

Board of Commissioners

Chair Katie Walters
Vice Chair Vacant
Rob Putaansuu
Clarence Moriwaki
Brittany Dunklin
Christine Rolles
Oran Root
Executive Director
Heather Blough



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TTY/TDD 711

<http://www.housingkitsap.org>

Special Note:

Housing Kitsap Board of Commissioners Meetings are hybrid meetings held both virtually via Zoom and with an in-person option at the Housing Kitsap Main Office.

Members of the public interested in participating in the meeting in-person may join in the conference room of the Housing Kitsap Main Office at 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

Members of the public interested in participating in the meeting virtually may do so via video conference or by logging/calling in to the link or telephone numbers below. Members of the public may indicate their interest in speaking during public participation by sending a "chat" to the meeting host who will unmute your phone or microphone.

Join Zoom Meeting

<https://us02web.zoom.us/j/82393334012?pwd=3nnwHhPpuWXwWa4yFI882xoFGgbZGT.1>

Meeting ID: 823 9333 4012

Passcode: 941741

Find your local number: <https://us02web.zoom.us/u/kdRegPZlZI>

Please note: the meeting is open to the public and no action will be taken to prohibit or otherwise limit the public's attendance from this meeting.

Written comments may be sent to HousingKitsap@housingkitsap.org prior to the meeting.



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

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HOUSING KITSAP BOARD OF COMMISSIONERS

MEETING AGENDA

January 27, 2026

9:00 am – 11:00 am

2244 NW Bucklin Hill Rd, Silverdale, WA 98383 and via Teleconference

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Swearing in of Mayor of Poulsbo, Ed Stern**
- 4. Public Comment** (Please limit comments to 3 minutes)
- 5. Consent Agenda**

All matters listed within the Consent Agenda have been distributed to each member of the Housing Kitsap Board of Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- | | |
|---|---------|
| A. December 9, 2025, Meeting Minutes | Page 6 |
| B. November 2025 Disbursement Reports | Page 11 |
| C. December 2025 Disbursement Reports | Page 21 |
| D. Tenant Selection and Continued Occupancy Policy Update | Page 31 |
| E. Salary Schedule update and title change, one position | Page 33 |



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6. Discussion Items

- A. PHA Annual Plan and 5-Year Capital Fund Action Plan Page 36

7. Action Items

- A. Discussion and possible action regarding Resolution 2026-01 approving the write-off of uncollectible balances as of December 31, 2025 Page 65
- B. Discussion and possible action regarding Resolution 2026-02 approving the Purchase Card Policy Page 68
- C. Discussion and possible action regarding Resolution 2026-03 approving the updated Records Retention Policy Page 71
- D. Discussion and possible action regarding Resolution 2026-04 approving Megan Nail's participation in the Self-Help Program Page 87
- E. Discussion and possible action regarding Resolution 2026-05 approving the sales proceeds use for the identified electrical repair costs for Heritage, Viewmont East and Windsong. Page 89
- F. Discussion and possible action regarding Resolution 2026-06 approving the Electronic Fund Transfer (EFT) Policy Page 93
- G. Discussion and possible action regarding Resolution 2026-07 authorizing the Executive Director to execute Public Works Contract No. 2026-GT2-SOL for an amount not to exceed \$328,623 Page 97
- H. Discussion and possible action regarding nomination and election of Board Officers for calendar year 2025

8. Executive Session

- A. Executive Session – Potential Litigation RCW 42.30.110 (1)(i)(ii)
Timed Item – 9:30 am

9. Program Updates

This is an opportunity for Board members to ask any specific questions regarding the program updates included in the attachments, no presentations are planned.

- A. Executive Director/Executive Committee Update (Heather Blough) Page 225
- B. Finance Division Update (Roan Blacker) Page 230
- C. Property Management Update (Jennifer Di Vitto and Maria Stitzel) Page 235
- D. Compliance Department Update (Freddy Linares) Page 238



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E. Single Family Program Update (Dean Nail)

Page 240

F. Procurement & Administration Updates (Laura Auerbach)

Page 242

10. Board Announcements and Community Updates

This is an opportunity for Board members to share any community items, news, conference updates, or program updates that are not otherwise scheduled for discussion during the Board meeting.

11. Adjourn



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OATH OF COMMISSIONER OF THE
KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
dba HOUSING KITSAP

I, ED STERN, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Washington, and that I will faithfully discharge and perform all the duties incumbent on me as Commissioner of the Kitsap County Consolidated Housing Authority dba Housing Kitsap, according to the best of my ability.

ORAN ROOT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

On this the ____ of _____, 2026, before me, the undersigned a Notary Public in and for the State of Washington, duly commissioned and sworn, ED STERN personally appeared, known to be the person who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I hereunto set my hand and official Seal.

Notary Public

Resides in: _____

Commission expires: _____

Board of Commissioners

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Vice Chair Becky Erickson
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**HOUSING KITSAP BOARD OF COMMISSIONERS
BOARD MEETING
DECEMBER 9, 2025
MINUTES**

Board in Attendance: Kitsap County Commissioner Katie Walters (Chair), City of Bainbridge Island Council Member Clarence Moriwaki, Mayor of City of Port Orchard Rob Putaansuu, Resident Commissioner Brittany Dunklin, Mayor of City of Poulsbo Becky Erickson (Vice Chair)

Attending Staff: Executive Director Heather Blough, Regional Director of Property Management Jennifer Di Vitto, Executive Assistant and Office Manager Katie Loehrs, Director of Finance Roan Blacker, Director of Compliance Freddy Linares, Director of Procurement and Administration Laura Auerbach, Director of Acquisition and Development Dean Nail, Property Management Records Clerk Kitty Eaton, Property Manager Vanessa Pedroza, Regional Director of Property Management Maria Stitzel, Information Systems Manager Troy Bocker, Human Resources Specialist Kristie Opp-Hermida, Property Manager Tanya Howard, Property Manager LorAine Harden

Absent: Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Oran Root

Public in attendance:

1. Call to Order:

Chair Walters called the meeting to order at approximately 9:00 am.

2. Approval of Agenda:

Agenda approved.

3. Public Comments:

None

4. Consent Agenda:

Commissioner Moriwaki moved to approve the consent agenda. The motion was seconded by Commissioner Erickson. *The motion carried unanimously.*

5. Discussion Items

A. Thank you for Mayor Erickson

Heather Blough thanked Mayor Erickson for her many years of service on the Housing Kitsap Board of Commissioners. Heather presented Commissioner Erickson with a plaque and card.

Commissioner Erickson thanked the Housing Kitsap staff for the work they do.

B. Legislative Ask: Hostmark

Heather Blough informed the Board that Hostmark is requesting a \$3 million legislative ask, supported by the City of Poulsbo. Dean Nail added that Hostmark has 120 units whose tax credits expire in 2033.

Commissioner Moriwaki explained that it is too late to make a legislative ask for this round of funding. Commissioner Walters added that there is no money available, but perhaps HK could write a letter of support for the next round of funding.

C. HAP Update

Heather Blough informed the Board that HAP money was received on December 8, 2025, but not for the whole amount. Heather explained that there is a meeting with the HUD Shortfall team on December 12, 2025, to try and get the rest of the funding needed.

D. Office Closure December 26, 2025

Heather Blough informed the Board that the office will be closed to the public on December 26, 2025, but staff will still be working.

E. Draft New Acquisition Decision Tree

Heather Blough directed the Board's attention to the draft decision tree on page 31 of the Board report. Heather explained that it is a way to consistently process new opportunities that are presented. Commissioner Erickson explained that some projects come with funding for additional staff, so the "staff capacity" part should be removed.

6. Executive Sessions

A. Executive Session – Litigation RCW 42.30.110(1)(i)(ii)

At 9:00 am, Chair Walters stated that the Board will be entering into executive session until 9:15 am to discuss litigation pursuant to RCW 42.30.110(1)(i)(ii). The executive session included the Board of Commissioners, Heather Blough, Maria Stitzel, Jennifer Di Vitto, and attorney Drew Mazzeo.

At 9:17 am, Chair Walters called the regular meeting back in session. No action was taken.

B. Executive Session – Potential Litigation RCW 42.30.110(1)(i)(ii)

At 9:32 am, Chair Walters stated that the Board will be entering into executive session until 10:00 am to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(ii). The executive session included the Board of Commissioners, Heather Blough, Dean Nail, Roan Blacker, and attorney John De Lanoy. Commissioner Moriwaki excused himself from the executive session.

At 10:02 am, Chair Walters called the regular meeting back in session. No action was taken.

C. Executive Session – Executive Director Evaluation RCW 42.30.110(1)(g)

At 10:07 am, Chair Walters stated that the Board will be entering into executive session until 10:25 am to discuss the Executive Director’s evaluation pursuant to RCW 42.30.110(1)(g). The executive session included the Board of Commissioners, Heather Blough, and Kristie Opp-Hermida.

At 10:27 am, Chair Walters called the regular meeting back in session. No action was taken.

Commissioner Moriwaki moved to approve a two-step increase on the salary scale for the Executive Director. The motion was seconded by Mayor Erickson. The *motion carried unanimously*.

7. Program Updates

A. Executive Director/Executive Committee:

Heather Blough informed the Board that the All-Staff winter event will be held on December 17, 2025. Heather explained that the toiletry drive was a success, collecting 1500 items for Fishline and the YWCA.

B. Finance Division:

Roan Blacker informed the Board that audits are in process.

Roan directed the Board’s attention to the new chart on page 45 of the Board report. Roan explained that approximately 40% of the delinquencies are from past residents and will be addressed as potential write offs. Commissioner Erickson asked what the write offs will do to the financials. Roan explained that since they are on a cash basis, it won’t affect the cash flow. Commissioner Walters asked if this was typical. Heather Blough explained that it is typical for PHAs to write off debts owed from previous residents.

C. Property Management:

Jennifer Di Vitto directed the Board’s attention to the year in review section of the Board report on page 46. Commissioner Walters noted that occupancy is now at 90.62%.

Commissioner Erickson noted the HK Homes vacancies. Maria Stitzel explained that there has been progress and it has gone from 30 vacancies down to 18 vacancies. Commissioner Erickson

recommended selling the single-family homes and using the profit to build apartments. Heather Blough explained that the vouchers attached to the homes make them valuable to keep, but HK is looking at ways to increase density at some of the sites.

D. Compliance Department:

Freddy Linares informed the Board that they met deadlines for responses from the eight annual reviews from Commerce. Freddy added that the Management and Occupancy Review (MOR) at Heritage went well. Freddy explained that the Compliance Department is now down another staff person. Finally, Freddy explained that 40 new admission and move-in files were submitted.

E. Single Family:

Dean Nail informed the Board that his Leadership Kitsap team's project is safe parking in Poulsbo.

Dean explained that HK is now the official affordable housing provider for Stone Ridge. Chair Walters asked how many homes there will be. Dean explained that there will be 17 townhomes for rental units and 59 Self-Help Program homes.

Dean explained that there are no 502 funds available right now. Dean added that Riverstone Group 4 has been put on pause. Dean informed the Board that his daughter is on the Self-Help Program waitlist and may be pulled for Riverstone Group 4.

Dean informed the Board that the Vikings Crest concomitant agreement has been released, and the Boundary Line Adjustment can move forward.

Dean informed the Board that Howertown is a parcel in Kingston owned by Kingston Cares. Dean explained that Kingston Cares will donate the parcel for HK to build up to 10 affordable housing units.

Dean added that the next Board meeting will have a discussion about the Markwick property.

F. Administration and Procurement:

Laura Auerbach noted the information in the report and offered to answer any questions. There were no further questions.

Heather Blough added that the development consultant is now under contract.

8. Board Announcements and Community Updates

A. Board Announcements and Community Updates

Commissioner Walters informed the Board that Kitsap Community Resources is having a ribbon cutting for their new property in Manette on December 18, 2025, 12:30-2:00 pm. Commissioner Walters added that the St. Michael's hospital is having a ribbon cutting for their second tower on December 8, 2025, at 12:00 pm.

Commissioner Walter explained that the County can expedite permits for homelessness and healthcare.

Heather Blough informed the Board that a church in Bremerton wants to partner with HK on new housing they are planning to build in their parking lot.

9. Adjournment:

The meeting adjourned at 11:01 am.

ATTEST:

ATTEST:

Heather Blough
Executive Director

Katherine T. Walters
Chair

Date Approved

Board of Commissioners
Chair Katie Walters
Vice Chair Vacant
 Rob Putaansuu
 Brenda Fantroy-Johnson
 Oran Root
 Christine Rolfes
 Brittany Dunklin
Executive Director
 Heather Blough



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To: Housing Kitsap Board of Commissioners
 From: Heather Blough, Executive Director
 Subject: Approval November 2025 Disbursements and/or Fund Transfers
 Date: January 27, 2026

KCCHA General Fund (New) – 4711	\$	526,400
KCCHA General Fund – 1524		534
Section 8 Fund (New) - 6311		661,756
Section 8 Fund - 8918		49
HK_MF_All-Owned_SD (New) - 8711		369,516
Self Help Family Account (New) - 2111		216,261
Self Help Family Account - 6090		10,388
Self Help General Account (New) - 2112		15,309
Self Help SHOP Account - 3911		72,205
Self Help Restricted SHOP Account - 6910		47,526
Self Help CF SHOP Account - 5157		10,118
Self Help TA523 Account - 9543		184,125
HK_MF_Sep_Corp_OP (New) - 7911		576,161
HK_MF_Sep_Corp_SD (New) - 0911		2,049
HK_MF_All-Owned_RES (New) - 3311		2
HK_Mngmt Nordic Cottages OP (New) - 1111		1,374
BASIC General Account (New) - 5511		1,730
HK Projects Replacement Reserve – 2563		1,022
Public Housing FSS Escrow Acct - 8613		204
RR/Fjord Vista II Security Deposit Acct - 2946		577
	\$	2,697,306

Disbursements of \$1,772,286 plus transfers of \$925,020 equal total payments of \$2,697,306.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim was a just, due and unpaid obligation against Housing Kitsap, and that I am authorized to authenticate and certify to said claim."

