St. Vincent de Paul
GEORGIA

COTTAGES OF
providence
Supportive Housing Rooted In Dignity

Safety and Accountability Plan

1. Safety Philosophy

The Cottages of providence will combine compassion with accountability. Residents will be treated with dignity and offered support, while also being expected to follow lease requirements, resident rules, the Community Covenant, and standards for safe community living.

The goal is to create a peaceful residential neighborhood, not an institution, shelter, encampment, or unmanaged housing site. Safety will be built through good design, clear expectations, consistent management, resident accountability, and strong community partnerships.

2. Core Safety Commitments

- Provide a safe and peaceful residential environment for residents, staff, volunteers, neighbors, and visitors.
- Maintain clear written rules and enforce them consistently.
- Use individualized case management to support housing stability and address problems early.
- Respond quickly to serious safety concerns.
- Coordinate appropriately with law enforcement, fire, EMS, and community partners.
- Maintain the property in a clean, orderly, and well-lit condition.
- Protect resident privacy and dignity while remaining responsive to neighbors and public partners.
- Document incidents, concerns, and follow-up actions in a consistent manner.

3. Professional Property Management

The Cottages of providence will have a professional property manager or property management service.

Primary Responsibilities

- Serve as the first point of contact for residents, neighbors, vendors, and community concerns.
- Monitor compliance with the resident rules, guest policy, pet policy, and Community Covenant.
- Coordinate with case management staff when resident concerns arise.
- Document incidents, complaints, lease violations, maintenance concerns, and follow-up steps.
- Coordinate maintenance, inspections, repairs, trash, grounds, and general property standards.
- Communicate serious issues promptly to providence the Advisory board and the executive leadership of St. Vincent de Paul Georgia.
- Coordinate with law enforcement, fire, EMS, or other authorities when needed.
- Help maintain a calm, respectful, and orderly community environment.

Neighbor Contact

The property manager will be the first contact for non-emergency neighbor concerns. Emergency situations should always be directed to 911 first. Non-emergency concerns may be submitted to the property manager through a designated phone number, email address, or written process. Neighbors may also directly contact the Advisory Committee of The Cottage of providence and the executive leadership of St. Vincent de Paul Georgia. Neighbors may also join a Neighborhood Advisory Group, if interested.

4. Direct Board Access and Oversight

The property manager will have direct access to board leadership or a designated board committee for serious safety, legal, operational, or neighbor concerns. This structure helps ensure that concerns are not ignored or delayed.

Board oversight may include review of incident trends, resident accountability concerns, safety issues, neighbor complaints, and recommendations for policy updates.

5. Resident Screening as a Safety Tool

Resident screening is an important part of the safety plan. Screening is not intended to exclude people unfairly, but to ensure that the community can serve residents safely and responsibly.

Applicants will be reviewed for local connection, housing instability, income sufficiency, ability to live independently with support, willingness to sign the lease and Community Covenant, and ability to comply with community standards.

Criminal Background Review

Criminal background review will be individualized and should be conducted in compliance with applicable law and fair housing requirements. A prior criminal record will not automatically disqualify an applicant.

However, the community will maintain firm restrictions related to registered sex offenders, drug trafficking, and current or recent behavior that creates a direct safety threat that cannot be reasonably mitigated.

6. Lease, Community Covenant, and Resident Rules

Every tenant-resident will sign a lease and the Community Covenant. Residents will also be required to follow written resident rules and any approved policies governing guests, pets, parking, trash, shared spaces, maintenance, quiet hours, and safety.

The lease provides legal accountability. The Community Covenant expresses the shared values of dignity, responsibility, safety, stability, stewardship, and respectful community living.

7. Case Management and Early Intervention

Each resident or couple will have an individualized case management plan. Case management is a major part of the safety and accountability structure because it allows staff to identify problems early and connect residents with the right support before a crisis escalates.

Case management may address income stability, benefits, healthcare, behavioral health referrals, recovery support, budgeting, transportation, employment support, veteran services, senior services, and other needs related to housing stability.

Participation in case management will be expected as part of the resident stability plan. The intensity of case management may vary based on resident needs.

8. Drug, Alcohol, and Recovery-Related Standards

Prohibited Conduct

- Illegal or criminal activity.
- Drug trafficking or illegal sales.
- Use of a cottage or common area for criminal activity.
- Behavior that creates a direct threat to residents, staff, volunteers, neighbors, or visitors.
- Repeated disturbances that interfere with the peaceful enjoyment of the community.
- Threats, intimidation, harassment, violence, or retaliation.
- Possession or use of substances in a way that creates unsafe or illegal conditions.

Residents who need help with recovery, treatment, counseling, or support services will be referred to appropriate community partners. Sobriety will not be required as prerequisite of housing. The community recognizes that stable housing can be an important foundation for recovery, health, and long-term stability. However, residents must follow the law and must not create unsafe conditions for others.

9. Violence, Threats, Harassment, and Retaliation

The Cottages of providence will maintain firm boundaries around violence, threats, harassment, intimidation, and retaliation. Residents, staff, volunteers, neighbors, and visitors should be able to interact without fear or coercion.

Serious safety violations may result in immediate action, including emergency response, removal of a guest, lease enforcement, or termination of tenancy when legally appropriate.

