

MEMORANDUM OF UNDERSTANDING
Between
County of Sonoma and County of Marin

This Memorandum of Understanding (hereinafter “MOU”), dated as of _____, 2025 (hereinafter “Effective Date”) is by and between the County of Sonoma (hereinafter “Sonoma County”, “County of Sonoma” or “DHS”) and County of Marin Department of Health and Human services (hereinafter “Marin County” or “County of Marin”).

The purpose of this MOU is to establish roles and responsibilities for regional partnership for bed placement and utilization for Behavioral Health Bridge Housing (BHBH) services at BHBH at Arrowood.

I. Definitions

ADL - Activities of Daily Living

BHBH - Behavioral Health Bridge Housing

BHBH at Arrowood - Behavioral Health Bridge Housing at Arrowood

BHRS - Marin County Behavioral Health & Recovery Services (BHRS)

DHS - Sonoma County Department of Health Services (DHS)

HCC - Marin County Homelessness & Coordinated Care (HCC) MAT - Medication-Assisted Treatment (MAT)

II. Organization/Program Name

Behavioral Health Bridge Housing at Arrowood

A. Alternative Name: BHBH at Arrowood

B. Physical Address of Medi-Cal Certified Site: 440 Arrowood Drive, Santa Rosa, CA 95407

III. Term of MOU

A. Under this agreement, Sonoma County DHS will provide Marin County BHRS 20 dedicated interim shelter beds at 440 Arrowood Drive from February 1, 2025 to June 30, 2027.

1. Marin County BHRS-HCC may also exercise an option to renew this MOU for an additional term beginning July 1, 2027. Specific term to be determined during future negotiations and contingent on available funding

IV. Payment and Billing

County of Marin will pay Health Services in an amount not to exceed \$1.1 million (FY 24/25 \$140,000, FY 25/26 \$480,000, FY 26/27 \$480,000) for the term of this MOU. The Department of Health Services agrees to bill the County of Marin monthly, and invoices to be submitted via email to the Contract Manager at bhrsadmin@marincounty.gov.

V. Behavioral Health Bridge Housing at Arrowood Standards

A. Program Description

1. BHBH at Arrowood is 80-bed transitional recovery and community re-entry interim shelter for those suffering from mental illness who are experiencing homelessness. This facility has not been designated to be a Wet interim shelter as it seeks to provide a healing and recovery-oriented atmosphere for guests who may also be actively addressing substance use issues. Guests can reside at this facility for a period of 6-12 months

B. Hours of Operation

1. The interim shelter operates 24 hours/day; seven days/week; 365 days/year.

C. Facility Occupancy and Room Assignment

1. Current occupancy will not exceed the total occupancy limits as set forth in any local or state building or fire codes.
2. Room Assignments
 - i. Most rooms will be designated as double occupancy assignments.
 - ii. Single room assignments may be allowed depending on interim shelter occupancy limit and operational need of shelter operator.
 - iii. Guests will not be segregated in this facility based on any shared demographic or referral region.
 - iv. Depending on availability, guests who may be married and/or in a domestic partnership with another guest may be able to share a double occupancy room.

VI. Behavioral Health Bridge Housing – Populations

- A. BHBH at Arrowood serves adults between the ages of 18-65.
- B. Individuals must have a mental health condition that requires treatment.
- C. Individuals who are receiving Medication-Assisted Treatment (MAT) services are eligible for this facility with the following conditions:
 1. Any medications provided to individual to self-administer must be stored and locked at all times using available medication lock boxes provided to each site guest.
 2. It will be the responsibility of the referring agency to ensure their site guests are able to access MAT related appointments in their county or origin.
- D. Individuals must be able to attend to all of their Activities of Daily Living (ADL) without any assistance from another person or staff member. ADLs that must be independently maintained by all guests includes the following but is not limited to:
 1. Chewing, drinking, and swallowing of food and beverages.
 2. Cleaning personal living space
 3. Toileting
 4. Daily hygiene
 5. Showering
 6. Washing own laundry and bed linens.