 Heather Blough
 Executive Director

Date

 Katherine Walters, Chair

Date

Payment Summary
November 2025 Board Cash Disbursement Report

Bank-NEW	Check#	Vendor	Date	\$ Amount
hkgsf4711 - KCCHA - GENERAL FUND	JE 6876	ACH DR- REGENCE MEDICAL	11/3/2025	67,141.40
hkgsf4711 - KCCHA - GENERAL FUND	JE 6877	ACH DR- METKC	11/3/2025	6,277.72
hkgsf4711 - KCCHA - GENERAL FUND	JE 6878	ACH DR- VSP VISION	11/3/2025	721.32
hkgsf4711 - KCCHA - GENERAL FUND	JE 6901	ACH DR- USable Life Premium Payment	11/4/2025	2,961.54
hkgsf4711 - KCCHA - GENERAL FUND	JE 6902	ACH DR- VOYA DEFERRED COMP	11/5/2025	7,998.38
hkgsf4711 - KCCHA - GENERAL FUND	133591	v0000027 - APPLETREE ANSWERS	11/6/2025	1,281.71
hkgsf4711 - KCCHA - GENERAL FUND	133592	V0000065 - CASCADE NATURAL GAS CORP.	11/6/2025	131.02
hkgsf4711 - KCCHA - GENERAL FUND	133593	V0000109 - FED EX	11/6/2025	79.04
hkgsf4711 - KCCHA - GENERAL FUND	133594	V0000121 - GLOBAL VERIFICATION NETWORK	11/6/2025	224.85
hkgsf4711 - KCCHA - GENERAL FUND	133595	v0000498 - HARSIN, JENNY	11/6/2025	9.28
hkgsf4711 - KCCHA - GENERAL FUND	133596	v0000184 - KITSAP SUN	11/6/2025	26.76
hkgsf4711 - KCCHA - GENERAL FUND	133597	v0000189 - LAND TITLE of KITSAP COUNTY	11/6/2025	450.00
hkgsf4711 - KCCHA - GENERAL FUND	133598	V0000247 - OFFICE DEPOT-ACCT. 67444053	11/6/2025	562.43
hkgsf4711 - KCCHA - GENERAL FUND	133599	v0000253 - PACIFIC NORTHWEST TITLE	11/6/2025	179.75
hkgsf4711 - KCCHA - GENERAL FUND	133600	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	11/6/2025	431.68
hkgsf4711 - KCCHA - GENERAL FUND	133601	V0000262 - PITNEY BOWES RESERVE ACCOUNT	11/6/2025	1,000.00
hkgsf4711 - KCCHA - GENERAL FUND	133602	V0000338 - U. S. BANK	11/6/2025	1,339.58
hkgsf4711 - KCCHA - GENERAL FUND	133603	V0000347 - VERIZON WIRELESS	11/6/2025	2,309.47
hkgsf4711 - KCCHA - GENERAL FUND	JE 6941	ACH DR- BASIC BENEFITS	11/10/2025	38.70
hkgsf4711 - KCCHA - GENERAL FUND	133604	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	11/13/2025	1,503.62
hkgsf4711 - KCCHA - GENERAL FUND	133605	v0000114 - FIRST CHOICE HEALTH NETWORK	11/13/2025	100.00
hkgsf4711 - KCCHA - GENERAL FUND	133606	v0000199 - LOEHR, KATHERINE	11/13/2025	63.66
hkgsf4711 - KCCHA - GENERAL FUND	133607	v0000243 - NW COMMNET LLC	11/13/2025	405.95
hkgsf4711 - KCCHA - GENERAL FUND	133608	v0000253 - PACIFIC NORTHWEST TITLE	11/13/2025	420.00
hkgsf4711 - KCCHA - GENERAL FUND	133609	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	11/13/2025	394.17
hkgsf4711 - KCCHA - GENERAL FUND	133610	V0000316 - SOUND APPRAISAL GROUP, INC.	11/13/2025	700.00
hkgsf4711 - KCCHA - GENERAL FUND	133611	V0000370 - YARDI SYSTEMS, INC.	11/13/2025	417.00
hkgsf4711 - KCCHA - GENERAL FUND	99132025	v0000011 - 76 FLEET	11/13/2025	2,346.02
hkgsf4711 - KCCHA - GENERAL FUND	JE 6967	ACH DR- PAYNW NOVEMBER 14, 2025 PAYROLL	11/13/2025	108,136.23
hkgsf4711 - KCCHA - GENERAL FUND	JE 6968	ACH DR- PAYNW NOVEMBER 14, 2025 TAX DEPOSITS	11/13/2025	22,589.15
hkgsf4711 - KCCHA - GENERAL FUND	JE 6969	ACH DR- PAYROLL MANUAL CK# 1000004	11/13/2025	1,635.15
hkgsf4711 - KCCHA - GENERAL FUND	JE 6976	ACH DR- PAYNW INVOICE NOVEMBER 14, 2025 PAYROLL	11/14/2025	922.44
hkgsf4711 - KCCHA - GENERAL FUND	JE 6977	ACH DR- HSA CONTRIBUTION	11/14/2025	490.38
hkgsf4711 - KCCHA - GENERAL FUND	99348349	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	11/17/2025	451.59
hkgsf4711 - KCCHA - GENERAL FUND	99348403	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	11/17/2025	384.24
hkgsf4711 - KCCHA - GENERAL FUND	99348513	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	11/17/2025	168.36
hkgsf4711 - KCCHA - GENERAL FUND	99348659	V0000168 - KITSAP BANK-VISA-DEAN NAIL	11/17/2025	446.82
hkgsf4711 - KCCHA - GENERAL FUND	JE 6981	ACH DR- WA DRS PAYMENT	11/17/2025	11,383.21
hkgsf4711 - KCCHA - GENERAL FUND	JE 6984	ACH DR- WA DRS PAYMENT	11/18/2025	26,477.62
hkgsf4711 - KCCHA - GENERAL FUND	133612	v0000582 - AHBL, INC	11/20/2025	2,907.50
hkgsf4711 - KCCHA - GENERAL FUND	133613	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	11/20/2025	528.49
hkgsf4711 - KCCHA - GENERAL FUND	133614	V0000068 - CDW GOVERNMENT, INC.	11/20/2025	5,009.12
hkgsf4711 - KCCHA - GENERAL FUND	133615	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	11/20/2025	21,701.32
hkgsf4711 - KCCHA - GENERAL FUND	133616	V0000109 - FED EX	11/20/2025	9.77
hkgsf4711 - KCCHA - GENERAL FUND	133617	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	11/20/2025	7,343.66
hkgsf4711 - KCCHA - GENERAL FUND	133618	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	11/20/2025	104.25
hkgsf4711 - KCCHA - GENERAL FUND	133619	V0000193 - LEMAY MOBILE SHREDDING	11/20/2025	119.85
hkgsf4711 - KCCHA - GENERAL FUND	133620	V0000247 - OFFICE DEPOT-ACCT. 67444053	11/20/2025	627.07
hkgsf4711 - KCCHA - GENERAL FUND	133621	V0000256 - PACIFICA LAW GROUP, LLP	11/20/2025	295.00
hkgsf4711 - KCCHA - GENERAL FUND	133622	V0000272 - PUGET SOUND ENERGY	11/20/2025	672.06
hkgsf4711 - KCCHA - GENERAL FUND	133623	V0000309 - SH-OLYMPIC SPRINGS INC.	11/20/2025	99.50
hkgsf4711 - KCCHA - GENERAL FUND	133624	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	11/20/2025	710.07
hkgsf4711 - KCCHA - GENERAL FUND	JE 7049	ACH DR- PAYNW NOV 28, 2025 PAYROLL	11/26/2025	108,473.10
hkgsf4711 - KCCHA - GENERAL FUND	JE 7050	ACH DR- PAYNW NOVEMBER 28, 2025 TAX DEPOSITS	11/26/2025	21,726.71
hkgsf4711 - KCCHA - GENERAL FUND	JE 7052	ACH DR- PAYNW INVOICE NOVEMBER 28, 2025 PAYROLL	11/28/2025	193.30
hkgsf4711 - KCCHA - GENERAL FUND	JE 7053	ACH DR- HSA CONTRIBUTION	11/28/2025	490.38
hkgsf4711 - KCCHA - GENERAL FUND	JE 7054	ACH DR- VSP VISION	11/28/2025	724.09
hkgsf4711 - KCCHA - GENERAL FUND	JE 7055	ACH DR- VOYA DEFERRED COMP	11/28/2025	16,205.19
hkgsf4711 - KCCHA - GENERAL FUND	JE 7056	ACH DR- REGENCE MEDICAL	11/28/2025	65,859.00
				526,399.67

Bank	Check#	Vendor	Date	Amount
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Payment Summary
November 2025 Board Cash Disbursement Report

hk1524 - KCCHA - GENERAL FUND	JE 7067	OCTOBER 2025 KEY BANK ANALYSIS SERVICE FEE PAYMENT	11/10/2025	533.93
				533.93

Bank-NEW	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	24695	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	11/1/2025	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	24696	v9004279 - Abbey Lane Apartments	11/1/2025	3,243.00
hk6311 - Section 8-Hsg Choice Vouchers	24697	v9005018 - ADAMS, JAY PRESTON	11/1/2025	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	24698	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	11/1/2025	1,612.00
hk6311 - Section 8-Hsg Choice Vouchers	24699	v9006343 - Ad-West Realty Services/Silvercrest Apartments	11/1/2025	1,308.00
hk6311 - Section 8-Hsg Choice Vouchers	24700	v9004829 - Ad-West Realty Svc/Island Terrace A	11/1/2025	2,355.00
hk6311 - Section 8-Hsg Choice Vouchers	24701	v9006226 - Allan Frey/Michael E Closser	11/1/2025	1,190.00
hk6311 - Section 8-Hsg Choice Vouchers	24702	v9000028 - Alta Pointe Apartments	11/1/2025	1,463.00
hk6311 - Section 8-Hsg Choice Vouchers	24703	v9003727 - Andrew Hento, Jr.	11/1/2025	375.00
hk6311 - Section 8-Hsg Choice Vouchers	24704	v9005673 - Andrew M. & Irene L. Lopez	11/1/2025	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	24705	v9006232 - Avenue 5 Apts/Ridgetop Apartments	11/1/2025	4,931.00
hk6311 - Section 8-Hsg Choice Vouchers	24706	v9006508 - Avenue 5/Atlas Apartments	11/1/2025	2,999.00
hk6311 - Section 8-Hsg Choice Vouchers	24707	v9005879 - Bay Bridge Apts	11/1/2025	6,092.00
hk6311 - Section 8-Hsg Choice Vouchers	24708	v9000477 - Blue Heron Securities LLC	11/1/2025	985.00
hk6311 - Section 8-Hsg Choice Vouchers	24709	v8000555 - BPM5 LLC	11/1/2025	991.00
hk6311 - Section 8-Hsg Choice Vouchers	24710	v9005119 - Butler	11/1/2025	1,013.00
hk6311 - Section 8-Hsg Choice Vouchers	24711	v9001546 - CALNAN, TIMOTHY G.	11/1/2025	1,717.00
hk6311 - Section 8-Hsg Choice Vouchers	24712	v9005624 - Carol Chafee	11/1/2025	195.00
hk6311 - Section 8-Hsg Choice Vouchers	24713	v0000690 - CASCADE RIDGE APARTMENTS	11/1/2025	1,169.00
hk6311 - Section 8-Hsg Choice Vouchers	24714	v7000594 - COOPER, DAVID	11/1/2025	1,984.00
hk6311 - Section 8-Hsg Choice Vouchers	24715	v9005793 - Daniel & Ramona Kroener	11/1/2025	126.00
hk6311 - Section 8-Hsg Choice Vouchers	24716	v9000359 - David L Butcher	11/1/2025	1,230.00
hk6311 - Section 8-Hsg Choice Vouchers	24717	v0000675 - DEBORAH LEE HOLM	11/1/2025	1,519.00
hk6311 - Section 8-Hsg Choice Vouchers	24718	v9006675 - Del E. Mueller	11/1/2025	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	24719	v0000727 - DETAILS PROP MGMT/KEETON	11/1/2025	2,306.00
hk6311 - Section 8-Hsg Choice Vouchers	24720	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	11/1/2025	2,076.00
hk6311 - Section 8-Hsg Choice Vouchers	24721	v0000538 - DONLIN, CLANCY	11/1/2025	2,750.00
hk6311 - Section 8-Hsg Choice Vouchers	24722	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	11/1/2025	1,147.00
hk6311 - Section 8-Hsg Choice Vouchers	24723	v9000881 - Eric Holm	11/1/2025	10,635.00
hk6311 - Section 8-Hsg Choice Vouchers	24724	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	11/1/2025	1,542.00
hk6311 - Section 8-Hsg Choice Vouchers	24725	v9007128 - Eulalia Tomas Gonzales	11/1/2025	1,920.00
hk6311 - Section 8-Hsg Choice Vouchers	24726	v8000647 - GATEWAY PROPERTY MANAGEMENT	11/1/2025	648.00
hk6311 - Section 8-Hsg Choice Vouchers	24727	v9006369 - Good Prop Mgmt/Seattle Youth Home Services LLC	11/1/2025	935.00
hk6311 - Section 8-Hsg Choice Vouchers	24728	v0000679 - GRANCORP HOLDINGS/SILVERDALE SHORES	11/1/2025	1,403.00
hk6311 - Section 8-Hsg Choice Vouchers	24729	v9000764 - Griffin Glen Apartments	11/1/2025	1,336.00
hk6311 - Section 8-Hsg Choice Vouchers	24730	v9000858 - Hidden Firs III	11/1/2025	2,186.00
hk6311 - Section 8-Hsg Choice Vouchers	24731	v9001508 - Housing Resources Bainbridge/Forest Home	11/1/2025	2,621.00
hk6311 - Section 8-Hsg Choice Vouchers	24732	v9001507 - Housing Resources Bainbridge/Island Home	11/1/2025	7,924.00
hk6311 - Section 8-Hsg Choice Vouchers	24733	v8000642 - HPA II BORROWER 2020-2 LLC	11/1/2025	3,230.00
hk6311 - Section 8-Hsg Choice Vouchers	24734	v9005727 - Irrevocable Living Trust of Dorothy Lee	11/1/2025	996.00
hk6311 - Section 8-Hsg Choice Vouchers	24735	v9000008 - James and Cecilia Adrian	11/1/2025	13,604.00
hk6311 - Section 8-Hsg Choice Vouchers	24736	v9001509 - Janet West Home	11/1/2025	3,811.00
hk6311 - Section 8-Hsg Choice Vouchers	24737	v9001419 - Jim Adrian/Prigger	11/1/2025	1,350.00
hk6311 - Section 8-Hsg Choice Vouchers	24738	v9004679 - Joan Davis	11/1/2025	335.00
hk6311 - Section 8-Hsg Choice Vouchers	24739	v9002019 - JOHNSON, JOELINE R.	11/1/2025	2,435.00
hk6311 - Section 8-Hsg Choice Vouchers	24740	v9005575 - JP Housing LLC	11/1/2025	978.00
hk6311 - Section 8-Hsg Choice Vouchers	24741	v9006516 - Julie Bowling	11/1/2025	570.00
hk6311 - Section 8-Hsg Choice Vouchers	24742	v9005590 - Lacey Newman	11/1/2025	700.00
hk6311 - Section 8-Hsg Choice Vouchers	24743	v0000705 - LAWRENCE C. DANIELS	11/1/2025	707.00
hk6311 - Section 8-Hsg Choice Vouchers	24744	v9006249 - Lund Pointe Apartments	11/1/2025	1,411.00
hk6311 - Section 8-Hsg Choice Vouchers	24745	v8000536 - MARINER'S GLEN APARTMENTS	11/1/2025	1,505.00
hk6311 - Section 8-Hsg Choice Vouchers	24746	v0000625 - MERIDIAN GARDENS, LLC DBA KEYWAY APTS	11/1/2025	1,326.00
hk6311 - Section 8-Hsg Choice Vouchers	24747	v9002683 - Mike Foley	11/1/2025	707.00
hk6311 - Section 8-Hsg Choice Vouchers	24748	v9002908 - Neil or Judy Bass	11/1/2025	1,642.00
hk6311 - Section 8-Hsg Choice Vouchers	24749	v9006887 - Norland Trails/Kitsap Olhava LLC	11/1/2025	2,481.00
hk6311 - Section 8-Hsg Choice Vouchers	24750	v9006312 - NSE Kitsap Fee Owner, LLC	11/1/2025	2,361.00
hk6311 - Section 8-Hsg Choice Vouchers	24751	v9005633 - Olympic Pointe Apartments	11/1/2025	10,256.00
hk6311 - Section 8-Hsg Choice Vouchers	24752	v9001264 - Orchard On The Green	11/1/2025	4,847.00
hk6311 - Section 8-Hsg Choice Vouchers	24753	v8000554 - ORCHARD PARK LLC	11/1/2025	1,442.00

