

**United Outreach of El Dorado County
Participant-Grace Place Contract**

Grace Place provides shelter for homeless individuals and families. Our program includes case management services, referrals to community resources, job development, budgeting, housing search assistance, and donations of food, furniture and household items.

When you participate in our program, you are agreeing to attend weekly house meetings, keep appointments with your caseworker, attend weekly workshops, and use our services in order to save money and find permanent housing.

The following rules have been established to ensure the safety and well being of all members of the Grace Place community and staff and it is expected that every family in the Grace Place program will follow these rules in order to remain in the program. The Grace Place program has four phases: Phase 1 (the first 3 days) is an orientation to the program; phase 2 (day 4-30); phase 3 (day 31-60) and phase 4 (day 61-120) is the remaining time in the program up to 120 days, if they work on a case plan and follow shelter rules.

1. **GOALS:**

- The participants must demonstrate continual progress in their housing and job search, as well as the ability to save money, in order to remain in the program.
- Participants must follow the plan agreed upon with their caseworker.

2. **SAVINGS:**

- Grace Place has a **mandatory** savings program to assist individuals and families in saving toward their first month's rent.
- The **minimum** amount of savings is **50%** of the household's income, yet everyone is encouraged to save at least **70%** in order to find permanent housing within 2 months.
- The money will be held in a non-interest earning bank account until the family leaves the program.
- Participants must provide proof of income (a copy of their check, pay stub, award letter, etc.) each time their income changes.

3. **CLEANING DEPOSIT:**

- A \$50.00 fee will be collected if the household is staying for Phase 2 of the program (payable the first week of your stay) and will be returned when the household leaves the program **if the dorm area is left clean, without damage, and is vacated at the agreed upon time.**

4. **MEETINGS:**

- Participants must attend weekly workshops and community meetings.
- House meetings take place on Tuesday evenings from 6:30 p.m. to 7:30 p.m. and are mandatory. Workshops, when arranged, will take place normally on Thursday nights at 6:30 p.m. and are mandatory (other nights may be scheduled, based on speaker availability).
- Participants must meet with caseworker at least twice per week.
- Exceptions may be made for those clients who are working; attending school or self-help groups, and this must be approved by your caseworker in advance.

5. **LENGTH OF STAY:**

- Individuals/families may remain in the Grace Place program for up to 120 days-- provided that they adhere to program rules, successfully progress through the phases, and actively work on the agreed upon case management plan.
- After one month, extensions may be applied for under the following circumstances:
 - a) One or more paychecks are needed to move out.
 - b) An apartment has been secured but the landlord has set a later move-in date.
 - c) The family has experienced an emergency that has delayed their ability to find stable housing or income.
 - d) The family has enough money to move out but has requested additional time to accumulate more savings in order to sustain housing.
 - e) The family is on the waiting list for one of United Outreaches' transitional programs.
- The decision concerning an extension will be made at the discretion of the program staff.

- It is the responsibility of the participants to apply for an extension in writing 1 to 2 weeks before their move-out date.

I have read and understand the contract of the United Outreach program and agree to abide by it. I understand that I may be asked to leave the program should I fail to meet any of the above criteria; this decision rests with the sole discretion of the staff of Grace Place, United Outreach of El Dorado County.

I further understand that occupancy of a room at Grace Place is a necessary incident of program participation, and that my participation in no way establishes a landlord-tenant relationship, under the civil code.

I agree that if my temporary and limited use of the facility and its programs is revoked, I will leave voluntarily. If I do not, I understand that the law enforcement personnel can forcibly remove me, as I will be considered a trespasser on the Grace Place property.

Signature of Adult 1

Date

Signature of Adult 2

Date

Signature of Case Manager

Date