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7. Independently moving around the facility.
- E. Populations served include individuals who are:
1. Participating in CARE Court.
 2. Being discharged from a correctional facility.
 3. Being discharged from a locked Long-Term Care (LTC) facility.
 4. Being discharged from crisis services such as Sonoma Healing Center, Crisis Stabilization Unit, or Crisis Residential Unit.
 5. In recovery and being stepped down from residential treatment with a co-occurring disorder.
 6. Transitioning out of foster care.
 7. In the County Behavioral Health system and are unsheltered.
- F. Excluded Populations include individuals:
1. Who do not have a mental health condition.
 2. Have a history or pending serious and violent felony charges.
 3. With pending PC 290 charges
 4. With pending Arson charges
 5. Who are deemed to pose a violence or safety risk to other guests, the community, or BHBH staff.
 6. Who are active in their addiction as evidenced by actively consuming alcohol and/or using cannabis or other illicit substances.
- G. Consideration of Excluded Populations
1. Individuals with past convictions of Arson or PC 290 offenses may be eligible to live in this facility upon thorough review of individual circumstances leading to either conviction.
 - a. Review may include:
 - i. Completion of formal violence risk assessment.
 - ii. Specific circumstances of conviction.
 - iii. Probation history.
 - iv. Arrest and conviction history for same charges.
 - v. Determination of presence of victim living in the BHBH facility, if applicable.
 - b. Individuals with a history of serious and violent felony charges are excluded from living in this facility. Serious and violent felony charges include, but are not limited to, the following:
 - i. Felony Sexual assault, including rape.
 - ii. Murder
 - iii. Attempted Murder
 - iv. Kidnapping of a minor

- v. Arson leading to great bodily harm.
- vi. Assault with a deadly weapon involving a firearm.

VII. Interim Shelter Services

A. Interim Shelter Operator Responsibilities

1. Interim Site Provider Contact Person and Information

[TBD Name
Phone
Email]

- 2. Provide appropriate staff to meet operational 24/7 needs of this facility.
- 3. Interim Shelter Operator will receive supplemental food services delivery during kitchen renovation, which is anticipated to be completed by July 1, 2025. Supplemental food service outlined in section IX.5.a of this agreement.
- 4. Provide guests with 3 meals a day upon completion of kitchen renovation.
 - a. Two cold meals
 - b. One hot meal
- 5. Facilitate regular partnership collaboration meetings with Marin County BHRS-HCC and DHS teams.
- 6. Notify DHS of any facility maintenance or repairs needed.
- 7. Work with security services to provide for the safety of guests and staff at this facility.
- 8. Provide Specialty Mental Health Services
Interim shelter provider will provide the following specialty mental health and supportive services:
 - a. Crisis Intervention
 - b. Rehabilitation
 - c. Targeted Case Management
 - d. Medication Support Services
 - e. Vocational Rehabilitation
- 9. Additional responsibilities as outlined in the scope of works for Interim Shelter Operator and Services provider at BHBH at Arrowood.

B. Marin County Responsibilities

1. Behavioral Health & Recovery Services (BHRS) Contact Person and Information

Michael Wilson, LMFT
415-473-6552
michael.wilson@marincounty.gov

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2. Homelessness & Coordinated Care (HCC) Contact Person & Information
 - [TBD Name
 - Phone
 - Email]
 3. Guest Engagement
 - a. Marin County BHRS-HCC will ensure site guests will have weekly contact with a BHBH case manager, with 2 visits occurring virtually if necessary.
 4. Coordination of Care and Program Development
 - a. Marin County BHRS-HCC will have identified staff be available to and participate in regular care coordination meetings with Interim Shelter Operator and DHS team involving site guests under their care.
 - b. Marin County BHRS-HCC will also have identified staff to be available and participate in quarterly administrative meetings with both Interim Shelter Operator and DHS team for contract management and program development.
 5. Treatment Access
 - a. Marin County BHRS will continue to provide site guests under their care access to all necessary behavioral health services from BHRS including but not limited to:
 - i. Psychiatry
 - ii. Nursing
 - iii. Counseling
 - iv. Crisis Services
 - v. Relocation
 - vi. Transportation
 6. Dispute Resolution
 - a. Marin County BHRS-HCC will work with both Interim Shelter Operator and/ or DHS contract manager during quarterly administrative meetings to address:
 - i. Program Issues/Concerns
 - ii. Property Damages
 - iii. Theft
 - iv. Critical Incidents
 - v. Guest Allegations
 - vi. Guest Conflicts
 - vii. Safety Concerns
 7. Documentation and Reporting
 - a. Marin County BHRS is responsible for providing accurate information about all referrals including but not limited to:
 - i. Active Medi-Cal insurance or plans for activation.
 - ii. Treating diagnosis
 - iii. Medication regimen, history, and related allergies.
 - iv. Medical history and treatment needs.

