

Housing Vendor Orientation Packet



Reentry Housing Assistance Program

400-HA017 & Revised 03/06/2025



Dear Prospective Housing Vendor,

We appreciate your interest in offering housing to individuals transitioning from Washington State Prisons and Reentry Centers. Housing is an essential and impactful service, benefiting not only those reentering society but also the wider community and the criminal justice system. By providing stable housing, you increase the chances of these individuals maintaining a crime-free lifestyle, which supports responsible correctional practices and reduces future taxpayer expenses associated with re-incarceration.

Regional Housing Specialists are available to collaborate with you, discuss your plans, and address any questions you may have regarding the transition process, potential benefits, and common challenges faced by housing providers in this field. They can also guide you through the pros and cons of various program types and advise on the services or amenities that are most effective and desirable in a housing program.

Additionally, these specialists can assist in defining and establishing appropriate requirements and limitations for your proposed program. The attached orientation packet contains valuable information to help prospective housing providers as they consider developing a program.

Amanda Lease

Housing Program Administrator
WA State Department of Corrections
Reentry Division

DEPARTMENT OF CORRECTIONS BASICS

All Divisions in the Washington State Department of Corrections have a refined focus on our mission to improve public safety by positively changing lives.

Reentry Division

The Reentry Division is responsible to provide targeted opportunities and pathways supporting the successful community integration of each person while providing a continuum of services that engage the population, our employees and community partners. Programs offered through the Reentry Division can include:

- ERD Housing Assistance
- Reentry Housing Assistance
- Veteran Services
- Transition Services
- Strength in Families Program
- Reentry Center
- Release Planning/Reentry

Community Corrections Division

Community Corrections Division supervises formerly incarcerated individuals under the jurisdiction of the Department in communities. The Division's primary goals are to promote public safety by providing guidance, support and program opportunities for all individuals returning to the community, to include establishing conditions of supervision and collaborating with stakeholders who have a vested interest in successful transitions, to further enhance victim and community safety.

Supervising Formerly Incarcerated/Partial Confinement Individuals in the Community

The Community Corrections Division supervises individuals who have either been confined in a county jail, prison facility (for felony convictions of more than a year), were sentenced to direct supervision or transferred to partial confinement within the community. Individuals under the jurisdiction of the Department in the community report to Community Corrections Officers/Corrections Specialists who monitor their activities based on their sentence from the Court. Most individuals are required to follow specific conditions of supervision which may include residence and employment approval, home visits, office reporting, submitting to urinalysis and other testing. There may also be requirements for participating in treatment programs, behavioral programs, family reunification programs and reparation-based activities. Failure to abide by the conditions or requirements can lead to penalties including jail time for the supervised individual.

Programs within the Community Corrections Division include:

- Community Parenting Alternative (CPA)
- Family Offender Sentencing Alternative (FOSA)
- Graduated Reentry Program (GRE)
- Mental Health Sentencing Alternative
- Drug Offender Sentencing Alternative (DOSA/Residential DOSA)
- Sex Offender Sentencing Alternative (SOSA)

TRANSITION AND RELEASE

The Department's transition and release policy require Classification Counselors or Reentry Centers Community Corrections Officers (RC CCOs) to work with incarcerated individuals during the twelve-month period leading up to the earned release date (ERD) to plan for their eventual return to the community.

Staff and incarcerated individuals are expected to work together using the individual's personal resources to develop approvable release plans. Personal resources are typically family or friends willing to assist, organizations, support persons, personal savings, or other sources of income or assistance.

Transition Timeline

- Twelve months prior to the earned release date (ERD), or upon arrival at the facility reception, a Classification Counselor or RC CCO will meet with the incarcerated individual to initiate release planning and to obtain information for any potential release address.
- If an incarcerated individual requires assistance locating an approvable release address the classification counselor or RC CCO will contact a Regional Housing Specialist responsible for the individual's release area to obtain appropriate and current housing referrals.
- The classification counselor or RC CCO will contact prospective housing providers on behalf of the incarcerated individual by telephone or e-mail as appropriate.
- The classification counselor or RC CCO will assist incarcerated individuals with any necessary application processes by facilitating telephone interviews with prospective sponsoring organizations or providers or mailing application material for the individual.
- Six months prior to the ERD a classification counselor or RC CCO will begin submitting appropriate release addresses, funded by the incarcerated individuals' personal resources, for investigation by the Department.
- The classification counselor or RC CCO will continue to work with the incarcerated individual to develop an approvable release plan funded with the individual's personal resources until a plan is approved or the Earned Release Date arrives.
- Release plans submitted for investigation (which require payment) that do not identify an available funding source will be denied.

