



Sisyphus II Housing Program

Program Information and Requirements

Rules and Guidelines Sponsor Base



Welcome to the Agape Unlimited Sisyphus II Housing Program. Our mission is to provide you with clean and sober living environment, and provide treatment to assist you in your recovery.

Please retain this booklet of information for future reference.

Rental Unit:

You have been provided a unit in the Sisyphus II rental assistance program. You are signing a 12-month lease for this space. Terms of your lease include (but are not limited too) abstinence from mind-altering substances, compliance with treatment program, housing rules and guidelines and can be terminated at our discretion.

Orientation and Neighborhood Cooperation:

Upon admission into the Sisyphus II Housing Program, you will complete an orientation process. This process will include completion of all paperwork, reading of rules, tour of housing site to include the location of emergency exits/supplies, common areas including shared laundry facilities, parking, etc.

This orientation will also include instructions on how to greet and interact with neighbors. It is our goal to cultivate and maintain courteous working relationships with all the neighbors of our program properties. We must request all residents of our programs treat neighbors with respect and refrain from smoking around neighbors property, loitering on shared/public property around your dwelling, lewd or offensive language where you can be heard or directed at neighbors/surrounding businesses, and keeping the overall property clean and free of debris.

Bed Bug Policy:

In our Sisyphus II Sponsor base program, we practice diligence to prevent Bed Bug infestations. At the time of move in, we strongly encourage you to run all your clothing/linens through the dryer (at the highest setting allowable for 30 (thirty) minutes, and to check any furniture items you bring into the home carefully.

Note: Pest control is able to trace a bed bug infestation to the source based on the age of gestation. If it is determined that the origin of the outbreak can be traced to an individual resident, that resident may be deemed financially responsible for the cost of treatment.

Parking and vehicles:

Each resident is only allowed ONE vehicle. The vehicle must have current registration, insurance and the resident must be a licensed driver. Vehicle repairs and maintenance are NOT allowed on Agape Unlimited property. Storage of vehicles which are not in working order/drivable is not permitted and may be subject to towing at owners expense.

Vehicle documents (registration and insurance) must be kept on file with housing staff.



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No smoking/burning allowed in any rental unit:

NO SMOKING OR VAPING IN THE HOUSE. NO EXCEPTIONS. You must smoke outside, 25 feet from all doors/windows, and all smoking materials must be properly discarded. A charge of \$500 will be assessed to the resident upon vacating if there is evidence of smoking in the unit.

Outdoor burning is STRICTLY PROHIBITED. This includes, but is not limited to: burn barrels, decorative wood fire pits, propane fire pits, Tiki torches, burning garbage, etc.

Income Changes and verification:

You are required to provide income verification at the time of move-in. Any changes in your income must be reported within 10 days to the housing case manager. Verification must be in writing and your signature on the rental calculation is mandatory. You may be asked to verify your income at any time. If employed you are required to submit your pay stubs by the last business day of each month to the housing case manager, and sign your rental calculation. Failure to follow through with this will result in an infraction.

Rental Payments:

Your rental payment is subsidized by a federal grant and is based on 30% of your adjusted gross monthly income. Paying your monthly rental payment will be your number one obligation. Failure to pay your rental payment will result in termination from Housing Assistance. **Your rental payment is due by the 5th of every month.** Rental payments will be pro-rated provided you submit your 20 day written notice. **If you are asked to leave due to rule violations, no rent will be refunded.**

Rental payment is due (in full) by the 5th of each month. Failure to comply will result in the following:

- 14-day Pay or Vacate notice served if not paid by the 5th of each month
- Eviction will be initiated through our attorney for non-payment and all costs incurred will be charged to the resident including court filing fees, service fees and attorney fees.

Case Management Appointments:

You are required to schedule and attend a minimum of one case management appointment per month with the housing case manager. Non-compliance with this requirement will result in an infraction.