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- v. Substance use history and treatment needs.
 - vi. Results of any assessment for Trauma.
 - vii. Criminal history, including all pending charges.
 - viii. All active court orders.
 - ix. Current supportive networks.
 - x. Hobbies, interests, and goals.
- b. Marin County is responsible for reporting the following:
 - i. Any behavior of a site guest that may jeopardize the safety of another peer or site staff.
 - ii. Any guest or other data as needed to fulfill grant obligations for the BHBH at Arrowood facility.
8. Discharge Planning and Relocation
 - a. Marin County BHRS-HCC will work with both Interim Shelter provider and DHS housing navigators in all discharge planning and relocation of site guests under their care.
 - b. With appropriate notice, Marin County BHRS-HCC will participate in warm handoff process to ensure guests are able to return to their home community.
- C. Sonoma County Department of Health Services (DHS) Roles and Responsibilities
1. DHS Contact Person and Information

David Evans, LMFT
707-565-4935
David.Evans@Sonoma-County.org
 2. Interim Shelter Operator and Services provider
 - a. DHS to maintain Interim Shelter operations and Medi-Cal site services contract for this facility.
 3. Staffing
 - a. DHS to provide one (1) full-time housing coordinator.
 - b. DHS will also provide two (2) full-time housing navigators.
 - c. DHS CARE Court team will also be routinely on-site providing care coordination for Sonoma County CARE Court participants.
 4. Bed Capacity
 - a. Sonoma County to provide Marin County BHRS 20 dedicated interim shelter beds.
 5. Office Space
 - a. DHS to provide Marin County BHRS team with access to office space at BHBH facility with arrangement as office will be shared by other programs providing services to site guests.
 - b. DHS to provide Marin County BHRS team telehealth options for connecting with site guests.

- c. DHS to provide Marin County BHRS site guests telehealth options for any applicable court appearance.
6. Interim Meal Service
- a. DHS to provide interim meal service to all site guests while kitchen facilities are being renovated. Renovations are expected to be completed by July 1, 2025.
 - i. One (1) cold and one (1) hot meal will be provided to each guest, daily.
 - 1) Menu to be identified with Lemus Food Service Delivery.
 - ii. Interim Shelter Operator to provide one (1) cold meal service during interim process.
 - 1) Menu to be identified by Interim Shelter Operator.
 - iii. Accommodations for specific diets will be at the sole discretion of Interim Shelter Operator and menu options provided by Lemus Food Service Delivery.
7. Furnishings
- a. DHS to provide a fully furnished double occupancy bedroom to each site guest upon admission. Following furnishing and amenities will be made available to site guests.
 - i. Bed
 - ii. Mattress
 - iii. Nightstand
 - iv. Dresser
 - v. Desk
 - vi. Chair
 - vii. Linens
 - viii. Bedding
 - ix. Pillow
8. On Site Security
- a. DHS to provide site security coverage for BHBH at Arrowood facility.
 - i. Two officer rotations for 24/7/365 coverage.
 - ii. Security cameras to be installed around the facility but not in client occupied bedrooms, bathrooms, or showers.

VIII. Payment and Billing

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 - b. Single room assignments may be allowed depending on interim shelter occupancy limit and operational need of shelter operator.
 - c. Guests will not be segregated in this facility based on any shared demographic or referral region.
 - d. Depending on availability, guests who may be married and/or in a domestic partnership with another guest may be able to share a double occupancy room.