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hk6311	- Section 8-Hsg Choice Vouchers	24754	v8000645 - PARAMOUNT REAL ESTATE GROUP	11/1/2025	1,912.00
hk6311	- Section 8-Hsg Choice Vouchers	24755	v9006061 - Park Shore Property Management/Einspahr	11/1/2025	1,098.00
hk6311	- Section 8-Hsg Choice Vouchers	24756	v9002790 - Parkhurst Apartments	11/1/2025	1,668.00
hk6311	- Section 8-Hsg Choice Vouchers	24757	v8000641 - PARKSHORE PROPERTY MANAGEMENT	11/1/2025	1,539.00
hk6311	- Section 8-Hsg Choice Vouchers	24758	v9001563 - Parkwood Terrace Apartment Homes	11/1/2025	2,613.00
hk6311	- Section 8-Hsg Choice Vouchers	24759	v9006398 - Pickett Prop Mgmt/Shigeta	11/1/2025	1,335.00
hk6311	- Section 8-Hsg Choice Vouchers	24760	v9006680 - Pickett Prop Mgmt/Watson	11/1/2025	1,747.00
hk6311	- Section 8-Hsg Choice Vouchers	24761	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	11/1/2025	1,754.00
hk6311	- Section 8-Hsg Choice Vouchers	24762	v9005805 - Pine Ridge Apartments	11/1/2025	934.00
hk6311	- Section 8-Hsg Choice Vouchers	24763	v8000520 - PORT ORCHARD MULTIFAMILY LLC	11/1/2025	1,819.00
hk6311	- Section 8-Hsg Choice Vouchers	24764	v9007066 - Port Washington LLC	11/1/2025	1,600.00
hk6311	- Section 8-Hsg Choice Vouchers	24765	v0000691 - REALLY PROP MGMT/MONTMINY	11/1/2025	2,850.00
hk6311	- Section 8-Hsg Choice Vouchers	24766	v9006236 - Really Property Management/Borgatti	11/1/2025	1,548.00
hk6311	- Section 8-Hsg Choice Vouchers	24767	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	11/1/2025	1,799.00
hk6311	- Section 8-Hsg Choice Vouchers	24768	v9005570 - REALLY PROPERTY MANAGEMENT/LOLLMAN	11/1/2025	2,650.00
hk6311	- Section 8-Hsg Choice Vouchers	24769	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	11/1/2025	1,193.00
hk6311	- Section 8-Hsg Choice Vouchers	24770	v9007117 - REally Property Mgmt	11/1/2025	2,796.00
hk6311	- Section 8-Hsg Choice Vouchers	24771	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	11/1/2025	3,484.00
hk6311	- Section 8-Hsg Choice Vouchers	24772	v9006946 - Reeder Management Inc / Bay Breeze Apartments	11/1/2025	917.00
hk6311	- Section 8-Hsg Choice Vouchers	24773	v0000456 - REID PROPERTY MANAGEMENT LLC	11/1/2025	2,100.00
hk6311	- Section 8-Hsg Choice Vouchers	24774	v9006048 - Remax Connect/Webb	11/1/2025	1,457.00
hk6311	- Section 8-Hsg Choice Vouchers	24775	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	11/1/2025	1,550.00
hk6311	- Section 8-Hsg Choice Vouchers	24776	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	11/1/2025	2,157.00
hk6311	- Section 8-Hsg Choice Vouchers	24777	v0000629 - RENEW PROP MGMT/CRI 5, LLC	11/1/2025	1,391.00
hk6311	- Section 8-Hsg Choice Vouchers	24778	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LL	11/1/2025	2,451.00
hk6311	- Section 8-Hsg Choice Vouchers	24779	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LL	11/1/2025	1,128.00
hk6311	- Section 8-Hsg Choice Vouchers	24780	v9001367 - Russell Frey Enterprise	11/1/2025	1,388.00
hk6311	- Section 8-Hsg Choice Vouchers	24781	v9003213 - Scandia Knolls Assoc. Limited Partnership	11/1/2025	3,487.00
hk6311	- Section 8-Hsg Choice Vouchers	24782	v8000589 - SILVA, CHRISTOPHER	11/1/2025	2,042.00
hk6311	- Section 8-Hsg Choice Vouchers	24783	v9005984 - Spencer Sutherland	11/1/2025	1,525.00
hk6311	- Section 8-Hsg Choice Vouchers	24784	v9004177 - Steven Durupt	11/1/2025	636.00
hk6311	- Section 8-Hsg Choice Vouchers	24785	v9006568 - TAM Residential/Cottage Bay Apartments	11/1/2025	10,027.00
hk6311	- Section 8-Hsg Choice Vouchers	24786	v9006561 - TAM Residential/Viewcrest Village Apts	11/1/2025	22,722.00
hk6311	- Section 8-Hsg Choice Vouchers	24787	v9006082 - The Diplomat Apartments	11/1/2025	1,149.00
hk6311	- Section 8-Hsg Choice Vouchers	24788	v0000483 - THE JOSEPH GROUP	11/1/2025	2,820.00
hk6311	- Section 8-Hsg Choice Vouchers	24790	v9007049 - The Ridge at Payseno Lane Apartments	11/1/2025	1,973.00
hk6311	- Section 8-Hsg Choice Vouchers	24791	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	11/1/2025	1,685.00
hk6311	- Section 8-Hsg Choice Vouchers	24792	v9003785 - The Summit - HAP acct	11/1/2025	2,195.00
hk6311	- Section 8-Hsg Choice Vouchers	24793	v9005941 - Theodore and Janet Apeland	11/1/2025	845.00
hk6311	- Section 8-Hsg Choice Vouchers	24794	v9006083 - Tip Top Property Investments LLC	11/1/2025	2,705.00
hk6311	- Section 8-Hsg Choice Vouchers	24795	v9003323 - Total Property Management/Lund Village	11/1/2025	1,323.00
hk6311	- Section 8-Hsg Choice Vouchers	24796	v9006573 - TYLER and KYLA McKEAN	11/1/2025	1,800.00
hk6311	- Section 8-Hsg Choice Vouchers	24797	v0000709 - VINSHAW HOLDINGS, LLC	11/1/2025	2,816.00
hk6311	- Section 8-Hsg Choice Vouchers	24798	v9005602 - Vintage at Bremerton	11/1/2025	9,361.00
hk6311	- Section 8-Hsg Choice Vouchers	24799	v9006533 - Vintage at Silverdale	11/1/2025	12,819.00
hk6311	- Section 8-Hsg Choice Vouchers	24800	v0000494 - VINTAGE AT SILVERDALE, LLC	11/1/2025	1,992.00
hk6311	- Section 8-Hsg Choice Vouchers	24801	v9001125 - Weatherstone Apartment Homes	11/1/2025	2,293.00
hk6311	- Section 8-Hsg Choice Vouchers	24802	v9006025 - William Brasch	11/1/2025	2,600.00
hk6311	- Section 8-Hsg Choice Vouchers	24803	v8000660 - WINDERMERE PROP MGMT/NEWKIRK	11/1/2025	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	24804	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	11/1/2025	1,650.00
hk6311	- Section 8-Hsg Choice Vouchers	24805	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	11/1/2025	1,537.00
hk6311	- Section 8-Hsg Choice Vouchers	24806	v9006419 - WOZLECK, JAMES L.	11/1/2025	1,278.00
hk6311	- Section 8-Hsg Choice Vouchers	24807	t0008479 - Ayers	11/1/2025	96.00
hk6311	- Section 8-Hsg Choice Vouchers	24808	t9001278 - Beebe	11/1/2025	225.00
hk6311	- Section 8-Hsg Choice Vouchers	24809	t0041910 - Bernier	11/1/2025	27.00
hk6311	- Section 8-Hsg Choice Vouchers	24810	t9001224 - Burke	11/1/2025	216.00
hk6311	- Section 8-Hsg Choice Vouchers	24811	t0012520 - Burton	11/1/2025	75.00
hk6311	- Section 8-Hsg Choice Vouchers	24812	t0007789 - Clark	11/1/2025	63.00
hk6311	- Section 8-Hsg Choice Vouchers	24813	t9001588 - Cyphers	11/1/2025	151.00
hk6311	- Section 8-Hsg Choice Vouchers	24814	t9001200 - Driggers	11/1/2025	199.00
hk6311	- Section 8-Hsg Choice Vouchers	24815	t0003138 - Duchesneau	11/1/2025	315.00
hk6311	- Section 8-Hsg Choice Vouchers	24816	t0007668 - Enos	11/1/2025	107.00
hk6311	- Section 8-Hsg Choice Vouchers	24817	t9001279 - Evanoff	11/1/2025	133.00

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hk6311	- Section 8-Hsg Choice Vouchers	24818	t9001283 - Glitch	11/1/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24819	t9001627 - Goulden	11/1/2025	124.00
hk6311	- Section 8-Hsg Choice Vouchers	24820	t0007791 - Johnson	11/1/2025	89.00
hk6311	- Section 8-Hsg Choice Vouchers	24821	t0017679 - Jones	11/1/2025	107.00
hk6311	- Section 8-Hsg Choice Vouchers	24822	t9001280 - Kahuhu	11/1/2025	116.00
hk6311	- Section 8-Hsg Choice Vouchers	24823	t0001826 - Kellman	11/1/2025	43.00
hk6311	- Section 8-Hsg Choice Vouchers	24824	t0035825 - Koehler	11/1/2025	258.00
hk6311	- Section 8-Hsg Choice Vouchers	24825	t9001243 - Lucas Domingo	11/1/2025	86.00
hk6311	- Section 8-Hsg Choice Vouchers	24826	t0036944 - Madrid	11/1/2025	122.00
hk6311	- Section 8-Hsg Choice Vouchers	24827	t0014727 - Miller	11/1/2025	207.00
hk6311	- Section 8-Hsg Choice Vouchers	24828	t0035768 - Morse	11/1/2025	22.00
hk6311	- Section 8-Hsg Choice Vouchers	24829	t0017673 - Nall	11/1/2025	123.00
hk6311	- Section 8-Hsg Choice Vouchers	24830	t0036809 - Nguyen	11/1/2025	254.00
hk6311	- Section 8-Hsg Choice Vouchers	24831	t0014850 - Niles	11/1/2025	110.00
hk6311	- Section 8-Hsg Choice Vouchers	24832	t0017684 - Padilla Rangel	11/1/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24833	t9001225 - Perry	11/1/2025	136.00
hk6311	- Section 8-Hsg Choice Vouchers	24834	t9001226 - Reitsma	11/1/2025	49.00
hk6311	- Section 8-Hsg Choice Vouchers	24835	t0014175 - Rhea	11/1/2025	369.00
hk6311	- Section 8-Hsg Choice Vouchers	24836	t0038936 - Roller	11/1/2025	171.00
hk6311	- Section 8-Hsg Choice Vouchers	24837	t9001311 - Roth	11/1/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24838	t0007032 - Sadewasser	11/1/2025	103.00
hk6311	- Section 8-Hsg Choice Vouchers	24839	t0016776 - Sanders	11/1/2025	213.00
hk6311	- Section 8-Hsg Choice Vouchers	24840	t0017698 - Sayles	11/1/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24841	t9001179 - Schneider	11/1/2025	62.00
hk6311	- Section 8-Hsg Choice Vouchers	24842	t0006818 - Sherwood	11/1/2025	74.00
hk6311	- Section 8-Hsg Choice Vouchers	24843	t0038147 - Skuza	11/1/2025	8.00
hk6311	- Section 8-Hsg Choice Vouchers	24844	t9001313 - Stone	11/1/2025	136.00
hk6311	- Section 8-Hsg Choice Vouchers	24845	t0017846 - Swenson	11/1/2025	91.00
hk6311	- Section 8-Hsg Choice Vouchers	24846	t0013267 - Tillis	11/1/2025	261.00
hk6311	- Section 8-Hsg Choice Vouchers	24847	t0036497 - Turner	11/1/2025	11.00
hk6311	- Section 8-Hsg Choice Vouchers	24848	t9001483 - Ussin	11/1/2025	70.00
hk6311	- Section 8-Hsg Choice Vouchers	24849	t0038860 - VanBuren	11/1/2025	101.00
hk6311	- Section 8-Hsg Choice Vouchers	24850	t0035827 - Wilson	11/1/2025	154.00
hk6311	- Section 8-Hsg Choice Vouchers	99230986	v0000001 - Housing Kitsap	11/4/2025	165,894.00
hk6311	- Section 8-Hsg Choice Vouchers	99230986	v0000478 - HK Homes	11/4/2025	2,698.00
hk6311	- Section 8-Hsg Choice Vouchers	99230986	v9000691 - Finch Place Associates	11/4/2025	540.00
hk6311	- Section 8-Hsg Choice Vouchers	99230986	v9001050 - Madrona Manor	11/4/2025	12,530.00
hk6311	- Section 8-Hsg Choice Vouchers	99230986	v9005608 - Golden Tides II	11/4/2025	9,785.00
hk6311	- Section 8-Hsg Choice Vouchers	99230986	v9007124 - Housing Kitsap (for Golden Tides 1)	11/4/2025	12,643.00
hk6311	- Section 8-Hsg Choice Vouchers	99230986	v9007129 - Housing Kitsap (for Nollwood)	11/4/2025	15,676.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v0000001 - Housing Kitsap	11/4/2025	4,951.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v0000005 - Kitsap Apartments	11/4/2025	1,938.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v9000747 - Golden Tides III Dyes Inlet	11/4/2025	2,595.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v9000966 - Kingston Ridge Apartments	11/4/2025	8,682.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v9001022 - Liberty Bay Associates Ltd	11/4/2025	17,041.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v9001278 - Park Place Apartments	11/4/2025	4,838.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v9001405 - CONIFER WOODS APARTMENTS	11/4/2025	36,784.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v9001407 - Port Orchard Vista Apartments	11/4/2025	20,164.00
hk6311	- Section 8-Hsg Choice Vouchers	99230988	v9005615 - Fjord Vista II	11/4/2025	641.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v0000493 - HARCOURTS PENINSULA PROPERTIES	11/5/2025	1,805.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v8000514 - CDJ3@WA PROPERTY LLC	11/5/2025	2,494.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v8000519 - KITSAP MENTAL HEALTH SERVICES	11/5/2025	8,288.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v8000644 - CG WELLINGTON, LLC	11/5/2025	1,456.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	11/5/2025	3,173.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v9003457 - EP Holdings LLC/Erlands Point Apartments	11/5/2025	1,830.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v9006030 - Brenna Fields/Aspen Orchard LLC	11/5/2025	1,036.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v9006311 - Details Property Mgmt/Kallander	11/5/2025	1,707.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v9006611 - ID Ent Rentals LLC	11/5/2025	1,495.00
hk6311	- Section 8-Hsg Choice Vouchers	99231238	v9007013 - ID Ent Rentals LLC/Haj	11/5/2025	2,700.00
hk6311	- Section 8-Hsg Choice Vouchers	99231240	v0000624 - ADVANI, ANURADHA	11/5/2025	3,100.00
hk6311	- Section 8-Hsg Choice Vouchers	99231240	v8000593 - BAGGERLY, KEITH	11/5/2025	1,023.00
hk6311	- Section 8-Hsg Choice Vouchers	99231240	v8000657 - SATRAN-LOUDIN, JILL	11/5/2025	571.00
hk6311	- Section 8-Hsg Choice Vouchers	99231240	v8000664 - BERNTSEN, SPENCER	11/5/2025	1,160.00

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hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9000445 - CLARK, STEPHEN M.	11/5/2025	842.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9000568 - Robert W Dick	11/5/2025	1,205.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9000729 - GAINES, MARK A.	11/5/2025	1,776.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9001416 - Frank J Prentice	11/5/2025	385.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9004359 - Rawlin Swanson	11/5/2025	2,463.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9005809 - Evert, Brenda	11/5/2025	931.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9006373 - Marty D. Lemon/Sydney LLC	11/5/2025	962.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9006443 - Mary E. Heskett	11/5/2025	1,504.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9006774 - Carlos E. Aceves	11/5/2025	2,078.00
hk6311 - Section 8-Hsg Choice Vouchers	99231240	v9007024 - Deborah McRae	11/5/2025	215.00
hk6311 - Section 8-Hsg Choice Vouchers	24851	v0000730 - JOHNSON, LENA	11/13/2025	11.90
hk6311 - Section 8-Hsg Choice Vouchers	24852	v0000733 - EDWARD & MARLYS RECKNAGLE	11/25/2025	254.00
hk6311 - Section 8-Hsg Choice Vouchers	24853	v0000725 - ERIC & JANET SANDALL	11/25/2025	2,271.00
hk6311 - Section 8-Hsg Choice Vouchers	24854	v9000764 - Griffin Glen Apartments	11/25/2025	294.00
hk6311 - Section 8-Hsg Choice Vouchers	24855	v9002914 - Mobile Properties Joint Junction LLC	11/25/2025	1,555.00
hk6311 - Section 8-Hsg Choice Vouchers	99245763	v0000001 - Housing Kitsap	11/26/2025	555.00
hk6311 - Section 8-Hsg Choice Vouchers	99245763	v0000478 - HK Homes	11/26/2025	3,153.00
hk6311 - Section 8-Hsg Choice Vouchers	99245763	v9007129 - Housing Kitsap (for Nollwood)	11/26/2025	2,693.00
hk6311 - Section 8-Hsg Choice Vouchers	99245760	v9006030 - Brenna Fields/Aspen Orchard LLC	11/28/2025	200.00
				661,755.90

Bank	Check#	Vendor	Date	Amount
hcv8918 - Section 8-Hsg Choice Vouchers	JE 7077	November 2025 Bank of America Interest Income/ Analysis Fee	11/30/2025	49.05
				49.05