Conditions for refund of deposit:

We do issue deposit refunds at the time of move-out provided the following conditions are met:



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A \$1,000 security deposit is required. You must submit a written 20-day notice to terminate residency and return the unit in its original condition, including cleaning, repairing damages, and removing all belongings, garbage, and furniture. An exit interview and final inspection with the Housing Case Manager must be scheduled, during which you will return your keys.

If your deposit is denied, you may submit a written appeal to the Housing Coordinator and Agape Unlimited Administrative staff. If denied again, you may file a grievance per our policy. Deposits are refunded within 30 (thirty) days to your last known address, less any cleaning fees, attorney fees, past due rent charges, repair costs and storage/disposal fees.

Any deposit left unclaimed after 45 days will be forfeited.

Caring for your unit:

You are expected to care for your unit in a reasonable manner. This includes proper storage and disposal of garbage, overall cleanliness, reasonable personal item quantity, etc.

The owners and property managers reserve the right to enter your home to conduct repairs. You will be given advanced notice unless an emergent situation requires immediate attention as per Washington State RCW 59.18.150. You will be responsible for all damages and charges incurred by you, your family, and your guests. Residents are responsible for maintaining their yards by mowing, weeding, and pruning.

Monthly housing inspections:

Housing staff will conduct monthly inspections of units. **These inspections occur on the 3rd Tuesday of each month.** If this changes, you will be notified via email. You are required to be present during this inspection unless prior arrangements have been made. If there are any conflicts with the appointment date and time that is provided to you, you must notify the housing case manager immediately. If any issues are identified during your housing inspection, you will receive an infraction and a date and time will be set for a follow-up inspection. Any issues not corrected at the time of this follow-up inspection may be assessed charges to you for cleaning and/or repairs. Please note that continued issues with your housing inspections will result in an infraction and may lead to termination of your housing assistance.

Security and Storage:

You will be required to keep your belongings to a minimum and be able to accommodate your belongings to your personal space assigned. We do not provide storage of any items during your residency.

There is to be NO storage of personal items outside of your unit. This includes behind dwellings, on porches or walkways, in or around laundry facilities, exterior storage closets, underneath porches, stairwells, attic spaces, etc.



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Please limit storage of bicycles to one for each individual in residence (including children). Regularly used outdoor furniture/toys/etc should be kept at a reasonable volume to allow residents to enjoy their outdoor space, but not to detract from the overall cleanliness of the property.

If Agape has to store your belongings due to termination, abandonment or voluntary departure there will be a \$10.00 per day storage charge. The charges will accrue until you pick up your belongings or Agape can dispose of them per RCW 59.18.310. If Agape Unlimited disposes of your belongings that were left behind, there will be additional disposal fees incurred on the residents account.

We suggest that you keep all valuables with you or store them elsewhere. We will not be held responsible for any lost or stolen items.

Medications and Storage

It is required that you keep your medications stored securely. Use of narcotic medications, legally prescribed to you by a licensed physician who is knowledgeable about addiction and aware of your diagnosis are permitted, however, you must notify Housing staff and your Treatment Counselor upon obtaining these prescriptions. These medications must also be checked in with housing staff. Staff can request medication counts at any time. All legally prescribed narcotics (MAT) MUST be minimally kept in secure location, out of sight and reach of children/guests. Best practice is to keep all narcotics in a locked box or other container with a locking mechanism.

Any newly prescribed medications must be reported to your Treatment Counselor and Housing Staff within 2 business days of receiving the prescription. Failure to report new prescriptions will result in an infraction.

The following items are NOT to be taken while you are in housing (this is not a complete list, if there is doubt, do not take it.) You are responsible for what enters your body.

Mouthwash

Listerine Fresh Burst
Scope

Listerine Original
PLAX

Cepacol

Hand Sanitizer

Purell

Germ X

OTC cold & Flu Product

Robitussin Liquid
NyQuil Cold & Flu Liquid Caps

NyQuil Nighttime
DayQuil Cold & Flu Liquid Caps

Sudafed
Vicks Formula 44



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Food/Herbs

Cherries Jubilee
Vanilla Extract (Pure)
Flambe' Recipes
Kombucha

Non-Alcoholic Beer
Balsamic Vinegar
Sauerkraut
Kratom

Communion Wine
Beef Burgundy
Poppy Seeds

Agency Property:

You are being provided with the following emergency items by Agape Unlimited:

- Fire extinguisher
- Narcan
- Emergency Escape Ladder (if applicable)

If you need to utilize any of these items in an emergency, they will be replaced at no charge to you.

