

Exhibit A  
Scope of Services

**REQUIRED SERVICES to be performed as part of the Agreement by and between the City of Sweet Home and the FAC:**

1. Facilitate the in-take, registration, and specific site assignment process at the Sleeping Site daily from 6:00 PM until 10:00 PM.
2. Document and keep track of problematic individuals and share information with security staff on scenes so they are aware of who is causing problems.
3. Ensure there is reciprocal ongoing information sharing between FAC members staffing the in take/registration process and security staff on issues taking place at the camp. (Possibly a joint logbook which could document daily events)
4. Document behaviors that would constitute a 24 hour removal. Ensure to share those documents with security staff and Police in the event of a trespass violation.
5. Document ongoing behaviors that may result in elevated exclusionary timeframes (30-60-90 day exclusions) from the camp that would be imposed by the City Manager.
6. Enforce camp rules through separate Administrative Order granting such enforcement authority to the FAC.

**VOLUNTARY SERVICES that may be performed by the FAC that are not included as part of the Agreement by and between the City of Sweet Home and the FAC:**

1. Provide each client with a tent, sleeping bag, clothing, toiletries if items are available through donations.
2. Assist clients to develop an individual plan to exit homelessness. Regularly review client progress toward the plan.
3. Assist clients in making and remembering appointments.
4. Attend client appointments upon request.
5. Keep records to facilitate client services and document the needs of homeless people in Sweet Home.