Bank-NEW	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	99323573	v0000201 - LOWES - AM DEPT	11/1/2025	970.03
hkop8711 - HK_MF_All-Owned_OP	2338	t0000107 - Garfield	11/5/2025	89.00
hkop8711 - HK_MF_All-Owned_OP	2339	t0000075 - Johnston	11/5/2025	65.00
hkop8711 - HK_MF_All-Owned_OP	2340	t0000111 - Wiklund	11/5/2025	78.00
hkop8711 - HK_MF_All-Owned_OP	2341	V0000019 - AJ'S BACKFLOW ASSEMBLY TESTING	11/6/2025	80.00
hkop8711 - HK_MF_All-Owned_OP	2342	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	11/6/2025	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2343	v0000598 - ASHLEY'S CLEANING	11/6/2025	890.00
hkop8711 - HK_MF_All-Owned_OP	2344	V0000034 - BAINBRIDGE DISPOSAL, INC.	11/6/2025	1,245.66
hkop8711 - HK_MF_All-Owned_OP	2345	V0000065 - CASCADE NATURAL GAS CORP.	11/6/2025	555.77
hkop8711 - HK_MF_All-Owned_OP	2346	V0000070 - CINTAS FIRE 636525	11/6/2025	6,088.46
hkop8711 - HK_MF_All-Owned_OP	2347	V0000080 - COMCAST	11/6/2025	153.44
hkop8711 - HK_MF_All-Owned_OP	2348	V0000121 - GLOBAL VERIFICATION NETWORK	11/6/2025	52.30
hkop8711 - HK_MF_All-Owned_OP	2349	v0000157 - JIFFY LUBE	11/6/2025	127.29
hkop8711 - HK_MF_All-Owned_OP	2350	V0000183 - KITSAP P.U.D.#1	11/6/2025	1,571.13
hkop8711 - HK_MF_All-Owned_OP	2351	v0000726 - MATERNAL INSTINCTS	11/6/2025	412.50
hkop8711 - HK_MF_All-Owned_OP	2352	v0000417 - PETTY CASH FUND - ORCHARD BLUFF	11/6/2025	85.51
hkop8711 - HK_MF_All-Owned_OP	2353	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	11/6/2025	4,950.18
hkop8711 - HK_MF_All-Owned_OP	2354	v0000267 - POULSBO, CITY OF	11/6/2025	8,823.37
hkop8711 - HK_MF_All-Owned_OP	2355	V0000272 - PUGET SOUND ENERGY	11/6/2025	1,831.37
hkop8711 - HK_MF_All-Owned_OP	2356	V0000362 - WEST SOUND UTILITY DISTRICT	11/6/2025	11,619.40
hkop8711 - HK_MF_All-Owned_OP	99521300	v0000143 - HOME DEPOT CREDIT SVCS- 4595	11/6/2025	1,028.88
hkop8711 - HK_MF_All-Owned_OP	99057787	V0000136 - HD SUPPLY - ACCT.#104436	11/7/2025	14,563.56
hkop8711 - HK_MF_All-Owned_OP	99599434	v0000201 - LOWES - AM DEPT	11/7/2025	4,984.30
hkop8711 - HK_MF_All-Owned_OP	2358	v0000598 - ASHLEY'S CLEANING	11/13/2025	425.00
hkop8711 - HK_MF_All-Owned_OP	2359	V0000070 - CINTAS FIRE 636525	11/13/2025	3,985.04
hkop8711 - HK_MF_All-Owned_OP	2360	V0000080 - COMCAST	11/13/2025	91.18
hkop8711 - HK_MF_All-Owned_OP	2361	V0000121 - GLOBAL VERIFICATION NETWORK	11/13/2025	52.30
hkop8711 - HK_MF_All-Owned_OP	2362	V0000126 - GRECCO, RICK	11/13/2025	16.37
hkop8711 - HK_MF_All-Owned_OP	2363	v0000620 - HILL CONSTRUCTION	11/13/2025	34,452.55
hkop8711 - HK_MF_All-Owned_OP	2364	v0000435 - PETTY CASH FUND - FJORD MANOR APTS	11/13/2025	84.42
hkop8711 - HK_MF_All-Owned_OP	2365	v0000416 - PETTY CASH FUND - MADRONA MANOR	11/13/2025	18.53
hkop8711 - HK_MF_All-Owned_OP	2366	V0000287 - RODDA PAINT COMPANY	11/13/2025	864.96
hkop8711 - HK_MF_All-Owned_OP	2367	V0000294 - SCOTT MCLENDONS HARDWARE	11/13/2025	17.58
hkop8711 - HK_MF_All-Owned_OP	2368	V0000334 - THYSSENKRUPP ELEVATOR CORP.	11/13/2025	10,814.56
hkop8711 - HK_MF_All-Owned_OP	2369	V0000070 - CINTAS FIRE 636525	11/13/2025	3,349.82
hkop8711 - HK_MF_All-Owned_OP	99621931	V0000136 - HD SUPPLY - ACCT.#104436	11/13/2025	11,347.35
hkop8711 - HK_MF_All-Owned_OP	99208511	v0000201 - LOWES - AM DEPT	11/15/2025	4,818.30

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hkop8711 - HK_MF_All-Owned_OP	2370	V0000050 - BREMERTON CITY OF-Utility Billing	11/17/2025	449.42
hkop8711 - HK_MF_All-Owned_OP	99348561	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	11/17/2025	229.25
hkop8711 - HK_MF_All-Owned_OP	RC 44215	Returned item t0000159	11/17/2025	664.00
hkop8711 - HK_MF_All-Owned_OP	2371	v0000598 - ASHLEY'S CLEANING	11/20/2025	595.00
hkop8711 - HK_MF_All-Owned_OP	2372	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	11/20/2025	13,827.24
hkop8711 - HK_MF_All-Owned_OP	2373	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	11/20/2025	4,801.50
hkop8711 - HK_MF_All-Owned_OP	2374	V0000050 - BREMERTON CITY OF-Utility Billing	11/20/2025	1,877.56
hkop8711 - HK_MF_All-Owned_OP	2375	V0000066 - CATCHALL ENVIRONMENTAL	11/20/2025	5,734.00
hkop8711 - HK_MF_All-Owned_OP	2376	v0000732 - CNI LOCATES, LTD	11/20/2025	330.00
hkop8711 - HK_MF_All-Owned_OP	2377	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	11/20/2025	500.00
hkop8711 - HK_MF_All-Owned_OP	2378	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	11/20/2025	12.50
hkop8711 - HK_MF_All-Owned_OP	2379	V0000121 - GLOBAL VERIFICATION NETWORK	11/20/2025	2,667.30
hkop8711 - HK_MF_All-Owned_OP	2380	v0000123 - GOODYEAR AUTO SERVICE CENTER	11/20/2025	1,344.96
hkop8711 - HK_MF_All-Owned_OP	2381	v0000498 - HARSIN, JENNY	11/20/2025	62.32
hkop8711 - HK_MF_All-Owned_OP	2382	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	11/20/2025	10,801.70
hkop8711 - HK_MF_All-Owned_OP	2383	V0000256 - PACIFICA LAW GROUP, LLP	11/20/2025	57.50
hkop8711 - HK_MF_All-Owned_OP	2384	V0000271 - PUCKETT & REDFORD P.L.L.C.	11/20/2025	2,472.15
hkop8711 - HK_MF_All-Owned_OP	2385	V0000272 - PUGET SOUND ENERGY	11/20/2025	5,352.64
hkop8711 - HK_MF_All-Owned_OP	2386	V0000359 - WAVE ASTOUND	11/20/2025	76.89
hkop8711 - HK_MF_All-Owned_OP	99241780	v0000001 - Housing Kitsap	11/20/2025	5,000.00
hkop8711 - HK_MF_All-Owned_OP	99241783	v0000610 - HK_MF_RD-REQ-RESERVES	11/20/2025	3,438.34
hkop8711 - HK_MF_All-Owned_OP	99241797	v0000599 - KCCHA GENERAL FUND	11/20/2025	24,829.53
hkop8711 - HK_MF_All-Owned_OP	99241800	v0000599 - KCCHA GENERAL FUND	11/20/2025	45,078.23
hkop8711 - HK_MF_All-Owned_OP	99241805	v0000599 - KCCHA GENERAL FUND	11/20/2025	22,291.24
hkop8711 - HK_MF_All-Owned_OP	99241806	v0000599 - KCCHA GENERAL FUND	11/20/2025	13,907.55
hkop8711 - HK_MF_All-Owned_OP	99241811	v0000599 - KCCHA GENERAL FUND	11/20/2025	37,151.95
hkop8711 - HK_MF_All-Owned_OP	99241815	v0000599 - KCCHA GENERAL FUND	11/20/2025	26,364.81
hkop8711 - HK_MF_All-Owned_OP	99183414	v0000201 - LOWES - AM DEPT	11/21/2025	2,424.50
hkop8711 - HK_MF_All-Owned_OP	99247124	v0000143 - HOME DEPOT CREDIT SVCS- 4595	11/21/2025	408.14
				369,515.99

Bank-NEW	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20533	V0000043 - B-MORE ELECTRIC	11/10/2025	4,634.18
self2111 - Self Help - Family AP Acct	20534	V0000061 - CALPORTLAND COMPANY	11/10/2025	4,698.66
self2111 - Self Help - Family AP Acct	20535	v0000095 - DMS SUPPLY, LLC	11/10/2025	10,780.78
self2111 - Self Help - Family AP Acct	20536	V0000096 - DS SALES ASSOCIATES	11/10/2025	2,982.05
self2111 - Self Help - Family AP Acct	20537	v0000097 - DTG RECYCLE	11/10/2025	314.70
self2111 - Self Help - Family AP Acct	20538	V0000112 - FINAL VISION INC	11/10/2025	1,613.10
self2111 - Self Help - Family AP Acct	20539	v0000464 - GUNS CONCRETE PUMPING LLC	11/10/2025	2,774.02
self2111 - Self Help - Family AP Acct	20540	v0000662 - Insulation NW, LLC	11/10/2025	10,766.05
self2111 - Self Help - Family AP Acct	20541	v0000484 - JAG CONSTRUCTION LLC	11/10/2025	32,789.87
self2111 - Self Help - Family AP Acct	20542	V0000179 - KITSAP GARAGE DOOR CO.	11/10/2025	3,580.67
self2111 - Self Help - Family AP Acct	20543	V0000180 - KITSAP GUTTERS INC	11/10/2025	4,916.19
self2111 - Self Help - Family AP Acct	20544	v0000204 - MADRONA HOMES LLC	11/10/2025	19,351.57
self2111 - Self Help - Family AP Acct	20545	v0000557 - MARIO'S PLUMBING	11/10/2025	13,908.45
self2111 - Self Help - Family AP Acct	20546	V0000214 - MILES SAND & GRAVEL	11/10/2025	24,350.83
self2111 - Self Help - Family AP Acct	20547	V0000218 - MITCHELL LUMBER CO	11/10/2025	9,670.12
self2111 - Self Help - Family AP Acct	20548	V0000220 - MORRISON GRAVEL INC	11/10/2025	1,155.84
self2111 - Self Help - Family AP Acct	20549	V0000223 - MR DUCTLESS	11/10/2025	10,783.50
self2111 - Self Help - Family AP Acct	20550	V0000244 - O.L.D. LAND DEVELOPMENT / OLMSTED'S	11/10/2025	4,656.18
self2111 - Self Help - Family AP Acct	20551	V0000287 - RODDA PAINT COMPANY	11/10/2025	1,444.27
self2111 - Self Help - Family AP Acct	20552	V0000298 - SEATTLE LIGHTING	11/10/2025	1,086.46
self2111 - Self Help - Family AP Acct	20553	v0000344 - VALLEY SUPPLY CO.	11/10/2025	13,808.79
self2111 - Self Help - Family AP Acct	20554	V0000360 - WELLFLEET GROUP LLC	11/10/2025	1,104.00
self2111 - Self Help - Family AP Acct	99348878	V0000168 - KITSAP BANK-VISA-DEAN NAIL	11/17/2025	247.04
self2111 - Self Help - Family AP Acct	99564544	v0000302 - SH - HOME DEPOT - STORE	11/17/2025	1,248.73
self2111 - Self Help - Family AP Acct	99826868	v0000302 - SH - HOME DEPOT - STORE	11/17/2025	4,512.31
self2111 - Self Help - Family AP Acct	20555	V0000112 - FINAL VISION INC	11/18/2025	3,198.80
self2111 - Self Help - Family AP Acct	20556	v0000484 - JAG CONSTRUCTION LLC	11/18/2025	15,448.46
self2111 - Self Help - Family AP Acct	20557	V0000178 - KITSAP COUNTY TREASURER	11/18/2025	2,602.92
self2111 - Self Help - Family AP Acct	20558	V0000272 - PUGET SOUND ENERGY	11/18/2025	3,628.34
self2111 - Self Help - Family AP Acct	20559	V0000362 - WEST SOUND UTILITY DISTRICT	11/18/2025	4,204.47
				216,261.35

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Bank-NEW	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	49	v0000426 - AEGIS LAND TITLE GROUP LLC	11/10/2025	348.00
shga2112 - SELF-HELP GENERAL ACCOUNT	50	v0000097 - DTG RECYCLE	11/10/2025	157.35
shga2112 - SELF-HELP GENERAL ACCOUNT	51	V0000209 - MASON PUD3	11/10/2025	62.65
shga2112 - SELF-HELP GENERAL ACCOUNT	52	V0000228 - N.L. OLSON & ASSOCIATES	11/10/2025	85.00
shga2112 - SELF-HELP GENERAL ACCOUNT	53	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	11/10/2025	663.46
shga2112 - SELF-HELP GENERAL ACCOUNT	54	V0000268 - PREMIER RENTALS	11/10/2025	1,562.41
shga2112 - SELF-HELP GENERAL ACCOUNT	55	V0000294 - SCOTT MCLENDONS HARDWARE	11/10/2025	46.28
shga2112 - SELF-HELP GENERAL ACCOUNT	99842772	v0000302 - SH - HOME DEPOT - STORE	11/17/2025	1,432.39
shga2112 - SELF-HELP GENERAL ACCOUNT	56	v0000735 - BAMM DESIGN, LLC	11/18/2025	8,000.00
shga2112 - SELF-HELP GENERAL ACCOUNT	57	V0000333 - THOSE GUYS ROD & CUSTOMS INC	11/18/2025	992.50
shga2112 - SELF-HELP GENERAL ACCOUNT	58	V0000256 - PACIFICA LAW GROUP, LLP	11/20/2025	1,958.50
				15,308.54

Bank-NEW	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3264	v0000731 - YAMAMOTO LANDSCAPING INC.	11/10/2025	19,274.80
shop3911 - Self Help SHOP	3263	v0000421 - RAR FENCE LLC	11/10/2025	72.00
shop3911 - Self Help SHOP	3262	V0000261 - PENINSULA TOPSOIL & LANDSCAPE SUPPLIES	11/10/2025	1,121.25
shop3911 - Self Help SHOP	3261	V0000244 - O.L.D. LAND DEVELOPMENT / OLMSTED'S	11/10/2025	1,705.08
shop3911 - Self Help SHOP	3260	V0000228 - N.L. OLSON & ASSOCIATES	11/10/2025	5,137.50
shop3911 - Self Help SHOP	3259	V0000110 - FERGUSON ENTERPRISES INC	11/10/2025	17,238.69
shop3911 - Self Help SHOP	3258	v0000582 - AHBL, INC	11/10/2025	2,018.15
shop3911 - Self Help SHOP	3266	v0000695 - PBS ENGINEERING AND ENVIRONMENTAL LLC	11/18/2025	11,500.00
shop3911 - Self Help SHOP	3265	v0000722 - Brumfield Construction, Inc.	11/18/2025	14,137.31
				72,204.78