REENTRY HOUSING ASSISTANCE PROGRAM

The Reentry Division manages the Reentry Housing Assistance Program (RHAP) to provide housing support for incarcerated individuals, those in partial confinement, and formerly incarcerated individuals. RHAP also offers financial assistance to individuals who have reached their Earned Release Date (ERD) but remain in prison due to the absence of an approvable release address. The program may provide up to \$700 per month for a maximum of six-monthly vouchers following the individual's initial release or transfer into the community. The level of support is determined based on the individual's specific circumstances and needs.

Services range from simple housing referrals to financial assistance, all at the Department's discretion. In cases where incarcerated individuals are unable to develop an acceptable release plan, they can apply for financial assistance through the Department. Eligibility for benefits is contingent on meeting the program's criteria and maintaining compliance with the custody facility plan, supervision plan, supervision conditions, and facility rules before and after release.

The program's requirements are outlined in the Housing Assistance Application, which acts as both a screening tool for eligibility and an agreement to the responsibilities associated with obtaining and maintaining housing assistance.

These requirements must be adhered to both prior to and after release from prison. The program includes adherence to all facility rules and components of the custody facility plan. Upon release, individuals are expected to follow all conditions of supervision and any additional requirements specified in the agreement.

Regional Housing Specialists

There are eight Regional Housing Specialists (RHS) strategically located across the state to support housing providers and Department staff within all three Divisions of the Department of Corrections (DOC): Prison, Reentry, and Community Corrections. The RHS oversees housing resource data and takes the lead in building and maintaining relationships with local housing vendors. Additionally, they offer referrals and placement assistance to incarcerated individuals, staff, and housing providers. Although the responsibility for developing release plans and conducting placement investigations lies with the assigned Classification Counselor, Specialist, or CCO, the RHS plays a key role in identifying and facilitating placements, effectively minimizing delays during the release plan investigation process.

RHS regularly conducts on-site housing visits to ensure that properties are well-maintained, properly managed, and meet the program's standards for participation.

They also carry out research and collect data on the obstacles to timely release. This information is organized into formats that help both prison and community management teams pinpoint and address the causes of delayed transitions.

The Reentry Housing Assistance Program provides internal online resources, including a statewide housing directory, program forms, process guidelines, contact details for Regional Housing Specialists, and eligibility information/FAQs to assist staff in navigating the program.

The RHS also ensures that housing providers receive timely and accurate payment for their services. Furthermore, they help resolve housing-related conflicts or disagreements between Department staff and housing providers.

REENTRY HOUSING ASSISTANCE PROGRAM (CONTINUED)

Our public website: <https://www.doc.wa.gov/corrections/community/housing-assistance.htm>

Regional Housing Specialists:

1. **Kevin Glover | (509) 728-8062**

Counties served: Benton, Chelan, Douglas, Kittitas, Klickitat, and Yakima.

2. **Jeff O’Bleness | (509) 710-5900**

Counties served: Adams, Asotin, Columbia, Franklin, Ferry, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman.

3. **Dan Johnson | (360) 772-2037**

Counties served: Clark, Cowlitz, Skamania, and Wahkiakum.

4. **Brendan Playle | (360) 480-6224**

Counties served: Grays Harbor, Kitsap, Lewis, Mason, Pacific, and Thurston.

5. **Sean Raybell | (253) 377-1192**

Counties served: Pierce.

6. **Steve Dalton (Last Names A-K) | (206) 423-2351**

7. **Angie Gogerty (Last Names L-Z) | (206) 678-2673**

County served: King.