Should the items be inappropriately used, stolen or otherwise destroyed you will be charged for the replacement cost.

Replacement costs are as follows:

- Fire Extinguisher - \$40.00
- Narcan – Free to replace
- Emergency Escape Ladder - \$85.00

Please do not remove Agape Unlimited property from the premises.

Smoke Detection Devices & Carbon Monoxide Detection Devices

Your unit has been equipped with working devices for smoke and carbon monoxide detection as per WAC 212-10. Tampering with or removal of these devices will not be tolerated. There will be a \$200 fine issued to any resident who is found tampering with or removing smoke or carbon monoxide detection devices from inside their dwelling.

Respect and cooperation

Agape's goal is to provide safe, courteous and sober living environments for all residents at all times. Common complaints that impact residents living in our housing program are but not limited to; smoking, loitering, lewd or offensive language, cleanliness of space and property, parking, any unruly individuals including visitors, respect of others spaces, etc.

Our goal is to role model/teach residents how to be courteous to others. Agape staff interacting with residents around non-courteous behaviors will be respectful, genuine and direct about the behaviors. Agape staff will re-direct problematic behaviors at the lowest level and refer to housing rules/infractions for any violations.

All neighbors and surrounding business owners will be supplied the emergency number upon request. There is a contact email on our website (www.agapekitsap.org) which is monitored



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regularly. Anyone receiving complaints or concerns from neighbors should take down neighbor's name, contact information, nature of the complaint/concern. Individual receiving complaint/ concern is to assure the neighbor that the Executive Director will be in contact with them within 3 to 5 business days. All complaints and concerns must be routed to the Executive Director/ designee within one business day. All concerns and complaints are handled within a reasonable time frame (3 to 5 business days).

Food/ toiletries/supplies:

Each resident is responsible to purchase their own food, toiletries, furniture and supplies. If you need assistance please contact D.S.H.S, St. Vincent De Paul, Food banks etc. You can also speak with our Treatment Navigator for further assistance.

Keys:

You are responsible to keep your keys secure at all times. Lost keys must be reported immediately. You will be required to pay to replace the keys or locks if necessary. No duplicate keys are to be made without approval of Agape Unlimited staff. **There are no exceptions to this rule.**

Pets:

There will be NO pets allowed. This includes all fish, rabbits, reptiles, birds, hamsters, etc. This will be strongly enforced. Accommodations for service animals will be made per law, upon request.

Utilities:

You will be responsible for your own phone, phone bills, cable, and internet. The Sisyphus II Program administered by Agape Unlimited will pay for power, gas, water, and garbage only.

Please note that Agape Unlimited is paying the power/gas bills. Please be mindful that you are turning lights off and closing windows when you leave the residence. Showers should be limited to no more than 15 minutes. **Space heaters are NOT permitted.** It is not permitted to set your thermostat over 70 degrees, as this practice can encourage moisture and mold growth in the dwelling.

Failure to follow this rule can result in an infraction.

Utility Allowance

Each unit has a designated 'Utility Allowance' that is set forth by HUD (United States Department of Housing and Urban Development). This amount determines how much we are allowed to pay each month for the utilities for your unit. Please be mindful of your utility



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consumption. Any costs that are over this set utility allowance will be forwarded to the resident.

Television and radios:

All electronics must be always used at a reasonable volume level. Please turn them off when you are not home.

Visitors:

Visiting hours are Sunday-Sunday from 9:00am to 10:00pm. Overnight guests are **prohibited** except for visitation of minor children that has been given prior approval from Housing Staff; you will be **immediately terminated** from Housing Assistance if you allow guests to stay overnight without prior approval.