X. Behavioral Health Bridge Housing at Arrowood – Referral Process

1. Marin County and other referring entities will complete the BHBH referral form as described in appendix (A).
 - a. All referrals will be sent to Department BHBH Coordinator for review.
 - b. Referrals will be received Monday-Friday, excluding Holidays.
 - c. Referrals will be reviewed and processed no later than 48 hours after receipt.
 - d. Referrals resulting in a denial determination with include clear rationale.
 - i. Marin County BHRS-HCC or other referring entity may appeal any denial through making a written request and identifying rationale for appeal.
 - a) Appeals will be processed within 7 business days.
 - e. Marin County HCC will maintain their own referral wait list and prioritize as appropriate.

XI. Behavioral Health Bridge Housing at Arrowood – Admissions and Discharge

- A. Admission Process
1. Marin County HCC will coordinate admissions date and time with Interim Shelter Operator.
 2. Marin County HCC and Interim Shelter Operator will seek to complete admissions process within 48 hours of receiving an offer of acceptance.

B. Guest Program Agreement

1. Marin County BHRS-HCC will check in with front desk upon arrival and always wear visible identification while at the facility.
2. Marin County HCC (BHRS optional) will participate in admission process which will include participating in a tour of the facility with their guest and assisting in review of the guest site agreement. See appendix (B) for guest site agreement.

C. Discharge Process

1. Guests will be discharged in a manner and for reasons outlined in site agreement. See appendix (B) for guest site agreement.
2. A brief discharge summary will be provided to referring agencies and entities with 72 hours of discharge.
3. Planned Discharges
 - a. Site guests will be engaged in discharge planning upon entry into the facility and when clinically appropriate. Discharge planning should not commence any later than the 3rd month upon admission.
 - b. Planned discharges will not occur during afterhours, weekends, or holidays unless a clear and viable discharge plan has been completed which includes guests' ability to safely navigate to their next destination with limited to no other support of Interim Shelter Operator, DHS team, or Marin County BHRS-HCC.
 - c. Marin County BHRS-HCC will participate in discharge planning process and work with Interim Shelter Operator and DHS Housing navigators on identifying viable housing plans for their site guests.
 - d. Marin County HCC (BHRS optional) will participate in warm handoff process with Interim Shelter Operator to ensure guests have an opportunity to return to their home community.
4. Unplanned Discharges
 - a. In the event, guests voluntarily leave and/or discharged due to infractions noted in guest site agreement:
 - i. Interim Shelter Operator will attempt to complete a discharge plan and identify guests housing plans,
 - ii. Interim Shelter Operator will provide guests with local referrals to warming centers, detox facilities, homeless shelters, and other local resources as needed. A warm hand off to these services should be prioritized but will be dependent on time of discharge and staffing availability.
 - iii. Interim Shelter Operator will notify Marin County BHRS-HCC of any unplanned discharge. Notice will be made within a reasonable amount of time but not more than 24 hours.
 - b. In the event a guest returns to the facility and is causing a behavioral disturbance or is intoxicated due to alcohol, inhalants, any illegal drug, cannabis, or synthetic

marijuana they may be asked to leave the facility. The following guidelines will be used:

1. Guests will be provided warm handoff to alternative services to the extent possible as listed in section VII.3.d.2 of this agreement.
2. At the sole discretion of Interim Shelter Operator, guests may be allowed to remain in the facility depending on:
 - a. Type of disturbance
 - b. Level of intoxication
 - c. Level of cooperation
 - d. Guest attitude towards refraining from further drug use
 - e. Availability of temporary reassignment to a single room placement
 - f. Guest or staff safety
3. Marin County BHRS-HCC may request a bed hold for guests who are asked to leave for issues related to substance use with the goal of assisting with rapid re-entry into the facility. The following guidelines will be used:
 - a. Interim Shelter Operator will have sole discretion in determining if a guest can return after being asked to leave for issues of alcohol or other drug use.
 - b. Guests will need to be away from the facility for a minimum of 24 hours.
 - c. No longer be intoxicated or causing a behavioral disturbance upon return to the facility.
 - d. Not present as being intoxicated or smell of alcohol or any drug use.

5. Readmittance

- i. Guests may be readmitted prior to the 60-day wait period depending on:
 1. Facility capacity and waitlist
 2. Reason for discharge during previous admission
 3. Length of time at the facility during previous admission
 4. Changes in level of care
 5. Re-offense
 6. Changes in violence risk assessment.