8. **Lou Turner | (425) 508-3034 -**

Counties served: Clallam, Island, Jefferson, San Juan, Skagit, Snohomish, Whatcom.

Vendor and Residence Vetting Process

The vetting process of a prospective vendor and a residence, routinely consists of the following's steps:

The vetting process begins with an initial conversation between the Regional Housing Specialist (RHS) and the prospective vendor. During this discussion, the program is outlined, as summarized in this document, and key questions are addressed. These include the vendor's intended purpose, housing requirements, and any participation restrictions the vendor may have.

Housing Vendor Eligibility:

1. Not have been under the jurisdiction—including community supervision—of any County, State Department of Corrections or the Federal Bureau of Prisons during the 180 days preceding their housing vendor application.
2. Not have any active warrants or pending criminal cases in their criminal record.
3. Not have been convicted of a crime against a person in the past five years.
4. Not have been convicted of a financial crime in the past three years.

With the necessary information in hand, the Regional Housing Specialist (RHS) conducts an initial assessment of the proposed property and its surrounding neighborhood. This process typically includes a walkthrough of the property as well as familiarization with the area. The vetting process may be paused or terminated due to concerns about community or residential safety. In such cases, the RHS will inform the vendor of the identified concerns. Depending on the circumstances, the vetting process may either cease entirely or proceed with adjustments, such as setting restrictions on the type of individuals accommodated at the property or requiring the vendor to address specific safety issues.

If the vetting process moves forward, the RHS will notify the local jurisdiction about the prospective vendor's interest in participating in the housing voucher program and joining the housing directory. This notification is a statewide legal requirement under RCW 72.09.285 and initiates a designated period during which the local jurisdiction can conduct its own vetting and submit feedback through a Community Impact Statement, if desired. Until the RCW 72.09.285 process is completed, the property can house no more than two individuals using vouchers. [RCW 72.09.285: Rental voucher list—Housing providers.](#)

PDF RCW 72.09.285

Rental voucher list—Housing providers.

- (1) A housing provider may be placed on a list with the department to receive rental vouchers under RCW 9.94A.729 in accordance with the provisions of this section.
- (2) For living environments with between four and eight beds, or a greater number of individuals if permitted by local code, the department shall provide transition support that verifies an offender is participating in programming or services including, but not limited to, substance abuse treatment, mental health treatment, sex offender treatment, educational programming, development of positive living skills, or employment programming. In addition, when selecting housing providers, the department shall consider the compatibility of the proposed offender housing with the surrounding neighborhood and underlying zoning. The department shall adopt procedures to limit the concentration of housing providers who provide housing to sex offenders in a single neighborhood or area.
- (3)(a) The department shall provide the local law and justice council, county sheriff, or, if such housing is located within a city, a city's chief law enforcement officer with notice anytime a housing provider or new housing location requests to be or is added to the list within that county.
- (b) The county or city local government may provide the department with a community impact statement, which includes the number and location of other special needs housing in the neighborhood and a review of services and supports in the area to assist offenders in their transition. If a community impact statement is provided to the department within twenty-five business days of the notice of a new housing provider or housing location request, the department shall consider the community impact statement in determining whether to add the provider to the list and, if the provider is added, shall include the community impact statement in the notice that a provider is added to the list within that county.
- (4) If a certificate of inspection, as provided in RCW 59.18.125, is required by local regulation and the local government does not have a current certificate of inspection on file, the local government shall have ten business days from the later of (a) receipt of notice from the department as provided in subsection (3) of this section; or (b) the date the local government is given access to the dwelling unit to conduct an inspection or reinspection to issue a certificate. This section is deemed satisfied if a local government does not issue a timely certificate of inspection.
- (5)(a) If, within ten business days of receipt of a notice from the department of a new location or new housing provider, the county or city determines that the housing is in a neighborhood with an existing concentration of special needs housing, including but not limited to offender reentry housing, retirement homes, assisted living, emergency or transitional housing, or adult family homes, the county or city may request that the department program administrator remove the new location or new housing provider from the list.
- (b) This subsection does not apply to housing providers approved by the department to receive rental vouchers on July 28, 2013.
- (6) The county or city may at any time request a housing provider be removed from the list if it provides information to the department that:
- (a) It has determined that the housing does not comply with state and local fire and building codes or applicable zoning and development regulations in effect at the time the housing provider first began receiving housing vouchers; or
- (b) The housing provider is not complying with the provisions of this section.
- (7) After receiving a request to remove a housing provider from the county or city, the department shall immediately notify the provider of the concerns and request that the provider demonstrate that it is in compliance with the provisions of this section. If, after ten days' written notice, the housing provider cannot demonstrate to the department that it is in compliance with the reasons for the county's or city's request for removal, the department shall remove the housing provider from the list.
- (8) A housing provider who provides housing pursuant to this section is not liable for civil damages arising from the criminal conduct of an offender to any greater extent than a regular tenant, and no special duties are created under this section.