Curfew:

Curfew is Midnight Monday-Sunday. ALL visitors must be off premises by 10:00pm as indicated above.

Treatment Requirements:

To remain eligible for housing assistance, you must be in compliance with treatment. If you abort treatment or discharged for non-compliance, you will lose your housing assistance.

If you are an Agape' patient, you must attend your groups and individual counseling sessions as assigned by your counselor. In addition to your assigned sessions, Housing requires attending a minimum of (2) self-help, (AA/NA) meetings per week to remain in compliance. Meeting slips must be turned into housing staff by the last business day of each month. Failure to turn in your meeting slips will result in an infraction.

Urinalysis Screens:

You are required to submit a minimum of 1 UA per month. The cost of the UA is \$25.00 which you are responsible for and is payable at the time of service. If you have CPS involvement, it may be possible for them to assist you with UA costs.

If you miss a UA or produce a dilute UA it will be considered a positive UA, and will result in a Major infraction and/or Termination of your Housing Assistance.

Infractions and disciplinary Actions; Grounds for Immediate Termination and Grievance:

Infractions and Disciplinary Actions:

The following is a list of possible infractions and disciplinary actions. Grounds for immediate termination and Grievance Procedure that must be always followed; these will be strictly enforced. All infractions will be in writing with a copy to the resident and treatment counselor, with a copy being retained for your housing file.



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Minor Infractions: If you accumulate 3 minor infractions it will activate a major infraction.

Minor infractions may include, but not limited to:

- Non-Compliance with treatment program attendance
- Non-Compliance with Housing- Mandatory monthly case management appointment
- Not turning in your pay stubs by the end of each month, must be present and provide documentation
- Non-Compliance with mandatory housing inspections
- Violation of television, radio, noise, or behavior complaints
- Non-Compliance with household responsibilities (trash disposal, cleanliness, maintaining yard etc.)
- Failure to turn in self-help meeting slip documentation by the last day of each month to Housing Case Manager
- Lights left on while resident is not present in the dwelling
- Thermostat set to over 70 degrees
- Failure to report new medications within 2 business days

Major Infractions:

If you accumulate 3 major infractions, it will be ground for immediate termination of housing assistance. Major infractions may include, but not limited to:

- Accumulation of 3 minor infractions
- Accumulation of 3 notices to Pay or Vacate
- Unauthorized Guests. You are solely responsible for whom you invite into your home and how they behave while they are there
- Failure to report earned income, report income changes and provide documentation and sign rental calculation form within 10 days to Housing Case Manager
- Continued unsolved issues or problems with other residents
- Smoking in the unit
- Having unauthorized pets in the unit
- Being away from unit for more than 24 hours without an approved pass
- Lights left on while resident is not present in the dwelling – continued offences
- Thermostat set over 70 degrees – continued offences

Grounds for Immediate Termination of Housing Assistance

The following is a list of behavior that may result in immediate termination of your housing assistance. The resident also understands that in the event of a termination, Agape Unlimited will seek legal counsel and the resident will be liable for all attorney fees incurred for the case.



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Relapses: Your housing assistance may be terminated immediately in the event of a relapse. We will request you to voluntarily surrender the property to Agape Unlimited. If you refuse, we will seek legal counsel and proceed with formal eviction per Washington State RCW 59.18.550 regarding Drug and Alcohol Free Housing.

Prohibited Items Policy:

Agape's goal is to always provide safe and sober living environments for all residents. Agape Unlimited prohibits any item prohibited by any applicable federal, state, local, or tribal law and/or ordinance, as well as firearms, dangerous weapons, explosives, or other destructive devices, including their individual parts or components, that are designed, redesigned, used, intended for use, or readily converted to cause injury, death, or property damage. This list applies to all facility occupants, contractors, and visitors.

Other prohibited items include but not limited to: Visitors in bedrooms, alcohol, substances that are not prescribed to include illicit substances, drug paraphernalia, pets of any kind (including fish), candles or incense, space heaters, any form of a weapon, faulty appliances, gasoline, waterbeds, outdoor burn containers such as wood-fire pits or propane fire pits, or X-rated materials.