Bank-NEW	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	RC 43773	Returned item t9001401	11/1/2025	226.00
hk7911 - HK_MF_Sep_Corp_OP	99251103	v0000748 - WA DEPT OF REVENUE-UNCLAIMED PROPERTY	11/4/2025	4,624.00
hk7911 - HK_MF_Sep_Corp_OP	621	t9000439 - Bowman	11/5/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	622	t0000141 - Bryant	11/5/2025	73.00
hk7911 - HK_MF_Sep_Corp_OP	623	t9000478 - Collis-Rush	11/5/2025	39.00
hk7911 - HK_MF_Sep_Corp_OP	624	t9000444 - Cyphers	11/5/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	626	t9000534 - Dunn	11/5/2025	17.00
hk7911 - HK_MF_Sep_Corp_OP	627	t9000458 - Fisher	11/5/2025	60.00
hk7911 - HK_MF_Sep_Corp_OP	628	t9000462 - Hoskinson	11/5/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	629	t9000735 - Ives	11/5/2025	268.00
hk7911 - HK_MF_Sep_Corp_OP	630	t9000564 - JOHNSON	11/5/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	631	t9000555 - KELLEY	11/5/2025	121.00
hk7911 - HK_MF_Sep_Corp_OP	632	t9000495 - KELLY	11/5/2025	134.00
hk7911 - HK_MF_Sep_Corp_OP	633	t9000517 - LOWRIE	11/5/2025	39.00
hk7911 - HK_MF_Sep_Corp_OP	634	t9000508 - Maier	11/5/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	635	t9000437 - Mason	11/5/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	636	t9000512 - OHNEMUS	11/5/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	637	t9000436 - Olafsen	11/5/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	638	t0000150 - Rhodelander	11/5/2025	38.00
hk7911 - HK_MF_Sep_Corp_OP	639	t9000424 - Robertson	11/5/2025	69.00
hk7911 - HK_MF_Sep_Corp_OP	640	t9000743 - Scherler-Evenson	11/5/2025	121.00
hk7911 - HK_MF_Sep_Corp_OP	641	t9001487 - Short	11/5/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	642	t9000560 - WIPFF	11/5/2025	23.00
hk7911 - HK_MF_Sep_Corp_OP	RC 43506	Returned item t0000425	11/5/2025	1,018.00
hk7911 - HK_MF_Sep_Corp_OP	643	t9001578 - King	11/6/2025	2.00
hk7911 - HK_MF_Sep_Corp_OP	644	v0000267 - POULSBO, CITY OF	11/6/2025	2,193.15
hk7911 - HK_MF_Sep_Corp_OP	645	V0000287 - RODDA PAINT COMPANY	11/6/2025	192.09
hk7911 - HK_MF_Sep_Corp_OP	646	v0000598 - ASHLEY'S CLEANING	11/6/2025	695.00
hk7911 - HK_MF_Sep_Corp_OP	647	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	11/6/2025	10,090.54
hk7911 - HK_MF_Sep_Corp_OP	648	v0000380 - Century Link	11/6/2025	93.76
hk7911 - HK_MF_Sep_Corp_OP	649	V0000070 - CINTAS FIRE 636525	11/6/2025	446.76
hk7911 - HK_MF_Sep_Corp_OP	650	v0000681 - HARBOR APPEALS AND LAW PLLC	11/6/2025	39.75
hk7911 - HK_MF_Sep_Corp_OP	651	V0000183 - KITSAP P.U.D.#1	11/6/2025	2,463.95
hk7911 - HK_MF_Sep_Corp_OP	652	v0000184 - KITSAP SUN	11/6/2025	25.48
hk7911 - HK_MF_Sep_Corp_OP	653	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	11/6/2025	27,347.15

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hk7911	- HK_MF_Sep_Corp_OP	654	V0000272 - PUGET SOUND ENERGY	11/6/2025	1,437.55
hk7911	- HK_MF_Sep_Corp_OP	655	v0000649 - SEATTLE SNOW / SEATTLE GROW	11/6/2025	16,380.00
hk7911	- HK_MF_Sep_Corp_OP	656	V0000362 - WEST SOUND UTILITY DISTRICT	11/6/2025	20,133.89
hk7911	- HK_MF_Sep_Corp_OP	99073590	V0000135 - HD SUPPLY - #3320024	11/6/2025	12,394.50
hk7911	- HK_MF_Sep_Corp_OP	99596031	v0000201 - LOWES - AM DEPT	11/6/2025	982.65
hk7911	- HK_MF_Sep_Corp_OP	99838506	v0000143 - HOME DEPOT CREDIT SVCS- 4595	11/6/2025	1,348.59
hk7911	- HK_MF_Sep_Corp_OP	JE 6973	WIRE TRANSFER - US Bank P&I Account	11/12/2025	196,680.00
hk7911	- HK_MF_Sep_Corp_OP	657	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	11/13/2025	3,709.69
hk7911	- HK_MF_Sep_Corp_OP	658	V0000050 - BREMERTON CITY OF-Utility Billing	11/13/2025	3,207.06
hk7911	- HK_MF_Sep_Corp_OP	659	V0000070 - CINTAS FIRE 636525	11/13/2025	799.42
hk7911	- HK_MF_Sep_Corp_OP	660	V0000121 - GLOBAL VERIFICATION NETWORK	11/13/2025	267.50
hk7911	- HK_MF_Sep_Corp_OP	661	v0000681 - HARBOR APPEALS AND LAW PLLC	11/13/2025	9,259.50
hk7911	- HK_MF_Sep_Corp_OP	662	V0000138 - HENERY HARDWARE, INC.	11/13/2025	5.01
hk7911	- HK_MF_Sep_Corp_OP	663	v0000474 - PETTY CASH FUND - PORT ORCHARD VISTA	11/13/2025	38.60
hk7911	- HK_MF_Sep_Corp_OP	664	V0000268 - PREMIER RENTALS	11/13/2025	655.62
hk7911	- HK_MF_Sep_Corp_OP	665	V0000272 - PUGET SOUND ENERGY	11/13/2025	7,206.72
hk7911	- HK_MF_Sep_Corp_OP	666	V0000279 - REDROCK RESURFACING	11/13/2025	434.62
hk7911	- HK_MF_Sep_Corp_OP	667	V0000294 - SCOTT MCLENDONS HARDWARE	11/13/2025	49.17
hk7911	- HK_MF_Sep_Corp_OP	668	V0000334 - THYSSENKRUPP ELEVATOR CORP.	11/13/2025	5,886.94
hk7911	- HK_MF_Sep_Corp_OP	669	v0000424 - TRS MECHANICAL, INC	11/13/2025	12,023.40
hk7911	- HK_MF_Sep_Corp_OP	670	V0000179 - KITSAP GARAGE DOOR CO.	11/13/2025	6,671.52
hk7911	- HK_MF_Sep_Corp_OP	RC 44174	Returned item t9001664	11/13/2025	1,226.00
hk7911	- HK_MF_Sep_Corp_OP	99197730	v0000201 - LOWES - AM DEPT	11/14/2025	223.27
hk7911	- HK_MF_Sep_Corp_OP	99747779	V0000135 - HD SUPPLY - #3320024	11/14/2025	4,861.91
hk7911	- HK_MF_Sep_Corp_OP	99348604	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	11/17/2025	156.03
hk7911	- HK_MF_Sep_Corp_OP	99349184	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	11/17/2025	2,604.97
hk7911	- HK_MF_Sep_Corp_OP	RC 44402	Returned item t9000507	11/17/2025	150.00
hk7911	- HK_MF_Sep_Corp_OP	671	v0000698 - APARTMENTS LLC	11/20/2025	207.67
hk7911	- HK_MF_Sep_Corp_OP	672	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	11/20/2025	498.14
hk7911	- HK_MF_Sep_Corp_OP	673	V0000066 - CATCHALL ENVIRONMENTAL	11/20/2025	3,258.23
hk7911	- HK_MF_Sep_Corp_OP	674	v0000380 - Century Link	11/20/2025	72.67
hk7911	- HK_MF_Sep_Corp_OP	675	V0000138 - HENERY HARDWARE, INC.	11/20/2025	2.06
hk7911	- HK_MF_Sep_Corp_OP	676	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	11/20/2025	12,401.57
hk7911	- HK_MF_Sep_Corp_OP	677	V0000272 - PUGET SOUND ENERGY	11/20/2025	2,455.33
hk7911	- HK_MF_Sep_Corp_OP	678	V0000279 - REDROCK RESURFACING	11/20/2025	5,813.11
hk7911	- HK_MF_Sep_Corp_OP	679	v0000672 - RENTGROW, INC	11/20/2025	18.00
hk7911	- HK_MF_Sep_Corp_OP	680	V0000287 - RODDA PAINT COMPANY	11/20/2025	800.43
hk7911	- HK_MF_Sep_Corp_OP	681	V0000294 - SCOTT MCLENDONS HARDWARE	11/20/2025	3.02
hk7911	- HK_MF_Sep_Corp_OP	682	V0000334 - THYSSENKRUPP ELEVATOR CORP.	11/20/2025	2,499.25
hk7911	- HK_MF_Sep_Corp_OP	683	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	11/20/2025	1,495.62
hk7911	- HK_MF_Sep_Corp_OP	99241784	v0000001 - Housing Kitsap	11/20/2025	5,000.00
hk7911	- HK_MF_Sep_Corp_OP	99241787	v0000608 - HK_MF_SEP-CORP-RESERVES	11/20/2025	8,063.65
hk7911	- HK_MF_Sep_Corp_OP	99241793	v0000599 - KCCHA GENERAL FUND	11/20/2025	88,132.89
hk7911	- HK_MF_Sep_Corp_OP	99241802	v0000599 - KCCHA GENERAL FUND	11/20/2025	22,254.43
hk7911	- HK_MF_Sep_Corp_OP	99241808	v0000599 - KCCHA GENERAL FUND	11/20/2025	3,175.22
hk7911	- HK_MF_Sep_Corp_OP	99241809	v0000599 - KCCHA GENERAL FUND	11/20/2025	33,279.18
hk7911	- HK_MF_Sep_Corp_OP	99241813	v0000599 - KCCHA GENERAL FUND	11/20/2025	5,722.98
hk7911	- HK_MF_Sep_Corp_OP	99241817	v0000599 - KCCHA GENERAL FUND	11/20/2025	3,338.83
hk7911	- HK_MF_Sep_Corp_OP	684	t9001288 - Hartsock	11/21/2025	3.70
hk7911	- HK_MF_Sep_Corp_OP	685	t0000318 - Oakes	11/21/2025	600.00
hk7911	- HK_MF_Sep_Corp_OP	99057047	v0000143 - HOME DEPOT CREDIT SVCS- 4595	11/21/2025	96.90
hk7911	- HK_MF_Sep_Corp_OP	99314202	V0000135 - HD SUPPLY - #3320024	11/21/2025	11,660.05
hk7911	- HK_MF_Sep_Corp_OP	99776023	v0000201 - LOWES - AM DEPT	11/22/2025	5,371.23
					576,160.92

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	163	t9001288 - Hartsock	11/21/2025	2,049.00
				2,049.00

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	1	v0000267 - POULSBO, CITY OF	11/13/2025	711.97
nord1111 - Nordic Cottages Operating	2	V0000121 - GLOBAL VERIFICATION NETWORK	11/20/2025	581.30
nord1111 - Nordic Cottages Operating	3	V0000272 - PUGET SOUND ENERGY	11/20/2025	76.45

Payment Summary
November 2025 Board Cash Disbursement Report

nord1111 - Nordic Cottages Operating	JE 7103	Nordic Cottage Maint. Fees	11/30/2025	4.44
				1,374.16

Bank	Check#	Vendor	Date	Amount
sh5157 - Self Help - CF SHOP Acct	1047	v0000001 - Housing Kitsap	11/20/2025	184,125.36
				184,125.36

Bank	Check#	Vendor	Date	Amount
sh5157 - Self Help - CF SHOP Acct	50	v0000588 - SHOP POOLED ACCOUNT	11/20/2025	10,117.50
				10,117.50

Bank	Check#	Vendor	Date	Amount
sh6910 - Self Help - Restricted SHOP Ac	3228	v0000588 - SHOP POOLED ACCOUNT	11/20/2025	47,526.43
				47,526.43

Bank	Check#	Vendor	Date	Amount
sh6090 - Self Help - Family AP Acct	20237	v0000587 - SH FAMILIES ACCOUNT	11/20/2025	10,388.29
				10,388.29

Bank	Check#	Vendor	Date	Amount
hkr3311 - HK_MF_All-Owned_RES	JE 7136	Correct CK#13361- TRANSFER AND CLOSE BOA ACCT #2563 RR AC	11/24/2025	2.00
				2.00

Bank	Check#	Vendor	Date	Amount
proj2563 - HK Projects Repl Resv Acct	13361	v0000609 - HK_MF_ALL-OWNED-RESERVES	11/20/2025	1,020.30
proj2563 - HK Projects Repl Resv Acct	JE 7048	CK#13361- TRANSFER AND CLOSE BOA ACCT #2563 RR ACCOUNT	11/24/2025	2.00
				1,022.30

Bank	Check#	Vendor	Date	Amount
basi5511 - BASIC GEN FUND	100191	V0000256 - PACIFICA LAW GROUP, LLP	11/20/2025	1,730.00
				1,730.00

Bank	Check#	Vendor	Date	Amount
ph8613 - Public Housing FSS Escrow	4	v0000603 - HOUSING CHOICE VOUCHER-ESCROW ACCT	11/20/2025	203.68
				203.68

Bank	Check#	Vendor	Date	Amount
rr2946 - RR/Fjord Vista II Sec Dep Acct	16	v0000607 - HK_MF_SEP-CORP-SECURITY DEPOSIT	11/20/2025	577.23
				577.23

Aggregate Total	2,697,306.08
Less Intercompany Payments	925,019.68
Total Disbursements	1,772,286.40

Board of Commissioners
Chair Katie Walters
Vice Chair Vacant
 Rob Putaansuu
 Brenda Fantroy-Johnson
 Oran Root
 Christine Rolfes
 Brittany Dunklin
Executive Director
 Heather Blough



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 Silverdale, WA 98383

Phone (360) 535.6100
 Fax (360) 535.6169
 TRS 711

<http://www.housingkitsap.org>

To: Housing Kitsap Board of Commissioners
 From: Heather Blough, Executive Director
 Subject: Approval December 2025 Disbursements and/or Fund Transfers
 Date: January 27, 2026

KCCHA General Fund (New) – 4711	\$	495,836
KCCHA General Fund – 1524		560
Section 8 Fund (New) - 6311		705,107
Section 8 Fund - 8918		55
HK_MF_All-Owned_SD (New) - 8711		340,561
Self Help Family Account (New) - 2111		177,982
Self Help General Account (New) - 2112		2,188
Self Help SHOP Account - 3911		12,383
HK_MF_Sep_Corp_OP (New) - 7911		302,172
HK_MF_Sep_Corp_SD (New) - 0911		1,661
HK_MF_All-Owned_SD (New) – 1711		985
HK_Mngmt Nordic Cottages OP (New) - 1111		1,760
BASIC General Account (New) - 5511		20
	\$	2,041,270

Disbursements of \$1,420,282 plus transfers of \$620,988 equal total payments of \$2,041,270.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim was a just, due and unpaid obligation against Housing Kitsap, and that I am authorized to authenticate and certify to said claim."