[2017 c 141 s 1; 2013 c 266 s 2]

The RHS will likely consult the local Community Corrections Office for additional feedback, as these offices often have valuable insights into the neighborhoods within their jurisdiction. They are typically familiar with unsafe areas and locations where certain populations are concentrated. Moreover, the Community Corrections Office's perspective on whether a release plan to the proposed address would generally be approved is an essential factor. If significant unresolvable issues arise, the process is typically halted, and both the local jurisdiction and the vendor are informed.

Once the RHS gathers all relevant information, including feedback from the local jurisdiction, the housing program administrator determines whether the property is suitable for Department use. By law, a second notice is sent to the local jurisdiction detailing the findings, providing an additional period for response. Any feedback received within this timeframe is considered before making a final determination on the property's inclusion in the housing directory.

It is also important to note that vendors retain the right to set their own screening criteria and are not obligated to accept any individuals. The Community Corrections Division manages individuals releasing from incarceration, and the local Community Corrections Office evaluates whether a specific release plan is appropriate based on its own independent investigation.

Note: Inclusion in the housing directory does not guarantee that individuals will be released to the vendor's property, nor does it imply any expectation regarding occupancy levels.

STANDARDS AND EXPECTATIONS FOR HOUSING VENDORS

The Department of Corrections' mission statement is to improve public safety by positively changing lives by working together for safer communities. Providing referrals to safe and responsibly managed housing resources in the community is in the best interest of both the formerly incarcerated individuals and the community. To encourage best practices and sound housing program development the Department has worked with government and non-government stakeholders to develop guidelines and recommendations for prospective and existing housing providers.

Department Requirements

The Department will provide referrals and, if necessary, financial assistance to the releasing individuals for housing facilities or programs which meet the basic standards and expectations documented below. The Department will also provide individuals with information about housing programs to include their requirements, restrictions and range of services provided to help them make an educated decision on which house or program would best meet their needs.

Minimum Expectations while receiving housing assistance:

- Voucher payment will be inclusive of all expenses associated with the occupancy, i.e., move-in fees, refundable/non-refundable deposits, service charges, utilities, supplies and or fuel.
- Fee Schedules will be fully disclosed.
- All program contracts, rental agreements and house rules should be fully disclosed.
- Heating equipment will be provided which is adequate for the living space should be legal and operational with local building codes.
- Electrical facilities and lighting should be adequate, functioning and in compliance with local building codes.
- Private or shared bathroom facilities will be available to the tenant, to include running hot and cold water, a functioning sink, toilet, and shower.
- Accommodations will comply with local building or health codes and individual room capacity limited a maximum of two tenants unless otherwise agreed with the Regional Housing Specialist.
- Furnishings and linens will be provided and include at a minimum:
 - Dresser or storage container, Bed w/frame, clean sheets, blanket(s), pillow, towel
- Security and safety features for the individual unit or shared living space should be adequate to protect the health or safety of a tenant and include functioning security locks and adequate lighting.
- Tenants should be provided with keys and 24-hour access to their private or shared living space as appropriate.