XII. Charges and Fees

1. Guest Bed Rate

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- a. Marin County agrees to purchase 20 guaranteed, dedicated interim shelter beds at BHBH at 440 Arrowood Dr. Santa Rosa, CA 95407.
 - b. Bed rate will be \$2,000 per client each month for each dedicated bed.
2. Enrollment Fee
 - a. There will be no enrollment fee associated with placement of Marin County residents into BHBH at Arrowood during the term of this agreement.
3. Term
 - a. Term of this agreement is from February 1, 2025 to June 30, 2027.
 - b. Agreement can be renewed after analyzing following data points:
 - i. Bed Utilization
 - ii. Partnership project need
 - iii. Facility Operational costs
4. Progressive Enrollment
 - a. DHS recognizes as with any new facility, reaching maximum capacity may not occur immediately upon opening. Marin County BHRS will make following guaranteed payments utilizing the following progressive enrollment plan:
 - i. Month 1, guarantee payment for minimum of 5 beds or (\$10,000).
 - ii. Month 2, guarantee payment for minimum of 10 beds or (\$20,000).
 - iii. Month 3, guarantee payment for minimum of 15 beds or (\$30,000).
 - iv. Month 4, guarantee payment for minimum of 20 beds or (\$40,000).
 - v. Month 5, and all subsequent months guarantee payment for 20 beds or (\$40,000)
5. Property Damages
 - a. Any damages caused by guests under the care of Marin County BHRS-HCC will be addressed on an individual basis.
 - i. Individual client damages will be addressed as noted in the dispute process outlined in Section V.2.d of this agreement.

In the event damages are deemed excessive and not covered by facility insurance, Marin County BHRS-HCC may be financially responsible to cover cost of damages at fair market value.

XIII. Confidentiality

Both parties agree to maintain the confidentiality of all patient medical records and client information in accordance with all applicable State and Federal laws and regulations.

XIV. Dispute Resolution

If any conflicts or disputes arise between the two parties, involved staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the purpose of

such meeting is to come to a resolution that is in the best interest of both parties and any client or patient involved.

XV. Indemnification

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity provision survives the MOU.

XVI. Extra or Changed Work

Extra or changed work or other changes to the MOU may be authorized only by written amendment to this MOU, signed by both parties. Changes which do not exceed the delegated signature authority of the Department may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors or Purchasing Agent must authorize all other extra or changed work which exceeds the delegated signature authority of the Department Head. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive MOU requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the MOU price or MOU time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

XVII. Statutory Compliance/Living Wage Ordinance

Contractor agrees to comply, and to ensure compliance by its subconsultants or subcontractors, with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this MOU as they exist now and as they are changed, amended or modified during the term of this MOU. Without limiting the generality of the foregoing, Contractor expressly acknowledges and agrees that this MOU is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the MOU will be considered a material breach and may result in termination of the MOU or pursuit of other legal or administrative remedies.

XVIII. Merger

This writing is intended both as the final expression of the MOU between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the MOU. Each party acknowledges that, in entering into this MOU, it has not relied on any representation or undertaking, whether oral or in writing, other than those which are expressly set forth in this MOU. No modification of this MOU shall be effective unless and until such modification is evidenced by a writing signed by both parties.

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DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the Effective Date.

COUNTY OF MARIN:

Mary Sackett, Supervisor
Board of Supervisor

Dated

COUNTY OF SONOMA:

Approved; Certificates of Insurance on File with County:

Jennifer Solito, Interim Director
Department of Health Services

Dated

Approved as to Substance:

Division Director or Designee

Dated

Approved as to Form:

County Counsel

Dated

Approved as to Substance:

Privacy & Security Officer or Designee

Dated

Appendix A. [BHBH referral form]

Appendix B. Behavioral Health Bridge Housing at Arrowood (BHBH at Arrowood)

Guest Site Agreement

BHBH at Arrowood is a 71-bed transitional recovery and community re-entry interim shelter for those suffering from mental illness who are experiencing homelessness. The facility was developed in partnership with Marin County Department of Health and Human services and seeks to provide a healing and recovery-oriented atmosphere to adult populations, while prioritizing CARE Court participants. BHBH at Arrowood has been designated to be clean and sober facility as services will be available to support those who are attempting to actively address their substance use issues.

