



Catalyst Cottage Program Participant Agreements

This is an agreement between Catalyst Domestic Violence Service and the Participant
_____ for a _____ month period.

The following agreements are required for ongoing participation in the program.

Safety of Participants and Facility

- Safe behavior is expected of all Participants. Violent or aggressive behavior and judgmental or discriminatory behavior towards other Participants or Catalyst staff is unacceptable.
- Visitors are not allowed in the cottages at any time. This includes family members that are not on the cottage application, friends, service providers and Participants of the HAVEN. Friends and family must be met at least 6 blocks away. Catalyst's drop in offices may be used for appointments with other service providers.
- The location of Catalyst's housing facility needs to remain private. Therefore, Participants may not disclose the address or location to anyone.
- The cottages are a clean and sober living environment. Participants may not have alcohol or illegal drugs on the premises at any time, including in vehicles on the property. Participants may not use drugs or alcohol while participating in the cottage program.
- Quiet time will begin at 10:00pm each night and will end at 7:00am each morning. Participants are asked to keep activities quiet during these hours.
- No structural changes are allowed to be made on the property. This includes permanently attaching items on the exterior or interior of the cottages or making changes to the landscaping.
- Catalyst is responsible for maintenance of the grounds, major appliances and repairs to the cottage and grounds.

Supportive Services

- Advocacy Meetings will be required throughout participation in the program. Advocacy Meetings will be every week for the first 2-3 months, depending on the needs of the Participant, and every 2 weeks thereafter. A minimum of one Advocacy meeting per month will take place in the cottage in order for the Advocate to conduct a house check.
- Progress towards goals for self-sufficiency must be demonstrated through continued employment, education or training, participation in other supportive programs, continued savings and other activities as agreed upon by the Participant and Advocate.
- Participants will continue to participate in Family Development Matrix assessments as part of Advocacy Meetings to identify areas of strength and to identify needs.
- Cottage Participants may come to the HAVEN to participate in weekly support groups, individual counseling, and other educational, recreational or therapeutic groups or activities. Cottage Participants may not spend time at the HAVEN except for the time they are participating in these activities.
- If childcare is needed, Participants will work with an Advocate to utilize Catalyst staff and volunteers. All day childcare is not available from Catalyst.

Participation Fees, Utilities and Supplies

- Participants will be charged a monthly participation fee of 20% of their monthly income. This will be due no later than the 5th day of each month and will be submitted to Catalyst's Operations Manager at 330 Wall St. Suite 50 in either a check or money order.
- A minimum of 20% of the Participant's income will be required to be deposited in a savings account that Catalyst will maintain. The balance of the savings account will be returned to the Participant upon exit from the program less any major damages to the property that are the responsibility of the Participant.
- Catalyst will pay for all utilities including electricity, garbage, water, emergency alarm, and local phone services. Participants agree to maintain the thermostat at 68 degrees in the winter months and 78 degrees in the summer months.
- Catalyst staff will have access to the Cottages in order to schedule maintenance and repairs. Participants will be notified when these appointments are made.
- Participants are responsible for their own personal hygiene products, household supplies and food.
- A Walk Through will be conducted before the Participant moves into a cottage and approximately two weeks before the planned exit from the program to document condition of the cottage and to determine maintenance and repair needs. Participants will be responsible for maintenance and repair needs beyond normal wear and tear.

Additional Agreements

- Cottages are furnished by Catalyst. Participants may acquire additional furniture to keep for when they exit the program. An inventory is done with the participant to verify furnishings upon entering and exiting the program.
- Participants are responsible for day-to-day cleaning and upkeep of the cottage. This includes the interior as well as the exterior porch areas.
- Vehicles that are non-operable are not allowed on Catalyst property.
- Pets are not allowed in the Cottage Program. Service animals are permitted with appropriate documentation. Service Animal Agreements must be followed.
- Candles and incense are not allowed in the cottages.

Additional Agreements and/or Notes:

If any of these agreements are not followed, the Catalyst Advocate and/or the Housing Coordinator will work with Participants to make changes as needed. If changes are not made in the agreed upon time frame then Participants may be asked to exit the program. Catalyst will provide Participants with appropriate notice and follow procedures as required by law.

I/we have read the Catalyst Domestic Violence Services Cottage Program Lease Agreement and Cottage Program Agreements and understand both the Terms and Conditions held within. I/we agree to these Terms and Conditions and acknowledge receiving a copy of this Lease Agreement.

Participant Signature: _____ Date: _____

Participant Name (printed): _____

Catalyst Staff Signature: _____