STANDARDS AND EXPECTATIONS FOR HOUSING VENDORS (CONTINUED)

Best Practices

- Established screening process, consisting of a completed application, and having a pre-placement interview-via in person and/or telephone conversation.
- Involvement, support, coalition building for program from Community Stakeholders
- Local government and law enforcement, community groups, religious and charitable organizations, advocacy groups
- Release and intake date transportation, coordination.
- Transportation information (bus schedules, maps, information on necessities)
- Local social service provider information
- DSHS, Veterans Administration, Work Source, employment agencies, community colleges.
- Emergency service provider information
- Food banks, emergency clothing, hospitals, or health clinics

Legal Compliance

All companies and organizations which conduct business with the Department are expected to maintain legal compliance with all local, state, and federal regulations. While the Department is not a regulatory authority or responsible for conducting inspections, licensing, or permitting activities for businesses in Washington State, the Department does expect the companies or organizations who provide services to our individuals to obtain and maintain all required business licenses, use permits and building, and health code standards required in the local municipality. At a minimum, the Regional Housing Specialist will advise prospective vendors of their requirements to secure and maintain the necessary licenses and permits to legally operate as a housing provider.

Business Licenses

All municipalities or unincorporated areas within the state require at least one type of valid business license to engage in commerce. Providing housing will require at least one if not multiple types of business licenses. Depending on how the business is structured these licenses will be issued by local municipalities but additional licenses may be required by a state agency, usually the Department of Health. It is the responsibility of all business owners to obtain and maintain all required business licenses.

Building/Health/Zoning Requirements

All municipalities or unincorporated areas within the state require residential, commercial, and industrial buildings to comply with local, state and sometimes federal building, safety and/or health code requirements. The specific requirements for a housing will differ depending on the nature of the house and where it is located. The Department of Corrections recommends that anyone operating or planning on operating a business of this sort contact their local building, code enforcement, or environmental services authority to determine what the specific requirements are. An example of common municipal requirements and restriction is provided for review as an attachment to this packet.

STANDARDS AND EXPECTATIONS FOR HOUSING VENDORS (CONTINUED)

Housing Rights Protection (Landlord/Tenant Rights)

Various federal, state, and local laws and ordinances protect housing rights. The Federal Fair Housing Act of 1968 makes it illegal for a landlord to discriminate because of a person's race, sex, national origin, or religion. Some local laws forbid discrimination based on age, marital status, physical and mental disability, personal appearance, sexual preference, family responsibilities, military/veteran status, political affiliation, prior arrest or conviction record, source of income, or others.

Washington State has a Residential Landlord-Tenant Act (RCW 59.18), which defines the minimum duties of landlords and tenants of residential dwellings. These laws also impose certain restrictions and provide remedies if one party fails to carry out a duty. The remedies include eviction, reduced rent, self-help repairs, the right to sue for monetary damages, and an award of attorneys' fees to the successful party. Generally, the provisions of the act may not be waived by the landlord or tenant.

Furthermore, in many communities, additional housing codes, local ordinances and requirements have also been enacted to set minimum standards for living conditions and to further regulate landlords' and tenants' rights and duties.

As a housing vendor, it is incumbent on you to be well-versed and compliant on these rights and duties. For information pertaining to local housing rights protection, contact the city council, city attorney, or other officials where housing is to be provided.

Note: DOC staff will not act as agents on behalf of a landlord in an eviction process.

Helpful Housing Resources:

1. <https://www.hum.wa.gov/fair-housing>
2. [https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_rights_and_obligations/Guide to Fair Housing](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_rights_and_obligations/Guide_to_Fair_Housing)
3. <https://www.huduser.gov/portal/publications/PDF/FAIRHOUSING/fairfull.pdf>
4. https://www.samhsa.gov/sites/default/files/programs_campaigns/medication_assisted/Know-Your-Rights-Brochure.pdf
5. https://www.dhcs.ca.gov/individuals/Documents/MAT_Use_One_Sheet_Opioid_Alcohol_Web.pdf
6. www.waqrr.org
7. <https://www.waqrr.org/certification-process-summary>
8. <https://www.accessibilitychecker.org/blog/ada-requirements-for-homes/>
9. <https://www.commerce.wa.gov/landlord-fund/landlord-damage-relief/>
10. <https://narronline.org/standards/>
11. [https://narronline.org/standards/](https://www.commerce.wa.gov/landlord-fund/landlord-damage-relief/)
12. [STEP Housing – Washington State Department of Commerce](https://www.commerce.wa.gov/landlord-fund/landlord-damage-relief/)

Addressing Housing Concerns or issues

If a housing vendor fails to maintain adequate housing standards, they may be removed from the directory.

