

Site Management and Maintenance Requirements

Qualified Organization or Agency

Same as the State requirements for “emergency shelter” operators.

1. A local government
2. An organization with at least two years’ experience operating an emergency shelter that is a:
 - Local housing authority,
 - Religious corporation; or
 - Public benefit corporation
3. A nonprofit corporation partnering with any other entity described in this subsection.

Management Plan

1. Evidence of complying with the Qualified Organization or Agency requirements.
2. Agency management policies.
3. Required facilities proposal (garbage collection, storage, bathrooms, kitchens).
4. On-going site maintenance plan.
5. Summary of supportive services provided.
6. Rental procedures.
7. Security and privacy procedures.
8. Management policies, maintenance plans, rental procedures, tenant rules, and security procedures.
9. 24-Hour Contact. Transitional housing developments shall have a manager available on call 24 hours per day and shall provide contact information to residents and the City.

Reporting

The operator shall submit an annual report to the city with the following information about residents:

- Total number of people housed in transitional housing development.
- Number of nights spent at full capacity.
- Residents achieving permanent housing and the timeframe to achieve it (# and %)
- Feedback surveys from residents.
- Individuals who were connected to employment, education, job training.
- Individuals who were connected to medical and dental care.
- Number of public service calls and reason for each call

Compliance and Revocation (MMC Chapter 2.50)

- Official city staff has the authority to visit the housing site to inspect land use and development standards, building and fire code requirements, public nuisances, or other life safety issues.
- City has a code compliance process for development that does not meet regulations and requirements. Failure to comply with the standards may result in termination of the land use.