If any prohibited items are suspected a room or unit search will be conducted with the resident and one staff or with two staff members (group homes only). If the residence is sponsor base a notice of intent to enter will be posted and staff will enter to view possible prohibited items. If prohibited items are found action according to the rules will be followed.

NO ONE INCLUDING VISITORS, IS ALLOWED ENTRY IF UNDER THE INFLUENCE OF ANY DRUGS INCLUDING ALCOHOL.

Criminal Activity & Weapons Policy

Committing a crime on the premises will result in immediate termination of housing assistance. This includes, but is not limited to, theft, destruction of property, domestic violence, assault (including verbal abuse), or involvement with illegal substances (manufacturing, possession, or distribution).

Weapons of any kind are strictly prohibited on the property or in living units. Threats, violence, or abusive behavior toward staff, residents, guests, or oneself—including verbal intimidation—will not be tolerated. Residents should contact the police in dangerous situations and notify housing staff. Any violation of these policies will result in immediate termination from housing assistance.



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Search of person, room or possessions: Failure to permit search of person, room or possessions at any time for any reason will be grounds for **immediate termination** of Housing Assistance.

Refusal to make Rental payment: If you do not pay your rent after the 14 day pay or vacate notice is served; you risk **termination** of Housing Assistance and legal action will be taken.

Unauthorized Overnight Guest: Overnight guests are **prohibited** except for visitation of minor children or guest(s) that has been given prior approval from Housing Staff; you may be **immediately terminated** from Housing if you allow guests to stay overnight without prior approval and an approved guest pass.

Away from residence for more than 24 hours:

If you are going to be away from your residence for more than 24 hours, you must get prior approval and a pass from both Housing staff and Primary counselor.

Passes must be turned in by 3:00pm on Thursday afternoons and will be available for you to pick up after 4:00pm on Thursday afternoons.

Please note that passes may be denied if you are not in compliance with housing and/or treatment guidelines.

Termination from Sisyphus II Housing Assistance:

All legal notices and terminations from the Sisyphus II Housing Program will be handled through our Attorney as per Washington State RCW 59.18. All attorney fees incurred will be forwarded to the resident and will be subject to withholding from any deposit refund that is due.

If you are terminated from Housing Assistance, you will be asked in writing to vacate and remove all personal property from the premise by a set time. You are not to return to any Sisyphus II Housing Unit in Bremerton, Washington for any reason during the next 30 days.

Violation will result in County Sheriff activity. After 30-day period, you may submit a new application for re-entry to the program.

A staffing will be held on your request. If approved (*room permitting), you may return to the program. This is not guaranteed.

Grievance Procedure:

If you believe you have a legitimate grievance based upon unfair or discriminatory treatment, you have the right to file a grievance with the Housing Supervisor. If the issue cannot be resolved and you still believe you have been unfairly treated, you may contact Sara Marez-Fields, Executive Director of Agape Unlimited. Grievances can be made in writing or verbally at the main office of Agape Unlimited, located at 4841 Auto Center Way, STE 101, Bremerton, WA 98312.



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Residents and staff can also file a grievance pertaining to violations of WAQRR's quality standards or code of ethics. WAQRR information can be found on the website on www.waqrr.org

The complaint can be submitted in writing to WAQRR Complaints, P.O Box 1978, Mount Vernon WA 98273, or use the form below. You can contact us directly via email at grievance@waqrr.org. An attempt will be made by the committee or its designee to immediately resolve the issue informally.

Please see the Grievance Procedure Policy for further information.

I received a copy of, read, understand and agree to the above Program information requirements, Housing Rules and Guidelines, Infractions and Disciplinary Actions; Grounds for Immediate Termination and Grievance Procedure to remain eligible for Rental Assistance.

Do not forget your behavior represents Agape Unlimited and Sisyphus II Housing

Resident Signature	Printed Name	Date
Housing Staff Signature	Printed Name	Date