Houses that do not meet minimum adequate standards (Pg. 9), fail to comply with state, local, fire and building codes, or violate applicable zoning and development regulations while receiving housing assistance may be placed on hold in the Statewide Housing Directory. Housing providers are required to demonstrate compliance with these regulations and provide proof to the Regional Housing Specialist (RHS) within 10 business days of receiving the notice.

VENDOR ACCOUNTS, PAYMENTS, AND PROCESSING

Statewide Vendor Accounts

The State of Washington Office of Financial Management (OFM) is responsible for the disbursement of funds for all state business. To receive payment for services, housing vendors must establish a statewide vendor account with the Department of Enterprise Services. The Regional Housing Specialist will provide applicants with the current statewide vendor account application with instruction to complete and return.

<https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

How to submit the Vendor information on OFM with DocuSign [SubmitVendorFormsWithDocuSign.docx](#)

Electronic Funds Transfers

Direct deposit or electronic funds transfer (EFT) is the preferred method of payment. EFT payments are free of charge, and process in a matter of days compared to checks in the mail, ensuring timely and efficient payments while preventing the risks of postal delays, getting lost in the mail or checks ending up in the wrong hands. The application for this service is included with the vendor account application.

Updating a Vendor Account

In the future if an adjustment to a vendor account is necessary it must be accomplished through the submission of a revised application. A RHS can assist with providing you the application. This process is in place to maintain a level of security for the states service providers. Further information on this process may be obtained by calling the Office of Financial Management –Statewide Payee Desk 360-407-8180 or email PayeeRegistration@ofm.wa.gov

Payment Processing & Overpayments

Regional housing specialists are responsible for ensuring that all payments to housing providers are requested, processed, and paid in a timely manner. If a housing provider has questions or concerns about a future, current or past payment, the regional housing specialist has access to all payment records and can help determine the status of payments.

Payments are submitted to the Business Office for processing 10 days prior to a rental period start date. If the person leaves the house prior to the start of the rental period, the vendor will be requested to refund the payment to the Business Office, with instruction on how to do so. Please place in the memo the name and DOC number of the individual on the refund check.

If an individual is not residing at the residence and a payment has been made, the Department may require a refund from the housing vendor.

Where to send Refunds:
Department of Corrections
Accounts Payable
PO Box 41107
Olympia, WA 98504-1107

VENDOR ACCOUNTS, PAYMENTS, AND PROCESSING (CONTINUED)

Lost checks/No Payment Received

If you have not received a payment for an individual, please reach out to the Regional Housing Specialist you have been working with.

If there was no check received in the envelope, please reach out to the Regional Housing Specialist to get a warrant number and affidavit form.

- The affidavit will need to be notarized.
- Original affidavit will need to be mailed to the Business Office.
- Make a copy for your records

Affidavit of Lost or Destroyed Washington State Warrant

Print

WARRANT NO. _____

I, _____, having been duly sworn, depose and say that I am the proper owner, payee, or legal representative of such owner or payee of the State of Washington's Warrant No. _____ dated _____, in the amount of _____ dollars and that said warrant has been lost, destroyed, or not delivered to me, and to the best of my knowledge has not been paid. If the warrant is subsequently found I will return the warrant. Further, I agree that should the original warrant be redeemed subsequent to the redemption of the replacement warrant that I will promptly (within 5 days of notification) reimburse the state the amount of this warrant.

Payee's Signature _____

Payee's Mailing Address _____

Payee's Printed Name _____

City _____ State _____ Zip _____

Payee's Street Address _____

Payee's Phone Number _____

City _____ State _____ Zip _____

Title of person signing affidavit (for vendors only) _____

Witness if signed by "X"

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Street Address _____

Street Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

STATE OF _____

COUNTY OF _____

I certify that I know or have satisfactory evidence that _____ {Name of Person} is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free voluntary act for the uses and purposes mentioned in the instrument.

