoint someone to monitor the drill, activate and reset the fire alarm, and time the evacuation.
 - Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. Make it realistic by requiring participants to use their second way out or to crawl low. This can be done by having someone hold up a sign reading "smoke" or "exit blocked by fire"
 - After the evacuation, take a head count at the designated meeting place(s) to account for everyone's participation and safe evacuation.
 - After the drill, gather everyone together to discuss questions or problems that occurred. Redesign the drill procedures as needed.
- h. The fire drills will be documented and recorded in the Village Operations Records with the following details:
- Identify the person conducting the drill.
 - Date and time of the drill.
 - Notification method used.
 - Staff members on duty and participating.
 - Number of occupants evacuated.
 - Special conditions simulated.
 - Problems encountered.
 - Weather conditions during the drill.
 - Time required completing the evacuation.
- i. Fire Safety and Evacuation Map (posted at front desk)

VILLAGE POLICIES

1) FOOD STORAGE POLICY

Fair sharing of resources is critical to the well-being of the Village. Hoarding or inequitable division of resources is unhealthy. Additionally, the Village is vulnerable to food stealth by dogs, cats, rodents and other animals. Rodents themselves provide a health hazard and we must discourage their presence by not having food available to attract them. Consequently, the following Food Storage Policies have been adopted:

- a) All community food that enters the Village as a donation must be stored in the community food pantry in an appropriate sealed container. Donated food must be signed out, and only a single serving should be taken at once. All community food must be eaten in community areas. This is not only for sanitation purposes but also to promote the social health of the Village.
- b) Personal food purchased by residents with their own resources may be stored in rodent and insect resistant containers in their residence.
- c) A limited amount of personal food may be stored in designated refrigerator(s) if it is labeled with a name and date. Items in the refrigerator without a label immediately belong to "everyone."
- d) All food should be prepared in the community kitchen or yurt. Coffee and hot water may be prepared in other communal spaces.
- e) It is important, if one eats in their residence, to immediately wipe or sweep up any crumbs for the prevention of rodent infestation.
- f) Any resident who fails to store food properly in their unit may be ruled no longer able to have food in their unit by the Village Council.

2) PET POLICY

Service Animals and pets are honored as an important part of residents' lives. The limited capacity of the Village to support only a small number of such animals is also honored. Consequently, the following Pet Policies have been adopted:

- a) Service Animals are welcome at OVE. A doctor's prescription for a service dog must be shown. If someone with a service dog does not have a prescription, they may seek assistance from OVE in locating a doctor to assess the need and prescribe a service animal. A service animal does not count in the "quota" of dogs. Service Animals must follow the same rules as other dogs. However, if someone has a service animal but cannot obtain a prescription, that animal will be considered a pet and must be counted in the quota on a first come first served basis as outlined below.
- b) There will be a maximum of 5 dogs at OVE at any one time, including therapy dogs but not service dogs. Space for dogs is on a first come, first served basis.

- c) All pets must be tagged with ID as required by local regulations.
- d) No pets may be acquired AFTER acceptance into OVE, unless otherwise approved at a Village Meeting
- e) All cats and dogs must be spayed and neutered prior to moving on site. Applicants may seek help from OVE in finding funds/veterinarian for such procedures.
- f) All dogs must be kept on a leash and be under supervision at all times. If, at any time, the Village Council finds that a pet either poses a nuisance or danger to others or is not properly cared for, the pet must leave OVE at the instruction of the Village Council. Residents may ask OVE for assistance in the proper training of their pet.
- g) If the resident is off site, all dogs must be properly kenneled in the kennel area and/or under the supervision of another Villager.
- h) The owner is responsible for proper health and care of their pet, must pick up all solid waste for their pet, and keep their pet from annoying other residents either through trespass, barking or any other means. Failure to do so can result in the Village Council ejecting the pet from the premises.

3) ABANDONMENT POLICY

Village residents who have been continuously absent from the Village and have made no effort to remain in contact for a period of 4 days have abandoned their dwelling. Said persons would no longer be a Villager and their possessions would be removed from their previous dwelling immediately upon the dwelling being declared abandoned. They would then have a period of 30 days to retrieve their possessions after which time those items would be disposed of at Village discretion.

A structure will also be considered abandoned if a resident is spending less than 8 out of 14 nights at the village.