The Model

The BHBH at Arrowood peer-enhanced model is designed to engage members by encouraging a high level of contact with peers who share lived experiences resulting in the development of strong, trustworthy, therapeutic relationships.

- We encourage site guests to share their journey with their fellow peers as a basis for self-actualization and development of a meaningful recovery plan.
- A recovery plan will be grounded in a philosophy of self-determination and supported by staff and peers providing personal encouragement, relevant education, and connections to community resources.
- Site guests will be provided a range of specialty mental health services and encouraged to participate in a variety of other individual and group wellness support activities.
- We use a multi-disciplinary approach, enabling the treatment team to draw upon multiple perspectives to support recovery.
- Our interim shelter will serve as a safe and stable environment; a solid foundation to begin the recovery journey.

Guest Agreement

By signing this agreement, I am agreeing to participate in services and to follow all the program rules and guest responsibilities as outlined in this guest agreement for *BHBH at Arrowood*.

I, _____ (print name), agree to the following:

Program Fees:

1. There will be no program fees associated with using services at BHBH at Arrowood.

Safety:

To minimize safety risks, guests agree to:

1. Not to use electrical cords for any purpose.
2. Use only a surge protector that has been provided by Site Management. If provided a surge protector, use only on device for any available wall outlet.
3. Not to tamper with any smoke or carbon monoxide detectors, or any other fire safety equipment.

4. Not to smoke or use any vaping devices in any unit or building located on 440 Arrowood Drive. Guests will only smoke or use vaping devices outside in designated smoking areas.
 - a. BHBH Services can provide referrals to smoking cessation support. If you would like assistance in quitting smoking, please talk to your BHBH site care team about smoking cessation information.
5. Not to store gasoline and or any other flammable chemicals in any unit or building located at the facility.
6. Not to use any appliances that generate flames or unusual amounts of heat, candles, or incense in any unit or building located at the facility.
7. Acknowledge that the BHBH at Arrowood team may upon announcement, enter your room or unit with or without your presence to conduct a safety check ensuring the security of all guests in the BHBH at Arrowood.

Serious Program Violations:

Guests will be subject to immediate discharge from the BHBH at Arrowood in the event of any of the following serious program violations and agree to:

1. Not possess any firearms, knives, ammunition, or weapons.
2. Not commit an act of violence whether be physical or verbal, illegal activities, or threats of such activities, or any type of harassment to any other guest, visitor, or staff member.
3. Not possess illegal drugs, inhalants, any form of cannabis or synthetic marijuana, or consume alcohol at 440 Arrowood Drive.
 - a. I also understand that if I return to the BHBH at Arrowood causing a disturbance or smell strongly of alcohol or drugs, I may be asked to leave BHBH at Arrowood.
4. Not to sell illegal drugs, inhalants, alcohol, or any form of cannabis to another participant or member of the community.
5. Not commit theft or destroy any property owned by Department of Health Services, Interim Shelter Operator, or another participant.
6. Not to set fire or use any outdoor firepit, barbeque, or smoker.

Participant Responsibilities:

To receive the maximum benefits at BHBH at Arrowood site guests agree to:

1. Work cooperatively with my peers, neighbors, and site staff to ensure a healing and safe living environment for everyone.
 - a. I will provide mutual respect to staff, other peers, and visitors.
 - b. I will use respectful language in my interactions with staff, peers, and visitors.
 - c. I will avoid using graphic descriptions of violence, sex, or glorifying alcohol and drug use around other peers and visitors.