Notary Public in and for the State of _____

Residing at _____

My appointment expires: _____, 20____.

OFM Revised 07/2021

ATTACHMENT 1: COMMON BUILDING/HEALTH/ZONING REQUIREMENTS AND RESTRICTIONS

GENERAL

1. Junk vehicles in the yard are prohibited.
2. Garbage, junk, or debris in the yard is prohibited.
3. Overgrown ground cover, grass, weeds, trees, or unmaintained shrubbery over one foot in height which constitutes a health safety or welfare violation.
4. Lack of, or inadequate garbage and rubbish storage for disposal is prohibited.
5. Exterior stairways (in yards) need handrails/guardrails.
6. Exterior sidewalks may not be broken, buckled, or deteriorated.

LIFE SAFETY

1. Missing or unreadable address or apartment numbers are prohibited.
2. Broken or defective exit stairs need to be repaired or replaced.
3. Exit stairs must be present and have proper landings.
4. Exit stairs must have correct rise and run.
5. Exit stairs need to be provided with handrails/guardrails.
6. Stairs must have correct width.
7. Door locks may not be missing, inoperative, or illegal.
8. Window locks may not be missing or inoperative.
9. Any porch, deck, or balcony must be in good repair or be replaced or removed.
10. Any porch, deck, or balcony must have a guardrail.
11. Room and space dimensions must meet code requirements.

EXIT(S)

1. Exterior doors and/or door framework must be in good working order or be repaired or replaced.
2. Exit windows from sleeping rooms must be provided.
3. Exit windows from sleeping rooms must be of adequate area or dimension.
4. Overcrowding: Any building or portion thereof, must have exiting sufficient in number, width, or access for the occupant load served, or where the number of occupants in sleeping rooms meet or exceed the number permitted by the area of sleeping.

STRUCTURAL

1. Roofing must be in good repair.
2. Insufficient roofing must be repaired or replaced.
3. Chimney(s) needs to be in good repair or repaired or removed.
4. Ceiling and/or roof framing must be in good repair.
5. Foundations must be in good repair or be replaced.
6. Wall framing must be in good repair.
7. Exterior wall siding must be in good repair.
8. Window glass must not need replacement.

ATTACHMENT 1: COMMON BUILDING/HEALTH/ZONING REQUIREMENTS AND RESTRICTIONS (CONTINUED)

STRUCTURAL (cont'd)

9. Window frames must be in good repair.
10. Floor framing must be in good repair.
11. Peeling or absence of paint or weather protection on exterior wall, decks, stairs, porches, and other exterior surfaces is prohibited.
12. Deteriorated or crumbling plaster or gypsum board are prohibited.

FIRE SAFETY

1. Smoke detectors must be in bedrooms and operational.
2. Note: Since January 1, 2013, carbon monoxide alarms must be installed in existing dwellings and sleeping units in hotels, motels, apartments, and single-family residential units where an attached garage or fuel-fired heat source is present.
3. Smoke detectors may not be centrally located outside of sleeping areas, and/or are not on each floor.
4. Improper storage, building clutter, or other fire hazards are prohibited.

ELECTRICAL

1. Improper or hazardous wiring is prohibited.
2. Access to electrical panels is adequate.
3. If there are fuses, the circuits are properly fused.
4. Electrical convenience outlets or switches must have cover plates.
5. Burnt or painted outlets must be replaced.
6. Adequate numbers of electrical convenience outlets must be present.
7. Ground fault circuit interrupters must be installed in the bathrooms and kitchens.
8. Missing or damaged light fixtures, receptacles or switches must be replaced.

PLUMBING/HEATING/LIGHT & VENTILATION

1. Proper toilets, lavatories, bathtubs, showers, or other plumbing fixtures are required by the size or occupant load of the occupancy.
2. Lavatories, sinks, bathtubs, or similar fixtures may not feature a spigot outlet below the level of the basin rim, and any other fixtures where cross-connection or back-siphonage is possible.
3. Plumbing piping or fixtures must use approved materials.
4. Leaking plumbing piping (supply and/or waste) is prohibited.
5. Sagging or improperly supported piping is prohibited.
6. Clogged or inoperative plumbing piping is prohibited.
7. Temperature/pressure relief valves must be installed on water heater.