Exceptions will be made for residents who are unable to contact the village due to extenuating circumstances such as; jail, hospital, etc. Abandonment will not be considered for those Villagers who wish to spend time away from the Village for personal reasons provided they inform a Council member and make arrangements to cover their host hours when possible. In the case of emergencies exceptions will be made to for those unable to make arrangements to cover their host hours.

Process for documentation and storage of abandoned possessions:

When a unit has been declared abandoned at least 2 members of the Village Council will remove items from the abandoned unit. They will document what items are present and place them in an available storage container or bag that is clearly labeled with the name of the former Villager and the date of the abandonment. These items will then be stored in the storage loft of the Front Desk until such time as the owner retrieves them or they are over the 30-day limit.

Once items have reached the 30-day limit the Village will determine the proper disposal of said items during the next Village Meeting.

4) ALCOHOL, DRUG, & PARAPHENALIA POLICY

- a) Possession of alcohol: 48 hour expulsion (enrollment in an AA program or random breathalyzer testing may also be required if Village Council or Board deems necessary).
- b) Possession of marijuana or marijuana paraphernalia (including pipes made from other items: cans, vegetables, bottles, etc.): 48 hour expulsion.
- c) Other illegal drugs or drug paraphernalia, including needles (if no proscription for insulin or other IV medications), pipes (used for anything other than tobacco or marijuana), and spoons that have been used for "cooking" drugs: permanent expulsion.
- d) Any other items suspected to have been used for drug related purposes will be dealt with on a case-by-case basis by the Village Council.

5) COUPLES POLICY

Couples must agree to abide by the following intervention policy if they have a fallout which results in one person moving out of a couple's unit. This must be filled out during the interview process.

"We, the couple, in the event of a fallout resulting in an inability to live together and causing one person to move out of couple housing, will agree to village policy that _____ will move out of the couple's unit until a single's unit is available."

In order to remain an active villager, the person who moved out of the unit will still need to do their gate shifts, bathroom duties, extra hours, attend village meetings and pay their own utilities. In exchange, the village will do their best to secure the villager's property in a safe and dry location.

After the villager moves into a single's unit, when a second single's unit becomes available, the villager remaining in the couple's house will move into it, thus freeing up the couple's house for a new couple.

6) PROBATIONARY STATUS POLICY

New residents undergo a 4-week probationary period to ensure that they are willing to follow the Community Agreements before being fully accepted as a villager. The goal of this program is to obtain a fair and objective view of the potential villager that removes the "popularity contest" factor, and instead focuses on their willingness to be a contributing member of the community.

The villager will be given a mentor who will guide them through orientation and do a daily check-in with the new villager to answer any questions or concerns that they may have. It will also be

the mentor's responsibility to counsel the villager when any issues arise so that the concerns may be addressed.

The mentor will meet with the Vetting Committee once a week to advise them on how the new villager is progressing.

After 4 weeks, Council, Vetting and at least 1 Support Committee member will hold a meeting where villagers can express any legitimate concerns, questions, and compliments about the new villager. After the meeting, council and vetting will vote on whether to accept the new villager based on the following criteria:

- 1) Has the villager upheld their responsibilities, such as front gate, extra hours around the village and bathroom cleaning duties?
- 2) Does the villager have any incident reports? If so, can those be interpreted as part of the learning process and will not be a continual issue?

In certain cases the probationary period may be extended by a defined period of time.

Volunteer Work While on Wait List: Potential villagers who have passed the background check and interview process will be encouraged to volunteer service to the village to demonstrate a willingness to contribute and be a part of the community. A list of projects will be made available to help guide potential villagers. A sign-in sheet will be maintained in order to supervise these projects.

7) MEDICAL & FAMILY LEAVE POLICY

Definition of Medical Leave: Medical leave is time off from village duties, excluding utility payments that villagers can use to address their health and safety needs without losing their villager or residence status.

Definition of Family Leave: Family leave refers to time taken off from village duties, excluding utility payments for the purpose of caring for an ill family member or to assist a family member with crisis needs.

Time allowed for Medical and Family Leave: A villager is allowed two weeks of medical leave or family leave with no documentation necessary. If the need is longer than two weeks, documentation may be required to present to council. If the villager needs more than 60 days of medical leave or family leave, they would need to vacate their residence in order to allow a new villager to get into the village. (Housing waitlist current policy would still be followed). The current villager would then be placed first on the wait list for re-entering the village when their medical issues are resolved and they are able to be a full villager once more. If more than one villager is on the waitlist, they would be in order of placed on waitlist. When on the waitlist, no utilities are required to be paid. A person would remain on the wait list for 3 months and would need to reapply if they were not able to become a full villager once more. Exception to this rule would be if no housing units become available before their 3 months are up.