 Heather Blough
 Executive Director

Date

 Katherine Walters, Chair

Date

Payment Summary
December 2025 Board Cash Disbursement Report

Bank-NEW	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	JE 7057	ACH DR- USable Life Premium Payment	12/1/2025	2,909.42
hkgf4711 - KCCHA - GENERAL FUND	JE 7058	ACH DR- BASIC BENEFITS	12/1/2025	38.70
hkgf4711 - KCCHA - GENERAL FUND	JE 7283	ACH DR- METKC	12/1/2025	6,062.47
hkgf4711 - KCCHA - GENERAL FUND	133625	v0000582 - AHBL, INC	12/4/2025	2,787.50
hkgf4711 - KCCHA - GENERAL FUND	133626	v0000027 - APPLETREE ANSWERS	12/4/2025	1,594.19
hkgf4711 - KCCHA - GENERAL FUND	133627	V0000064 - CARAHSOFT TECHNOLOGY CORPORATION	12/4/2025	1,866.24
hkgf4711 - KCCHA - GENERAL FUND	133628	V0000065 - CASCADE NATURAL GAS CORP.	12/4/2025	299.39
hkgf4711 - KCCHA - GENERAL FUND	133629	V0000068 - CDW GOVERNMENT, INC.	12/4/2025	816.20
hkgf4711 - KCCHA - GENERAL FUND	133630	v0000380 - Century Link	12/4/2025	188.90
hkgf4711 - KCCHA - GENERAL FUND	133631	v0000406 - CENTURYLINK (LUMEN)	12/4/2025	25.58
hkgf4711 - KCCHA - GENERAL FUND	133632	V0000150 - INTELLISYSTEMS, INC.	12/4/2025	210.00
hkgf4711 - KCCHA - GENERAL FUND	133633	V0000198 - LINGO	12/4/2025	14.51
hkgf4711 - KCCHA - GENERAL FUND	133634	V0000247 - OFFICE DEPOT-ACCT. 67444053	12/4/2025	58.29
hkgf4711 - KCCHA - GENERAL FUND	133635	V0000256 - PACIFICA LAW GROUP, LLP	12/4/2025	55.50
hkgf4711 - KCCHA - GENERAL FUND	133636	V0000262 - PITNEY BOWES RESERVE ACCOUNT	12/4/2025	1,000.00
hkgf4711 - KCCHA - GENERAL FUND	133637	V0000338 - U. S. BANK	12/4/2025	1,339.58
hkgf4711 - KCCHA - GENERAL FUND	133638	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	12/4/2025	299.97
hkgf4711 - KCCHA - GENERAL FUND	99496024	V0000136 - HD SUPPLY - ACCT.#104436	12/5/2025	157.79
hkgf4711 - KCCHA - GENERAL FUND	133639	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	12/11/2025	167.61
hkgf4711 - KCCHA - GENERAL FUND	133640	V0000068 - CDW GOVERNMENT, INC.	12/11/2025	91.50
hkgf4711 - KCCHA - GENERAL FUND	133641	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	12/11/2025	3,637.06
hkgf4711 - KCCHA - GENERAL FUND	133642	v0000132 - HARRP	12/11/2025	1,851.00
hkgf4711 - KCCHA - GENERAL FUND	133643	V0000149 - INSIGHT PUBLIC SECTOR	12/11/2025	5,112.00
hkgf4711 - KCCHA - GENERAL FUND	133644	V0000183 - KITSAP P.U.D.#1	12/11/2025	183.32
hkgf4711 - KCCHA - GENERAL FUND	133645	v0000190 - LANGUAGE LINK	12/11/2025	7.04
hkgf4711 - KCCHA - GENERAL FUND	133646	V0000193 - LEMAY MOBILE SHREDDING	12/11/2025	40.95
hkgf4711 - KCCHA - GENERAL FUND	133647	v0000243 - NW COMMNET LLC	12/11/2025	405.95
hkgf4711 - KCCHA - GENERAL FUND	133648	V0000262 - PITNEY BOWES RESERVE ACCOUNT	12/11/2025	1,500.00
hkgf4711 - KCCHA - GENERAL FUND	133649	V0000272 - PUGET SOUND ENERGY	12/11/2025	767.20
hkgf4711 - KCCHA - GENERAL FUND	133650	V0000309 - SH-OLYMPIC SPRINGS INC.	12/11/2025	83.48
hkgf4711 - KCCHA - GENERAL FUND	133651	V0000312 - SILVERDALE WATER DISTRICT	12/11/2025	219.44
hkgf4711 - KCCHA - GENERAL FUND	133652	v0000314 - SMS CLEANING, INC.	12/11/2025	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	133653	V0000347 - VERIZON WIRELESS	12/11/2025	2,324.93
hkgf4711 - KCCHA - GENERAL FUND	133654	v0000352 - WASHINGTON STATE AUDITOR'S OFFICE	12/11/2025	4,729.40
hkgf4711 - KCCHA - GENERAL FUND	133655	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	12/11/2025	143.36
hkgf4711 - KCCHA - GENERAL FUND	133656	V0000370 - YARDI SYSTEMS, INC.	12/11/2025	135.00
hkgf4711 - KCCHA - GENERAL FUND	JE 7120	ACH DR- PAYNW DEC 12, 2025 PAYROLL	12/11/2025	108,826.79
hkgf4711 - KCCHA - GENERAL FUND	JE 7121	ACH DR- PAYROLL MANUAL CK#1000005	12/11/2025	644.58
hkgf4711 - KCCHA - GENERAL FUND	JE 7122	ACH DR- PAYNW DECEMBER 12, 2025 TAX DEPOSITS	12/11/2025	21,515.64
hkgf4711 - KCCHA - GENERAL FUND	JE 7127	ACH DR- VOYA DEFERRED COMP	12/12/2025	8,226.57
hkgf4711 - KCCHA - GENERAL FUND	JE 7128	ACH DR- HSA CONTRIBUTION	12/12/2025	6,990.38
hkgf4711 - KCCHA - GENERAL FUND	JE 7129	ACH DR- PAYNW INVOICE DECEMBER 12, 2025 PAYROLL	12/12/2025	1,017.42
hkgf4711 - KCCHA - GENERAL FUND	99912271	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	12/16/2025	348.36
hkgf4711 - KCCHA - GENERAL FUND	99912378	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	12/16/2025	1,971.21
hkgf4711 - KCCHA - GENERAL FUND	99913587	V0000168 - KITSAP BANK-VISA-DEAN NAIL	12/16/2025	834.29
hkgf4711 - KCCHA - GENERAL FUND	JE 7137	ACH DR- WA DRS PAYMENT	12/16/2025	33,524.67
hkgf4711 - KCCHA - GENERAL FUND	133657	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	12/18/2025	532.88
hkgf4711 - KCCHA - GENERAL FUND	133658	V0000064 - CARAHSOFT TECHNOLOGY CORPORATION	12/18/2025	1,589.59
hkgf4711 - KCCHA - GENERAL FUND	133659	v0000079 - COFFEE NEWS KITSAP	12/18/2025	400.00
hkgf4711 - KCCHA - GENERAL FUND	133660	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	12/18/2025	1,010.91
hkgf4711 - KCCHA - GENERAL FUND	133661	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	12/18/2025	104.25
hkgf4711 - KCCHA - GENERAL FUND	133662	V0000198 - LINGO	12/18/2025	14.88
hkgf4711 - KCCHA - GENERAL FUND	133663	v0000199 - LOEHRS, KATHERINE	12/18/2025	14.99
hkgf4711 - KCCHA - GENERAL FUND	133664	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	12/18/2025	869.99
hkgf4711 - KCCHA - GENERAL FUND	133665	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	12/18/2025	62.76
hkgf4711 - KCCHA - GENERAL FUND	133666	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	12/18/2025	723.57
hkgf4711 - KCCHA - GENERAL FUND	99192025	v0000011 - 76 FLEET	12/19/2025	2,241.97
hkgf4711 - KCCHA - GENERAL FUND	133667	v0000479 - AUERBACH, LAURA	12/22/2025	628.00
hkgf4711 - KCCHA - GENERAL FUND	133668	v0000380 - Century Link	12/22/2025	581.60
hkgf4711 - KCCHA - GENERAL FUND	133669	V0000193 - LEMAY MOBILE SHREDDING	12/22/2025	1.20
hkgf4711 - KCCHA - GENERAL FUND	133670	V0000276 - RAIN NETWORKS	12/22/2025	15,266.16
hkgf4711 - KCCHA - GENERAL FUND	133671	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	12/23/2025	1,600.13

Payment Summary
December 2025 Board Cash Disbursement Report

hkgf4711 - KCCHA - GENERAL FUND	JE 7143	ACH DR- PAYNW DECEMBER 26, 2025 PAYROLL	12/24/2025	109,878.21
hkgf4711 - KCCHA - GENERAL FUND	JE 7144	ACH DR- DECEMBER 26, 2025 PAYROLL MANUAL CHECK #1000006	12/24/2025	903.39
hkgf4711 - KCCHA - GENERAL FUND	JE 7145	ACH DR- PAYNW DECEMBER 26, 2025 PAYROLL TAX DEPOSITS	12/24/2025	23,028.34
hkgf4711 - KCCHA - GENERAL FUND	JE 7149	ACH DR- HSA CONTRIBUTION	12/26/2025	363.46
hkgf4711 - KCCHA - GENERAL FUND	JE 7150	ACH DR- PAYNW INVOICE DECEMBER 26, 2025 PAYROLL	12/26/2025	215.79
hkgf4711 - KCCHA - GENERAL FUND	JE 7155	ACH DR- REGENCE MEDICAL	12/31/2025	60,774.40
hkgf4711 - KCCHA - GENERAL FUND	JE 7192	TRANSFER D. DOLFIN CHECK INCORRECTLY DEPOSITED TO G/F	12/31/2025	48,706.05
				495,835.90

Bank	Check#	Vendor	Date	Amount
hk1524 - KCCHA - GENERAL FUND	JE 7167	NOVEMBER 2025 KEY BANK ANALYSIS SERVICE FEE PAYMENT	12/8/2025	559.98
				559.98

Bank-NEW	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	24856	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	12/3/2025	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	24857	v9004279 - Abbey Lane Apartments	12/3/2025	3,243.00
hk6311 - Section 8-Hsg Choice Vouchers	24858	v9005018 - ADAMS, JAY PRESTON	12/3/2025	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	24859	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	12/3/2025	1,550.00
hk6311 - Section 8-Hsg Choice Vouchers	24860	v9006343 - Ad-West Realty Services/Silvercrest Apartments	12/3/2025	1,308.00
hk6311 - Section 8-Hsg Choice Vouchers	24861	v9004829 - Ad-West Realty Srvc/Island Terrace A	12/3/2025	2,355.00
hk6311 - Section 8-Hsg Choice Vouchers	24862	v9006226 - Allan Frey/Michael E Closser	12/3/2025	1,190.00
hk6311 - Section 8-Hsg Choice Vouchers	24863	v9000028 - Alta Pointe Apartments	12/3/2025	1,463.00
hk6311 - Section 8-Hsg Choice Vouchers	24864	v9003727 - Andrew Hento, Jr.	12/3/2025	375.00
hk6311 - Section 8-Hsg Choice Vouchers	24865	v9005673 - Andrew M. & Irene L. Lopez	12/3/2025	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	24866	v9006508 - Avenue 5/Atlas Apartments	12/3/2025	2,999.00
hk6311 - Section 8-Hsg Choice Vouchers	24867	v9005879 - Bay Bridge Apts	12/3/2025	6,092.00
hk6311 - Section 8-Hsg Choice Vouchers	24868	v8000555 - BPM5 LLC	12/3/2025	991.00
hk6311 - Section 8-Hsg Choice Vouchers	24869	v9005119 - Butler	12/3/2025	1,013.00
hk6311 - Section 8-Hsg Choice Vouchers	24870	v9001546 - CALNAN, TIMOTHY G.	12/3/2025	1,717.00
hk6311 - Section 8-Hsg Choice Vouchers	24871	v9005624 - Carol Chafee	12/3/2025	195.00
hk6311 - Section 8-Hsg Choice Vouchers	24872	v0000690 - CASCADE RIDGE APARTMENTS	12/3/2025	1,169.00
hk6311 - Section 8-Hsg Choice Vouchers	24873	v7000594 - COOPER, DAVID	12/3/2025	1,984.00
hk6311 - Section 8-Hsg Choice Vouchers	24874	v9005793 - Daniel & Ramona Kroener	12/3/2025	126.00
hk6311 - Section 8-Hsg Choice Vouchers	24875	v9000359 - David L Butcher	12/3/2025	1,230.00
hk6311 - Section 8-Hsg Choice Vouchers	24876	v0000675 - DEBORAH LEE HOLM	12/3/2025	1,501.00
hk6311 - Section 8-Hsg Choice Vouchers	24877	v9006675 - Del E. Mueller	12/3/2025	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	24878	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	12/3/2025	1,650.00
hk6311 - Section 8-Hsg Choice Vouchers	24879	v0000538 - DONLIN, CLANCY	12/3/2025	2,750.00
hk6311 - Section 8-Hsg Choice Vouchers	24880	v0000733 - EDWARD & MARLYS RECKNAGLE	12/3/2025	317.00
hk6311 - Section 8-Hsg Choice Vouchers	24881	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	12/3/2025	1,147.00
hk6311 - Section 8-Hsg Choice Vouchers	24882	v0000725 - ERIC & JANET SANDALL	12/3/2025	1,805.00
hk6311 - Section 8-Hsg Choice Vouchers	24883	v9000881 - Eric Holm	12/3/2025	5,299.00
hk6311 - Section 8-Hsg Choice Vouchers	24884	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	12/3/2025	1,542.00
hk6311 - Section 8-Hsg Choice Vouchers	24885	v9007128 - Eulalia Tomas Gonzales	12/3/2025	1,920.00
hk6311 - Section 8-Hsg Choice Vouchers	24886	v8000647 - GATEWAY PROPERTY MANAGEMENT	12/3/2025	648.00
hk6311 - Section 8-Hsg Choice Vouchers	24887	v9006369 - Good Prop Mgmt/Seattle Youth Home Services LLC	12/3/2025	935.00
hk6311 - Section 8-Hsg Choice Vouchers	24888	v0000679 - GRANCORP HOLDINGS/SILVERDALE SHORES	12/3/2025	1,403.00
hk6311 - Section 8-Hsg Choice Vouchers	24889	v9000764 - Griffin Glen Apartments	12/3/2025	1,336.00
hk6311 - Section 8-Hsg Choice Vouchers	24890	v9000858 - Hidden Firs III	12/3/2025	2,186.00
hk6311 - Section 8-Hsg Choice Vouchers	24891	v9001508 - Housing Resources Bainbridge/Forest Home	12/3/2025	2,621.00
hk6311 - Section 8-Hsg Choice Vouchers	24892	v9001507 - Housing Resources Bainbridge/Island Home	12/3/2025	7,924.00
hk6311 - Section 8-Hsg Choice Vouchers	24893	v8000642 - HPA II BORROWER 2020-2 LLC	12/3/2025	3,230.00
hk6311 - Section 8-Hsg Choice Vouchers	24894	v9005727 - Irrevocable Living Trust of Dorothy Lee	12/3/2025	996.00
hk6311 - Section 8-Hsg Choice Vouchers	24895	v9007037 - Ison Realty/Bloomington Ave LLC	12/3/2025	1,563.00
hk6311 - Section 8-Hsg Choice Vouchers	24896	v9000008 - James and Cecilia Adrian	12/3/2025	13,550.00
hk6311 - Section 8-Hsg Choice Vouchers	24897	v9001509 - Janet West Home	12/3/2025	3,811.00
hk6311 - Section 8-Hsg Choice Vouchers	24898	v9001419 - Jim Adrian/Prigger	12/3/2025	1,363.00
hk6311 - Section 8-Hsg Choice Vouchers	24899	v9004679 - Joan Davis	12/3/2025	1,442.00
hk6311 - Section 8-Hsg Choice Vouchers	24900	v9002019 - JOHNSON, JOELINE R.	12/3/2025	2,435.00
hk6311 - Section 8-Hsg Choice Vouchers	24901	v9005575 - JP Housing LLC	12/3/2025	1,178.00
hk6311 - Section 8-Hsg Choice Vouchers	24902	v9006516 - Julie Bowling	12/3/2025	570.00
hk6311 - Section 8-Hsg Choice Vouchers	24903	v9005590 - Lacey Newman	12/3/2025	700.00
hk6311 - Section 8-Hsg Choice Vouchers	24904	v0000705 - LAWRENCE C. DANIELS	12/3/2025	707.00