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2. Abide by reasonable standards regarding noise. Refrain from congregating outside in the front of the facility or on any neighboring property.
 - a. Because of the need to be extra aware and not be disruptive to our neighbors, any complaints by neighbors and/or property managers may result in a written warning. Receipt of warning can result in discharge from BHBH at Arrowood.
 3. Respect the privacy of my peers by not disclosing to other non-program guests about the identities of anyone else who may be residing in the BHBH facility.
 4. Respect the privacy of my peers by not entering the private rooms or personal space of other guests without permission and/ or accompaniment of that person.
 5. Attend and participate in regularly scheduled community meetings.
 6. Participate in the general maintenance of the BHBH at Arrowood facility by:
 - a. Completing an assigned chore each day.
 - b. Cleaning up after myself after using the bathroom or dining room.
 - c. Keeping my personal space in my bedroom, clean and organized.
 - d. Routinely washing my clothes and bedding.
 - e. Maintaining my clothing so that it is free of excessive odor or smoke.
 - f. Consuming food only when at the dining room table or outside picnic tables.
 - g. Report to staff any bodily fluid spills so they can work with me to address them and prevent exposure to other staff, peers, and visitors.
 7. Keep up on my daily grooming and hygiene while avoiding strongly scented products.
 8. Wear clothing that covers my body, a minimum of wearing shorts and tank tops while outside, in all public areas of the house, at all times.
 - a. I will dress/ undress in semi-private bedrooms and in locked bathrooms only.
 - b. I will avoid wearing clothing which may be perceived as provocative or offensive to others.
 9. Not provide any of my medications to another housemate.
 - a. All medications stored in any room or unit must have a valid prescription from a medical provider or physicians' assistant.
 - b. All medications must be stored in lockbox provided by the Interim Shelter operator or DHS.
 - c. BHBH at Arrowood is not responsible for theft, loss, or misuse of any privately stored medications.
 10. Personal pets of any kind are prohibited while living in the BHBH at Arrowood.
 11. To be respectful of others' personal space while in the BHBH at Arrowood, and not to touch or hug them without their expressed permission.

12. Participate in various program offerings such as groups, classes, and activities that are provided by the staff at BHBH at Arrowood.
13. Not to bring onto 440 Arrowood Drive any new or used furniture, or appliances into any unit or building of the BHBH at Arrowood. Personal items and clothing are allowed and will be limited to items that can fit into a (2) suitcases or (2) bags.
 - a. Guests will need to fill out a personal belonging designation form upon enrolling into the BHBH at Arrowood. This will be used to identify a primary contact person who will be responsible for removing any personal items left at the BHBH at Arrowood facility.
14. Not enter any locked areas or sealed compartments unless given permission by Department of Health Services or Interim Shelter operator.

Use of Cameras and Recording:

To safeguard the privacy & confidentiality of all our Guests, we do not allow photos/recordings of any guest, visitor, or staff member without their explicit permission.

Visitors / Curfew while at BHBH at Arrowood:

Site guests may have visitors while living at BHBH at Arrowood by following these guidelines.

1. Visits must be pre-arranged, no drop- in visits allowed. This will help prevent conflict between peers and exceeding program occupancy limits.
2. Visitors may be on the property between the hours of:
 - i. Monday – Friday: 12pm – 2pm & 530pm – 7pm
 - ii. Saturday and Sunday: 12pm – 7pm
3. Visits will be limited to the timeframe as noted above and to (2) hour intervals on the weekends.
4. Visitors will need to sign in and out when arriving and leaving the BHBH at Arrowood facility.
5. Visitors are allowed to visit in identified spaces such as activity room, meditation garden, or at any number of locations on the property of the facility.
6. Visitors will not be allowed to stay overnight at any time or conduct their visits in a site guest's bedroom while at BHBH at Arrowood.
7. Visitors must be always attended to by the site guest while in the facility or anywhere on the property at 440 Arrowood Drive.
8. Site guests are responsible for ensuring that their visitor follow all the facility rules and are respectful to peers and site staff.
9. DHS or Interim Shelter operator reserves the right to refuse any visitor who fails follow rules of the facility and or is interfering with the treatment of another site guest.

Site guests are expected to follow curfew guidelines to maintain their placement at BHBH at Arrowood and to provide safety and security to all other guests.

1. Site guests are to return to the facility Sunday – Saturday (7 days a week) by 8pm each evening. An exception will be made for those site guests who are employed and or have made prior arrangements with the Interim Shelter operator.
2. Any site guest who does not return by curfew will be given a written warning. They may also be subjected to program termination due to non-engagement.

Use of Personal Vehicles:

There is limited dedicated parking space on the BHBH at Arrowood property. Site guests may possess a personal vehicle and will be limited to one personal vehicle per person.