While on medical or family leave, if a villager is staying onsite, they will be required to pay their utilities as normal. If they are not staying on full time at the village, they are responsible for paying a prorated amount for the time they are there.

If the villager attends the weekly village meetings, they retain their full voting rights. If they do not attend, they forfeit their voting rights for that meeting.

How to apply for Medical and Family Leave: If a villager needs to take medical or family leave, they will need to advise council of their needs as soon as they are able in order to be granted leave. If a villager is staying on-site and needs more than 60 days, they will speak to council and it will be handled on a case-by-case basis.

8) BATHROOM CLEANING POLICY

All villagers are required to sign up to share in the duty of cleaning the village bathrooms, shower and laundry area.

1. First refusal to sign up or to adequately complete this requirement will result in a verbal warning and villager will be required to sign up for two spots the following month.
2. Failure to sign up for the 2 days in the following month or adequately complete the cleaning duty will result in a written warning for the first violation and a 48 hour expulsion for the second violation. The villager will again be required to sign up for an additional 2 days on the following month.
3. Failure to sign up or adequately complete the cleaning duty would then result in a permanent expulsion.

OVE COMMUNITY AGREEMENT

Opportunity Village is a transitional village that provides a safe and secure place to be for those currently without housing. It is a self-governing community that is based on five basic rules:

1. **No violence to yourselves or others**
2. **No theft**
3. **No alcohol, illegal drugs, or drug paraphernalia**
4. **No persistent, disruptive behavior**
5. **Everyone must contribute to the operation and maintenance of the Village.**

I will be a positive member of this community and contribute toward making it a safe, secure, clean and pleasant place to live. Therefore I agree to the following:

- What I do will be based on love and respect for myself and others.
- I will not disrespect others based on ethnicity, religion, gender, sexual orientation, handicap, lifestyle choices, or economic status. We all have the right to expect dignity and opportunity.
- I will help make OVE a place where everyone feels safe and respected. For my own safety as well as the safety of others, I will not carry a weapon or act violently toward others or myself.
- Since stealing is one of the most upsetting things that can happen in our community, I will not steal and will make the members of the Village Council aware of any stealing I see. I will respect other people's property and community property and I expect other people to respect mine.
- I know that illegal drugs and alcohol use can damage my community. I agree not to use illegal drugs or alcohol while residing in the Village.
- I will honor quiet hours from 10PM to 7AM so that others and myself can stay healthy and rested. I understand that no personal guests will be allowed during that time.
- I want to live in a clean, litter-free, comfortable space where I can bring friends, family and other guests. Also, I know that many communities such as ours get closed down for "health and safety" reasons. I will keep the area in and around where I live clean and orderly, and not store any personal items outside of my building footprint or allocated storage space. I will help keep the community areas clean and will pick up after myself and my pet, if I have one, and keep my pet leashed at all times. I understand that only a limited number of pets will be allowed in the Village in order to maintain an orderly environment.
- I understand that in order to maintain a secure environment there will be a single point of entrance and exit that will be staffed 24/7, and that security shifts will be shared equally among Village residents.
- I know that it can take a lot of work to keep the Village a safe, clean and pleasant place to live. I agree to work at least 10 hours a week on the operation and maintenance of the Village. This includes serving on security teams, helping with kitchen duties, construction projects, maintenance and clean-up crews, helping plan activities and other jobs that need to be shared by community members.
- I also know that there are financial costs to keep the Village running. I will support the goal of self-sufficiency by contributing each month either financially or through sweat equity by participating in micro-business opportunities or fundraising events.
- I will attend the weekly Village meetings, unless I have an acceptable reason for absence, in which case I will find out what went on by reading the meeting notes. I understand that decisions will be made through a majority vote, and that the Board of Directors of the non-profit reserves the right to override decisions made. I agree to abide by all decisions made.
- I affirm that I have completed the Background Check Form honestly along with all other application documents. I understand that if the background check reveals otherwise, I could be asked to leave immediately.

I promise to keep all of these agreements, as well as others that are approved at Village meetings. If I violate any agreements, the members of the Village Council are authorized to ask me to leave temporarily, or, in serious or repeat cases, to leave permanently. I will do so peacefully and not return unless I am authorized to do so.