ATTACHMENT 1: COMMON BUILDING/HEALTH/ZONING REQUIREMENTS AND RESTRICTIONS (CONTINUED)

PLUMBING/HEATING/LIGHT & VENTILATION (cont'd)

8. Substandard Laundry Facility is prohibited. All residential buildings shall provide facilities for the washing of clothes in accordance with the provisions of the codes in force at the time the building was constructed. In an apartment house, where laundry facilities are not provided for each unit, such as laundry trays or washing machines shall be provided elsewhere on site and shall be available to tenants.
9. Heating or mechanical equipment must be in good working order.
10. Supply of combustion air for fuel fired equipment must be adequate.
11. Gas piping must be adequate and installed correctly.
12. Ventilation (either natural or mechanical ventilation) must be adequate.
13. Windows may not be painted shut.
14. Wood stoves or other appliances must be legally installed.
15. Appliances, including solid-fuel-burning appliances, must be installed with proper clearances to combustible materials.
16. Windows must be adequate to provide natural light.

SANITATION

1. Each dwelling unit shall be provided with a kitchen. The kitchen area shall contain:
 - A sink with hot and cold running water.
 - Space for a stove, microwave, or hot plate.
 - Space for a refrigerator.
 - Adequate counter space for food preparation and dish washing.
 - Adequate storage space for kitchen utensils and food.
 - Adequate floor space.
 - Communal kitchens shall be permitted only in rooming house or boarding homes. Such communal kitchens shall be located within a room accessible to the occupants of each guest rooms sharing the use of the kitchen without going outside the rooming house or boarding home or going through a unit of another occupant.
2. Broken or plugged sewers are prohibited.
3. Dampness, mold and/or mildew may not be present within the building.
4. Flaking, scaling, or peeling of wallpaper, paint or other interior wall coverings are prohibited.
5. Floor surfacing must be clean.
6. Ceiling surfacing must be clean.
7. Infestations of vermin is prohibited.

ATTACHMENT 2: REENTRY HOUSING ASSISTANCE PROGRAM – VENDOR ORIENTATION PACKET ACKNOWLEDGMENT

(Disclaimer: This is not a contract or rental agreement between the Department of Corrections and housing vendor. It is merely an acknowledgment of understanding. Please detach page and return.)

I, _____ as the manager of _____
Name Address(es)

acknowledge that I have received a copy of the Housing Provider Orientation Packet and certify I am in compliance with local building codes, and have a license to rent my property. I additionally acknowledge the following:

- Voucher payment will be inclusive of all expenses associated with the occupancy, i.e., move-in fees, refundable/non-refundable deposits, service charges, utilities, supplies and or fuel.
- Fee Schedules will be fully disclosed.
- All Housing Program Contracts, Rental Agreements and House Rules will be fully disclosed to the individual.
- Heating equipment will be provided which is adequate for the living space and should be legal and operational.
- Electrical facilities and lighting will be adequate, functioning and in compliance with local building codes.
- Private or shared bathroom facilities will be available to the tenant, to include running hot and cold water, a functioning sink, toilet and shower and/or bath.
- Accommodations will comply with local building or health codes and individual room capacity limited to a maximum of two tenants unless otherwise agreed upon with the Regional Housing Specialist.
- Furnishings and linens will be provided and include at a minimum: dresser, or storage container, bed w/frame, clean sheets, blanket(s), pillow, and towel.
- Security and safety features for the individual unit or shared living space will be adequate to protect the health or safety of a tenant and include functioning security locks and adequate lighting.
- Tenants will be provided with keys and 24 hour access to their private or shared living space as appropriate.
- At no time can the voucher payments be given to or managed by a partial confinement or DOC reporting individual.
- No DOC or contract staff can have a financial interest in a house.

In addition to the above, I self-certify that I am in compliance with State and Local Building Codes, Washington State Landlord Tenant Act and Local, State, and Federal Fair Housing Laws.

Local requirements:

Landlord/Housing Manager

Date