10. Guest and Visitor Management

A written guest policy will be used to protect resident privacy while also maintaining safety and accountability. Residents will be responsible for the conduct of their guests.

The guest policy addresses no overnight guests, no unauthorized occupants, parking, quiet hours, banned guests, disruptive conduct, and consequences for repeated violations.

A planning guideline may allow overnight guests for a limited number of nights within a defined period, subject to final legal and property management review.

11. Security Cameras and Privacy

Security cameras may be installed in common areas to support safety, deter misconduct, and help document incidents. Cameras will be used in a way that respects resident privacy and complies with applicable law.

Potential Camera Locations

- Community building exterior.
- Parking areas.
- Main entrance and exit areas.
- Walkways and common outdoor spaces.
- Maintenance or storage areas.

- Trash and service areas.

12. Site Access and Physical Safety

The site is not currently planned to have a gated entrance. Instead, safety will be supported through professional management, resident rules, clear visitor standards, cameras in common areas, lighting, parking controls, neighbor communication, and law enforcement coordination when needed.

Site design should consider safe lighting, visibility, walkways, fire access, emergency vehicle access, traffic flow, signage, stormwater safety, and appropriate landscaping or buffers.

13. Potential Mission-Aligned Resident Presence

The community may explore having a mission-aligned resident living on site, such as a retired police officer, firefighter, first responder, ministry-minded resident, or other qualified person who supports the mission and values of the community.

A mission-aligned resident does not replace the property manager, case manager, security personnel, or law enforcement. The role should focus on positive presence, neighborliness, and communication with staff.

14. Maintenance and Property Standards

A clean, well-maintained property is essential to safety, resident dignity, neighbor confidence, and long-term sustainability. The Cottages of providence will maintain written property standards for cottages, shared spaces, landscaping, trash, parking, maintenance, and repairs.

- Residents will be expected to keep their cottages reasonably clean and safe.
- Maintenance concerns should be reported promptly.
- Staff will respond to maintenance issues in a reasonable and timely manner.
- Common areas will be inspected and maintained regularly.
- Trash, pest control, landscaping, and repairs will be managed proactively.
- Repeated damage, neglect, or unsafe conditions may result in lease enforcement or corrective action.

15. Incident Documentation and Response

The property manager or designated staff should document significant incidents, complaints, resident rule violations, safety concerns, maintenance emergencies, and follow-up actions.

Incident Records May Include

- Date and time.
- Location.
- Individuals involved, when appropriate.
- Description of concern.
- Immediate action taken.
- Whether emergency services were contacted.
- Follow-up steps.
- Case management involvement.
- Lease or policy action taken, if any.

Incident documentation should be kept confidential and shared only with authorized personnel or as legally required.

16. Progressive Accountability

When appropriate, the Cottages of providence will use progressive accountability. The goal is to correct behavior, preserve housing stability when possible, and protect the community.

Possible Accountability Steps

- Verbal reminder or coaching conversation.
- Written warning.
- Required meeting with property manager and case manager.
- Corrective action plan.
- Guest restrictions.
- Increased case management check-ins.
- Lease violation notice.
- Final warning.
- Termination of tenancy when legally appropriate.

Serious violations may require immediate action rather than progressive steps.

17. Serious Violations

Some conduct may create an immediate risk to residents, staff, volunteers, neighbors, visitors, or the property. Serious violations may result in immediate intervention, emergency response, lease enforcement, or termination when legally appropriate.

18. Law Enforcement, Fire, and Emergency Services Coordination

The Cottages of providence will coordinate with public safety partners as appropriate. The goal is to build clear communication, emergency readiness, and mutual understanding before problems arise.

Potential Coordination Steps

- Introduce project leadership and the property manager to local law enforcement, fire, and EMS contacts.
- Confirm emergency access routes and fire access requirements.
- Develop a process for non-emergency communication when appropriate.
- Invite public safety input on site design, lighting, access, and emergency procedures.
- Clarify when staff should call 911 versus using internal reporting procedures.
- Review incident trends with board leadership and public safety partners when appropriate.

19. Neighbor Communication Process

The Cottages of providence is committed to being a good neighbor. A clear neighbor communication process will help prevent small concerns from becoming larger problems.

Proposed Process

1. Emergency situations should be directed to 911 immediately.
2. Non-emergency concerns should be directed to the property manager through a published phone number or email address.

3. The property manager will document the concern, review the facts, and determine whether follow-up is needed.
4. Reasonable non-emergency concerns should receive a timely response, ideally within one to two business days.
5. Serious or recurring concerns should be elevated to Advisory Committee and executive leadership of St. Vincent de Paul Georgia.

20. Neighborhood Advisory Group

A Neighborhood Advisory Group can be established to encourage transparency, communication, and trust between the Cottages of providence and the surrounding community. The Group's purpose is to share general community updates, hear neighbor concerns, review safety, maintenance, and communication trends, improve operations, and enhance communication and partnerships.

Possible Participants

- Property manager
- Cottages of providence Advisory Committee representative or designated leadership representative
- Resident representatives
- Nearby neighbor representatives
- Local business representatives
- City liaison
- Nonprofit partners
- Public safety representative

The advisory group should not make resident admissions decisions, manage confidential resident information, or interfere with lease enforcement.