- a. Site guests may park their vehicles on the BHBH at Arrowood property depending upon space availability at the discretion of DHS and/ or the Interim Shelter Operator.
- b. All vehicles must be fully operational and may not occupy the same parking space for more than 24 consecutive hours.
- c. All vehicles on the premises must have current registration and an active form of insurance.
 - i. Copies of both vehicle registration and insurance documents will be provided to Interim Shelter Operator at Arrowood team within 24 hours from the first day a vehicle is brought onto the property.
- d. Vehicles must always be parked in designated parking areas.
 - i. Vehicles parked in an illegal manner on the street or on facility property are subject to tow at the expense of the site guest.

Disorderly & Disruptive Behavior:

BHBH at Arrowood seeks to support site guests with a variety of mental health challenges and needs. Site guests agree to:

1. Be open and receptive to modeling provided by facility staff, DHS, peers, and peer support providers.
2. Have a conversation with Interim Shelter operator about any disorderly or disruptive behavior that may jeopardize their ability to remain at BHBH at Arrowood.
3. Take steps to prevent their behavior from negatively impacting anyone else at BHBH at Arrowood or in the neighborhood.

Exiting BHBH at Arrowood:

Department of Health Services Housing Navigators and Interim Shelter Operator intends to work collaboratively with site guests to acquire stable housing prior to exiting the program.

1. Length of stay at BHBH at Arrowood will be six (6) – twelve (12) months. No extensions will be permitted.
2. Site guests will be asked to participate in discharge planning when clinically appropriate and no later than 30-60 days before the end of my stay at the BHBH at Arrowood facility.

- a. I understand that even if I have not found suitable housing and may be unsheltered at the end of my maximum twelve (12) month stay, I will need to leave the program as expected.
3. If the BHBH at Arrowood Care Team has determined that I need to end my stay due to serious program violation, safety, or for other cause, I agree to leave peacefully and without incident.
4. Site guests who decide to voluntarily leave the BHBH at Arrowood facility will be strongly encouraged to work with the Interim Shelter Operator to develop a safe discharge plan. Referrals will be provided to warming centers, detox facility, local homeless shelters, and other community resources, as applicable.
5. Upon move out or within (7) days of leaving BHBH at Arrowood, site guests shall remove all personal property from the site. Any personal property left at the premises beyond the (7) day period shall be considered abandoned by the site guest. Interim Shelter operator may at that time dispose of such property in any manner that is deemed appropriate.

Program Termination:

Site guests will be subject to immediate discharge from BHBH at Arrowood for any Serious Program Violation as noted on pages 2-3 of this agreement. For all other program rules and provisions as noted in this agreement, BHBH at Arrowood team will seek to provide site guests with an opportunity to learn from their choices and build the necessary skills to live independently in our community.

In the event of any repeated rule violation, guests acknowledge that failure to modify their behavior may jeopardize their ability to remain at the facility and will be subjected to discharge at 440 Arrowood Drive, Santa Rosa, CA 95407.

Theft & Loss:

Department of Health Services and Interim Shelter operator will not be responsible for any money, valuables, or personal items brought into the BHBH at Arrowood facility.

Accident and Injury:

I am aware that I will be staying at BHBH at Arrowood at my own risk. This means that the Department of Health Services and/ or the Interim Shelter operator is not responsible for any accident, illness, or injury that I sustain during or after the period of my participation.

Bed Bug Prevention and Treatment:

It is the responsibility of all site guests and staff at BHBH at Arrowood to prevent the spread of Bed Bugs. Site guests agree to the following:

1. Contact site staff immediately if Bed Bugs are detected. Common signs of Bed Bugs include but are not limited to waking up with bites, seeing live bugs or dark red or black spots on bedding, carpets, walls, and furniture.
2. Allow for my bedroom to be inspected and potentially treated.
3. Not to touch any items in an infected bedroom or area.

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4. Participate in treatment of Bed Bug infestation by washing all my clothing and drying them on the hot setting for one hour.
 5. Use provided CedarCide, a non-toxic insecticide on any shoes that cannot be washed.
 6. Shower in warm, soapy water for at least 15 minutes, washing hair twice, then putting on clean, freshly laundered clothing before leaving the house or returning to a treated part of the house or unit.

Here are some of the ways the BHBH at Arrowood Care Team can support me to maintain this agreement: (Include any check-marked Agreements).

Participant (name)

Participant Signature

Date