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hk6311	- Section 8-Hsg Choice Vouchers	24905	v9006249 - Lund Pointe Apartments	12/3/2025	1,411.00
hk6311	- Section 8-Hsg Choice Vouchers	24906	v0000625 - MERIDIAN GARDENS, LLC DBA KEYWAY APTS	12/3/2025	1,326.00
hk6311	- Section 8-Hsg Choice Vouchers	24907	v9002683 - Mike Foley	12/3/2025	707.00
hk6311	- Section 8-Hsg Choice Vouchers	24908	v9002914 - Mobile Properties Joint Junction LLC	12/3/2025	1,461.00
hk6311	- Section 8-Hsg Choice Vouchers	24909	v9002908 - Neil or Judy Bass	12/3/2025	1,642.00
hk6311	- Section 8-Hsg Choice Vouchers	24910	v9006887 - Norland Trails/Kitsap Olhava LLC	12/3/2025	2,481.00
hk6311	- Section 8-Hsg Choice Vouchers	24911	v9006312 - NSE Kitsap Fee Owner, LLC	12/3/2025	2,361.00
hk6311	- Section 8-Hsg Choice Vouchers	24912	v9005633 - Olympic Pointe Apartments	12/3/2025	10,256.00
hk6311	- Section 8-Hsg Choice Vouchers	24913	v9001264 - Orchard On The Green	12/3/2025	4,847.00
hk6311	- Section 8-Hsg Choice Vouchers	24914	v8000554 - ORCHARD PARK LLC	12/3/2025	1,442.00
hk6311	- Section 8-Hsg Choice Vouchers	24915	v8000645 - PARAMOUNT REAL ESTATE GROUP	12/3/2025	1,912.00
hk6311	- Section 8-Hsg Choice Vouchers	24916	v9006061 - Park Shore Property Management/Einspahr	12/3/2025	1,098.00
hk6311	- Section 8-Hsg Choice Vouchers	24917	v9002790 - Parkhurst Apartments	12/3/2025	1,668.00
hk6311	- Section 8-Hsg Choice Vouchers	24918	v8000641 - PARKSHORE PROPERTY MANAGEMENT	12/3/2025	1,539.00
hk6311	- Section 8-Hsg Choice Vouchers	24919	v9001563 - Parkwood Terrace Apartment Homes	12/3/2025	2,620.00
hk6311	- Section 8-Hsg Choice Vouchers	24920	v9006398 - Pickett Prop Mgmt/Shigeta	12/3/2025	1,335.00
hk6311	- Section 8-Hsg Choice Vouchers	24921	v9006680 - Pickett Prop Mgmt/Watson	12/3/2025	1,747.00
hk6311	- Section 8-Hsg Choice Vouchers	24922	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	12/3/2025	1,754.00
hk6311	- Section 8-Hsg Choice Vouchers	24923	v9005805 - Pine Ridge Apartments	12/3/2025	1,930.00
hk6311	- Section 8-Hsg Choice Vouchers	24924	v8000520 - PORT ORCHARD MULTIFAMILY LLC	12/3/2025	1,819.00
hk6311	- Section 8-Hsg Choice Vouchers	24925	v9007066 - Port Washington LLC	12/3/2025	1,600.00
hk6311	- Section 8-Hsg Choice Vouchers	24926	v0000691 - REALLY PROP MGMT/MONTMINY	12/3/2025	2,850.00
hk6311	- Section 8-Hsg Choice Vouchers	24927	v9006236 - Really Property Management/Borgatti	12/3/2025	1,548.00
hk6311	- Section 8-Hsg Choice Vouchers	24928	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	12/3/2025	1,799.00
hk6311	- Section 8-Hsg Choice Vouchers	24929	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	12/3/2025	1,052.00
hk6311	- Section 8-Hsg Choice Vouchers	24930	v9007117 - REally Property Mgmt	12/3/2025	2,796.00
hk6311	- Section 8-Hsg Choice Vouchers	24931	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	12/3/2025	3,494.00
hk6311	- Section 8-Hsg Choice Vouchers	24932	v9006946 - Reeder Management Inc / Bay Breeze Apartments	12/3/2025	917.00
hk6311	- Section 8-Hsg Choice Vouchers	24933	v0000456 - REID PROPERTY MANAGEMENT LLC	12/3/2025	2,100.00
hk6311	- Section 8-Hsg Choice Vouchers	24934	v9006048 - Remax Connect/Webb	12/3/2025	1,457.00
hk6311	- Section 8-Hsg Choice Vouchers	24935	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	12/3/2025	1,550.00
hk6311	- Section 8-Hsg Choice Vouchers	24936	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	12/3/2025	2,157.00
hk6311	- Section 8-Hsg Choice Vouchers	24937	v0000629 - RENEW PROP MGMT/CRI 5, LLC	12/3/2025	1,443.00
hk6311	- Section 8-Hsg Choice Vouchers	24938	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LL	12/3/2025	2,451.00
hk6311	- Section 8-Hsg Choice Vouchers	24939	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LL	12/3/2025	1,128.00
hk6311	- Section 8-Hsg Choice Vouchers	24940	v9001367 - Russell Frey Enterprise	12/3/2025	1,388.00
hk6311	- Section 8-Hsg Choice Vouchers	24941	v9003213 - Scandia Knolls Assoc. Limited Partnership	12/3/2025	3,487.00
hk6311	- Section 8-Hsg Choice Vouchers	24942	v8000589 - SILVA, CHRISTOPHER	12/3/2025	2,042.00
hk6311	- Section 8-Hsg Choice Vouchers	24943	v9005984 - Spencer Sutherland	12/3/2025	1,525.00
hk6311	- Section 8-Hsg Choice Vouchers	24944	v9004177 - Steven Durupt	12/3/2025	636.00
hk6311	- Section 8-Hsg Choice Vouchers	24945	v9006568 - TAM Residential/Cottage Bay Apartments	12/3/2025	8,880.00
hk6311	- Section 8-Hsg Choice Vouchers	24946	v9006561 - TAM Residential/Viewcrest Village Apts	12/3/2025	22,576.00
hk6311	- Section 8-Hsg Choice Vouchers	24947	v9006082 - The Diplomat Apartments	12/3/2025	1,149.00
hk6311	- Section 8-Hsg Choice Vouchers	24948	v0000483 - THE JOSEPH GROUP	12/3/2025	2,332.00
hk6311	- Section 8-Hsg Choice Vouchers	24949	v9006149 - The Neiders Company/Orchard Pointe Apartments	12/3/2025	1,695.00
hk6311	- Section 8-Hsg Choice Vouchers	24950	v9007049 - The Ridge at Payseno Lane Apartments	12/3/2025	1,973.00
hk6311	- Section 8-Hsg Choice Vouchers	24951	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	12/3/2025	1,765.00
hk6311	- Section 8-Hsg Choice Vouchers	24952	v9003785 - The Summit - HAP acct	12/3/2025	2,195.00
hk6311	- Section 8-Hsg Choice Vouchers	24953	v9005941 - Theodore and Janet Apeland	12/3/2025	845.00
hk6311	- Section 8-Hsg Choice Vouchers	24954	v9006083 - Tip Top Property Investments LLC	12/3/2025	3,401.00
hk6311	- Section 8-Hsg Choice Vouchers	24955	v9003323 - Total Property Management/Lund Village	12/3/2025	1,323.00
hk6311	- Section 8-Hsg Choice Vouchers	24956	v9006573 - TYLER and KYLA McKEAN	12/3/2025	1,800.00
hk6311	- Section 8-Hsg Choice Vouchers	24957	v9005602 - Vintage at Bremerton	12/3/2025	9,554.00
hk6311	- Section 8-Hsg Choice Vouchers	24958	v9006533 - Vintage at Silverdale	12/3/2025	12,819.00
hk6311	- Section 8-Hsg Choice Vouchers	24959	v0000494 - VINTAGE AT SILVERDALE, LLC	12/3/2025	1,992.00
hk6311	- Section 8-Hsg Choice Vouchers	24960	v9001125 - Weatherstone Apartment Homes	12/3/2025	1,960.00
hk6311	- Section 8-Hsg Choice Vouchers	24961	v9006025 - William Brasch	12/3/2025	2,600.00
hk6311	- Section 8-Hsg Choice Vouchers	24962	v8000660 - WINDERMERE PROP MGMT/NEWKIRK	12/3/2025	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	24963	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	12/3/2025	1,650.00
hk6311	- Section 8-Hsg Choice Vouchers	24964	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	12/3/2025	1,553.00
hk6311	- Section 8-Hsg Choice Vouchers	24965	v9006419 - WOZLECK, JAMES L.	12/3/2025	1,278.00
hk6311	- Section 8-Hsg Choice Vouchers	24966	t9001375 - Anderson	12/3/2025	276.00
hk6311	- Section 8-Hsg Choice Vouchers	24967	t0008479 - Ayers	12/3/2025	96.00

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hk6311	- Section 8-Hsg Choice Vouchers	24968	t9001278 - Beebe	12/3/2025	225.00
hk6311	- Section 8-Hsg Choice Vouchers	24969	t0041910 - Bernier	12/3/2025	27.00
hk6311	- Section 8-Hsg Choice Vouchers	24970	t9001224 - Burke	12/3/2025	216.00
hk6311	- Section 8-Hsg Choice Vouchers	24971	t0012520 - Burton	12/3/2025	75.00
hk6311	- Section 8-Hsg Choice Vouchers	24972	t0007789 - Clark	12/3/2025	63.00
hk6311	- Section 8-Hsg Choice Vouchers	24973	t9001588 - Cyphers	12/3/2025	151.00
hk6311	- Section 8-Hsg Choice Vouchers	24974	t0017053 - Davis	12/3/2025	28.00
hk6311	- Section 8-Hsg Choice Vouchers	24975	t9001200 - Driggers	12/3/2025	158.00
hk6311	- Section 8-Hsg Choice Vouchers	24976	t0003138 - Duchesneau	12/3/2025	315.00
hk6311	- Section 8-Hsg Choice Vouchers	24977	t9001279 - Evanoff	12/3/2025	133.00
hk6311	- Section 8-Hsg Choice Vouchers	24978	t9001283 - Glitch	12/3/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	24979	t9001627 - Goulden	12/3/2025	124.00
hk6311	- Section 8-Hsg Choice Vouchers	24980	t0007791 - Johnson	12/3/2025	337.00
hk6311	- Section 8-Hsg Choice Vouchers	24981	t0017679 - Jones	12/3/2025	107.00
hk6311	- Section 8-Hsg Choice Vouchers	24982	t9001280 - Kahuhu	12/3/2025	128.00
hk6311	- Section 8-Hsg Choice Vouchers	24983	t0001826 - Kellman	12/3/2025	43.00
hk6311	- Section 8-Hsg Choice Vouchers	24984	t0035825 - Koehler	12/3/2025	258.00
hk6311	- Section 8-Hsg Choice Vouchers	24985	t0014289 - Lange	12/3/2025	199.00
hk6311	- Section 8-Hsg Choice Vouchers	24986	t9001243 - Lucas Domingo	12/3/2025	86.00
hk6311	- Section 8-Hsg Choice Vouchers	24987	t0036944 - Madrid	12/3/2025	122.00
hk6311	- Section 8-Hsg Choice Vouchers	24988	t0003298 - Masters	12/3/2025	16.00
hk6311	- Section 8-Hsg Choice Vouchers	24989	t0035768 - Morse	12/3/2025	22.00
hk6311	- Section 8-Hsg Choice Vouchers	24990	t0017673 - Nall	12/3/2025	123.00
hk6311	- Section 8-Hsg Choice Vouchers	24991	t0036809 - Nguyen	12/3/2025	254.00
hk6311	- Section 8-Hsg Choice Vouchers	24992	t0014850 - Niles	12/3/2025	110.00
hk6311	- Section 8-Hsg Choice Vouchers	24993	t0017684 - Padilla Rangel	12/3/2025	119.00
hk6311	- Section 8-Hsg Choice Vouchers	24994	t0002971 - Pearson	12/3/2025	44.00
hk6311	- Section 8-Hsg Choice Vouchers	24995	t9001225 - Perry	12/3/2025	136.00
hk6311	- Section 8-Hsg Choice Vouchers	24996	t9001226 - Reitsma	12/3/2025	49.00
hk6311	- Section 8-Hsg Choice Vouchers	24997	t0014175 - Rhea	12/3/2025	615.00
hk6311	- Section 8-Hsg Choice Vouchers	24998	t0038936 - Roller	12/3/2025	171.00
hk6311	- Section 8-Hsg Choice Vouchers	24999	t9001311 - Roth	12/3/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	25000	t0017725 - Rouse	12/3/2025	21.00
hk6311	- Section 8-Hsg Choice Vouchers	25001	t0007032 - Sadewasser	12/3/2025	103.00
hk6311	- Section 8-Hsg Choice Vouchers	25002	t0016776 - Sanders	12/3/2025	213.00
hk6311	- Section 8-Hsg Choice Vouchers	25003	t0017698 - Sayles	12/3/2025	47.00
hk6311	- Section 8-Hsg Choice Vouchers	25004	t9001179 - Schneider	12/3/2025	62.00
hk6311	- Section 8-Hsg Choice Vouchers	25005	t0006818 - Sherwood	12/3/2025	74.00
hk6311	- Section 8-Hsg Choice Vouchers	25006	t0038147 - Skuza	12/3/2025	8.00
hk6311	- Section 8-Hsg Choice Vouchers	25007	t9001313 - Stone	12/3/2025	136.00
hk6311	- Section 8-Hsg Choice Vouchers	25008	t0017846 - Swenson	12/3/2025	91.00
hk6311	- Section 8-Hsg Choice Vouchers	25009	t0036497 - Turner	12/3/2025	11.00
hk6311	- Section 8-Hsg Choice Vouchers	25010	t9001483 - Ussin	12/3/2025	70.00
hk6311	- Section 8-Hsg Choice Vouchers	25011	t0038860 - VanBuren	12/3/2025	101.00
hk6311	- Section 8-Hsg Choice Vouchers	25012	t0035827 - Wilson	12/3/2025	226.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v0000493 - HARCOURTS PENINSULA PROPERTIES	12/4/2025	1,805.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v0000709 - VINSHAW HOLDINGS, LLC	12/4/2025	2,816.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v0000727 - DETAILS PROP MGMT/KEETON	12/4/2025	1,489.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v8000514 - CDJ3@WA PROPERTY LLC	12/4/2025	2,494.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v8000519 - KITSAP MENTAL HEALTH SERVICES	12/4/2025	8,281.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v8000644 - CG WELLINGTON, LLC	12/4/2025	1,456.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	12/4/2025	3,173.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v9003457 - EP Holdings LLC/Erlands Point Apartments	12/4/2025	1,830.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v9006030 - Brenna Fields/Aspen Orchard LLC	12/4/2025	1,136.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v9006311 - Details Property Mgmt/Kallander	12/4/2025	1,707.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v9006611 - ID Ent Rentals LLC	12/4/2025	1,495.00
hk6311	- Section 8-Hsg Choice Vouchers	99251221	v9007013 - ID Ent Rentals LLC/Haj	12/4/2025	2,700.00
hk6311	- Section 8-Hsg Choice Vouchers	99251225	v0000624 - ADVANI, ANURADHA	12/4/2025	3,100.00
hk6311	- Section 8-Hsg Choice Vouchers	99251225	v8000593 - BAGGERLY, KEITH	12/4/2025	1,023.00
hk6311	- Section 8-Hsg Choice Vouchers	99251225	v8000657 - SATRAN-LOUDIN, JILL	12/4/2025	571.00
hk6311	- Section 8-Hsg Choice Vouchers	99251225	v8000664 - BERNTSEN, SPENCER	12/4/2025	1,160.00
hk6311	- Section 8-Hsg Choice Vouchers	99251225	v9000445 - CLARK, STEPHEN M.	12/4/2025	837.00
hk6311	- Section 8-Hsg Choice Vouchers	99251225	v9000568 - Robert W Dick	12/4/2025	1,205.00

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hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9000729 - GAINES, MARK A.	12/4/2025	2,000.00
hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9001416 - Frank J Prentice	12/4/2025	385.00
hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9004359 - Rawlin Swanson	12/4/2025	2,463.00
hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9005809 - Evert, Brenda	12/4/2025	1,096.00
hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9006373 - Marty D. Lemon/Sydney LLC	12/4/2025	962.00
hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9006443 - Mary E. Heskett	12/4/2025	1,485.00
hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9006774 - Carlos E. Aceves	12/4/2025	2,078.00
hk6311 - Section 8-Hsg Choice Vouchers	99251225	v9007024 - Deborah McRae	12/4/2025	215.00
hk6311 - Section 8-Hsg Choice Vouchers	99254568	v0000001 - Housing Kitsap	12/8/2025	13,550.00
hk6311 - Section 8-Hsg Choice Vouchers	99254568	v9001050 - Madrona Manor	12/8/2025	3,873.00
hk6311 - Section 8-Hsg Choice Vouchers	99255261	v0000001 - Housing Kitsap	12/9/2025	3,759.00
hk6311 - Section 8-Hsg Choice Vouchers	99255263	v9001405 - CONIFER WOODS APARTMENTS	12/9/2025	24.00
hk6311 - Section 8-Hsg Choice Vouchers	99255263	v9001407 - Port Orchard Vista Apartments	12/9/2025	1,139.00
hk6311 - Section 8-Hsg Choice Vouchers	99256072	v0000001 - Housing Kitsap	12/10/2025	198,091.00
hk6311 - Section 8-Hsg Choice Vouchers	99256072	v0000478 - HK Homes	12/10/2025	7,203.00
hk6311 - Section 8-Hsg Choice Vouchers	99256072	v9000691 - Finch Place Associates	12/10/2025	540.00
hk6311 - Section 8-Hsg Choice Vouchers	99256072	v9001050 - Madrona Manor	12/10/2025	12,545.00
hk6311 - Section 8-Hsg Choice Vouchers	99256072	v9005608 - Golden Tides II	12/10/2025	9,790.00
hk6311 - Section 8-Hsg Choice Vouchers	99256072	v9007124 - Housing Kitsap (for Golden Tides 1)	12/10/2025	12,665.00
hk6311 - Section 8-Hsg Choice Vouchers	99256072	v9007129 - Housing Kitsap (for Nollwood)	12/10/2025	24,144.00
hk6311 - Section 8-Hsg Choice Vouchers	99256073	v0000001 - Housing Kitsap	12/10/2025	1,183.00
hk6311 - Section 8-Hsg Choice Vouchers	99256073	v9001407 - Port Orchard Vista Apartments	12/10/2025	11,323.00
hk6311 - Section 8-Hsg Choice Vouchers	25013	v9006149 - The Neiders Company/Orchard Pointe Apartments	12/11/2025	1,687.00
hk6311 - Section 8-Hsg Choice Vouchers	25014	v9006149 - The Neiders Company/Orchard Pointe Apartments	12/11/2025	1,687.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v0000001 - Housing Kitsap	12/12/2025	3,768.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v0000005 - Kitsap Apartments	12/12/2025	1,938.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v9000747 - Golden Tides III Dyes Inlet	12/12/2025	2,595.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v9000966 - Kingston Ridge Apartments	12/12/2025	8,682.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v9001022 - Liberty Bay Associates Ltd	12/12/2025	17,041.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v9001278 - Park Place Apartments	12/12/2025	4,838.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v9001405 - CONIFER WOODS APARTMENTS	12/12/2025	36,784.00
hk6311 - Section 8-Hsg Choice Vouchers	99257012	v9005615 - Fjord Vista II	12/12/2025	641.00
				705,107.00

Bank	Check#	Vendor	Date	Amount
hcv8918 - Section 8-Hsg Choice Vouchers	JE 7288	ACH DR- NOVEMBER 2025 BANK OF AMERICA ANALYSIS FEE	12/15/2025	55.15
				55.15

Bank-NEW	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	2387	t0000107 - Garfield	12/1/2025	89.00
hkop8711 - HK_MF_All-Owned_OP	2388	t0000075 - Johnston	12/1/2025	65.00
hkop8711 - HK_MF_All-Owned_OP	2389	t0000111 - Wiklund	12/1/2025	78.00
hkop8711 - HK_MF_All-Owned_OP	2390	t9000345 - Thomas	12/2/2025	6.17
hkop8711 - HK_MF_All-Owned_OP	2391	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	12/4/2025	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2392	v0000598 - ASHLEY'S CLEANING	12/4/2025	1,570.00
hkop8711 - HK_MF_All-Owned_OP	2393	V0000048 - BREM AIR DISPOSAL, INC.-Residential acct	12/4/2025	5,401.38
hkop8711 - HK_MF_All-Owned_OP	2394	V0000050 - BREMERTON CITY OF-Utility Billing	12/4/2025	5,050.81
hkop8711 - HK_MF_All-Owned_OP	2395	V0000065 - CASCADE NATURAL GAS CORP.	12/4/2025	1,163.95
hkop8711 - HK_MF_All-Owned_OP	2396	t0000434 - Galla	12/4/2025	1,115.29
hkop8711 - HK_MF_All-Owned_OP	2397	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	12/4/2025	4,044.55
hkop8711 - HK_MF_All-Owned_OP	2398	v0000417 - PETTY CASH FUND - ORCHARD BLUFF	12/4/2025	75.60
hkop8711 - HK_MF_All-Owned_OP	2399	V0000272 - PUGET SOUND ENERGY	12/4/2025	3,985.94
hkop8711 - HK_MF_All-Owned_OP	2400	V0000359 - WAVE ASTOUND	12/4/2025	289.27
hkop8711 - HK_MF_All-Owned_OP	2401	V0000138 - HENERY HARDWARE, INC.	12/4/2025	87.86
hkop8711 - HK_MF_All-Owned_OP	2402	v0000738 - STITZEL, MARIA	12/5/2025	1,006.08
hkop8711 - HK_MF_All-Owned_OP	99253171	v0000610 - HK_MF_RD-REQ-RESERVES	12/5/2025	3,438.34
hkop8711 - HK_MF_All-Owned_OP	99253173	v0000001 - Housing Kitsap	12/5/2025	5,000.00
hkop8711 - HK_MF_All-Owned_OP	99501562	V0000136 - HD SUPPLY - ACCT.#104436	12/5/2025	15,660.58
hkop8711 - HK_MF_All-Owned_OP	99956730	v0000201 - LOWES - AM DEPT	12/5/2025	1,174.93
hkop8711 - HK_MF_All-Owned_OP	99535170	V0000135 - HD SUPPLY - #3320024	12/8/2025	143.14
hkop8711 - HK_MF_All-Owned_OP	2403	V0000034 - BAINBRIDGE DISPOSAL, INC.	12/11/2025	1,245.66
hkop8711 - HK_MF_All-Owned_OP	2404	V0000050 - BREMERTON CITY OF-Utility Billing	12/11/2025	1,878.93
hkop8711 - HK_MF_All-Owned_OP	2405	V0000080 - COMCAST	12/11/2025	153.45

Payment Summary
December 2025 Board Cash Disbursement Report

hkop8711 - HK_MF_All-Owned_OP	2406	v0000381 - KITSAP COUNTY BLOCK GRANT PROGRAM, DEPT OF HU	12/11/2025	13,576.18
hkop8711 - HK_MF_All-Owned_OP	2407	V0000262 - PITNEY BOWES RESERVE ACCOUNT	12/11/2025	1,000.00
hkop8711 - HK_MF_All-Owned_OP	2408	v0000267 - POULSBO, CITY OF	12/11/2025	10,034.34
hkop8711 - HK_MF_All-Owned_OP	2409	V0000272 - PUGET SOUND ENERGY	12/11/2025	82.21
hkop8711 - HK_MF_All-Owned_OP	2410	V0000279 - REDROCK RESURFACING	12/11/2025	434.62
hkop8711 - HK_MF_All-Owned_OP	2411	v0000713 - SCHENCK, LOGAN	12/11/2025	24.02
hkop8711 - HK_MF_All-Owned_OP	2412	V0000312 - SILVERDALE WATER DISTRICT	12/11/2025	2,553.61
hkop8711 - HK_MF_All-Owned_OP	2413	v0000089 - WA DEPARTMENT OF COMMERCE	12/11/2025	30,451.50
hkop8711 - HK_MF_All-Owned_OP	99066628	v0000201 - LOWES - AM DEPT	12/11/2025	780.09
hkop8711 - HK_MF_All-Owned_OP	2414	v0000598 - ASHLEY'S CLEANING	12/12/2025	1,215.00
hkop8711 - HK_MF_All-Owned_OP	99812745	v0000143 - HOME DEPOT CREDIT SVCS- 4595	12/12/2025	479.50
hkop8711 - HK_MF_All-Owned_OP	2415	v0000598 - ASHLEY'S CLEANING	12/18/2025	2,230.00
hkop8711 - HK_MF_All-Owned_OP	2416	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	12/18/2025	4,847.95
hkop8711 - HK_MF_All-Owned_OP	2417	V0000070 - CINTAS FIRE 636525	12/18/2025	351.00
hkop8711 - HK_MF_All-Owned_OP	2418	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	12/18/2025	12.50
hkop8711 - HK_MF_All-Owned_OP	2419	V0000121 - GLOBAL VERIFICATION NETWORK	12/18/2025	639.60
hkop8711 - HK_MF_All-Owned_OP	2420	v0000145 - HOUSING ASSISTANCE COUNCIL	12/18/2025	6,533.71
hkop8711 - HK_MF_All-Owned_OP	2421	v0000739 - HOUSING AUTHORITY CITY OF TACOMA	12/18/2025	800.00
hkop8711 - HK_MF_All-Owned_OP	2422	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	12/18/2025	129.87
hkop8711 - HK_MF_All-Owned_OP	2423	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	12/18/2025	10,801.70
hkop8711 - HK_MF_All-Owned_OP	2424	V0000225 - MULTIFAMILY AFFORDABLE PROPERTIES	12/18/2025	476.00
hkop8711 - HK_MF_All-Owned_OP	2425	v0000416 - PETTY CASH FUND - MADRONA MANOR	12/18/2025	52.93
hkop8711 - HK_MF_All-Owned_OP	2426	V0000272 - PUGET SOUND ENERGY	12/18/2025	7,738.96
hkop8711 - HK_MF_All-Owned_OP	2427	V0000287 - RODDA PAINT COMPANY	12/18/2025	821.05
hkop8711 - HK_MF_All-Owned_OP	2428	V0000359 - WAVE ASTOUND	12/18/2025	91.89
hkop8711 - HK_MF_All-Owned_OP	2429	V0000362 - WEST SOUND UTILITY DISTRICT	12/18/2025	4,334.54
hkop8711 - HK_MF_All-Owned_OP	2430	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	12/22/2025	15.69
hkop8711 - HK_MF_All-Owned_OP	99780333	v0000143 - HOME DEPOT CREDIT SVCS- 4595	12/22/2025	545.13
hkop8711 - HK_MF_All-Owned_OP	99946646	v0000201 - LOWES - AM DEPT	12/23/2025	5,220.76
hkop8711 - HK_MF_All-Owned_OP	2431	t9000588 - Lougheed	12/30/2025	181.16
hkop8711 - HK_MF_All-Owned_OP	2432	t9000335 - Leasiolagi	12/30/2025	718.94
hkop8711 - HK_MF_All-Owned_OP	99271606	v0000610 - HK_MF_RD-REQ-RESERVES	12/31/2025	57,200.00
hkop8711 - HK_MF_All-Owned_OP	99271610	v0000609 - HK_MF_ALL-OWNED-RESERVES	12/31/2025	17,800.00
hkop8711 - HK_MF_All-Owned_OP	99271611	v0000609 - HK_MF_ALL-OWNED-RESERVES	12/31/2025	28,000.00
hkop8711 - HK_MF_All-Owned_OP	99271617	v0000609 - HK_MF_ALL-OWNED-RESERVES	12/31/2025	31,500.00
hkop8711 - HK_MF_All-Owned_OP	99271618	v0000609 - HK_MF_ALL-OWNED-RESERVES	12/31/2025	40,000.00
				340,561.04

Bank-NEW	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20565	v0000464 - GUNS CONCRETE PUMPING LLC	12/10/2025	2,496.40
self2111 - Self Help - Family AP Acct	20560	V0000043 - B-MORE ELECTRIC	12/10/2025	4,441.78
self2111 - Self Help - Family AP Acct	20561	V0000061 - CALPORTLAND COMPANY	12/10/2025	9,173.31
self2111 - Self Help - Family AP Acct	20562	v0000095 - DMS SUPPLY, LLC	12/10/2025	10,707.87
self2111 - Self Help - Family AP Acct	20563	V0000096 - DS SALES ASSOCIATES	12/10/2025	3,459.35
self2111 - Self Help - Family AP Acct	20564	v0000097 - DTG RECYCLE	12/10/2025	314.70
self2111 - Self Help - Family AP Acct	20566	v0000662 - Insulation NW, LLC	12/10/2025	4,699.90
self2111 - Self Help - Family AP Acct	20567	v0000484 - JAG CONSTRUCTION LLC	12/10/2025	5,377.56
self2111 - Self Help - Family AP Acct	20568	V0000179 - KITSAP GARAGE DOOR CO.	12/10/2025	2,187.09
self2111 - Self Help - Family AP Acct	20569	v0000202 - LOWES HIW, INC.	12/10/2025	1,454.62
self2111 - Self Help - Family AP Acct	20570	v0000458 - M&C DRYWALL, INC.	12/10/2025	19,639.02
self2111 - Self Help - Family AP Acct	20571	v0000204 - MADRONA HOMES LLC	12/10/2025	14,400.30
self2111 - Self Help - Family AP Acct	20572	v0000557 - MARIO'S PLUMBING	12/10/2025	14,169.25
self2111 - Self Help - Family AP Acct	20573	V0000214 - MILES SAND & GRAVEL	12/10/2025	7,939.87
self2111 - Self Help - Family AP Acct	20574	V0000218 - MITCHELL LUMBER CO	12/10/2025	18,439.28
self2111 - Self Help - Family AP Acct	20575	V0000223 - MR DUCTLESS	12/10/2025	2,156.70
self2111 - Self Help - Family AP Acct	20576	V0000265 - PORT ORCHARD SAND & GRAVEL COMPANY	12/10/2025	393.28
self2111 - Self Help - Family AP Acct	20577	V0000270 - PRO VISION	12/10/2025	12,558.57
self2111 - Self Help - Family AP Acct	20578	V0000272 - PUGET SOUND ENERGY	12/10/2025	968.18
self2111 - Self Help - Family AP Acct	20579	V0000287 - RODDA PAINT COMPANY	12/10/2025	1,642.62
self2111 - Self Help - Family AP Acct	20580	V0000298 - SEATTLE LIGHTING	12/10/2025	1,011.09
self2111 - Self Help - Family AP Acct	20581	v0000344 - VALLEY SUPPLY CO.	12/10/2025	8,427.32
self2111 - Self Help - Family AP Acct	99085154	v0000302 - SH - HOME DEPOT - STORE	12/10/2025	31,596.30
self2111 - Self Help - Family AP Acct	99913653	V0000168 - KITSAP BANK-VISA-DEAN NAIL	12/16/2025	327.60

Payment Summary
December 2025 Board Cash Disbursement Report

177,981.96

Bank-NEW	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	59	V0000043 - B-MORE ELECTRIC	12/10/2025	512.62
shga2112 - SELF-HELP GENERAL ACCOUNT	60	v0000097 - DTG RECYCLE	12/10/2025	157.35
shga2112 - SELF-HELP GENERAL ACCOUNT	61	V0000109 - FED EX	12/10/2025	28.00
shga2112 - SELF-HELP GENERAL ACCOUNT	62	V0000209 - MASON PUD3	12/10/2025	62.65
shga2112 - SELF-HELP GENERAL ACCOUNT	63	V0000228 - N.L. OLSON & ASSOCIATES	12/10/2025	85.00
shga2112 - SELF-HELP GENERAL ACCOUNT	64	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	12/10/2025	400.41
shga2112 - SELF-HELP GENERAL ACCOUNT	65	V0000272 - PUGET SOUND ENERGY	12/10/2025	208.24
shga2112 - SELF-HELP GENERAL ACCOUNT	99033087	v0000302 - SH - HOME DEPOT - STORE	12/10/2025	733.38
				2,187.65

Bank-NEW	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3267	V0000110 - FERGUSON ENTERPRISES INC	12/10/2025	3,530.57
shop3911 - Self Help SHOP	3268	V0000228 - N.L. OLSON & ASSOCIATES	12/10/2025	3,565.00
shop3911 - Self Help SHOP	3269	V0000264 - PORT OF ALLYN	12/10/2025	5,215.78
shop3911 - Self Help SHOP	3270	v0000421 - RAR FENCE LLC	12/10/2025	72.00
				12,383.35

Bank-NEW	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	686	t9000439 - Bowman	12/1/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	687	t0000141 - Bryant	12/1/2025	73.00
hk7911 - HK_MF_Sep_Corp_OP	688	t9000478 - Collis-Rush	12/1/2025	39.00
hk7911 - HK_MF_Sep_Corp_OP	689	t9001378 - Dunbar	12/1/2025	133.00
hk7911 - HK_MF_Sep_Corp_OP	690	t9000534 - Dunn	12/1/2025	19.00
hk7911 - HK_MF_Sep_Corp_OP	691	t9000458 - Fisher	12/1/2025	60.00
hk7911 - HK_MF_Sep_Corp_OP	692	t9000462 - Hoskinson	12/1/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	693	t9000735 - Ives	12/1/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	694	t9000564 - JOHNSON	12/1/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	695	t9000555 - KELLEY	12/1/2025	121.00
hk7911 - HK_MF_Sep_Corp_OP	696	t9000495 - KELLY	12/1/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	697	t9000508 - Maier	12/1/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	698	t9000437 - Mason	12/1/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	699	t9000436 - Olafsen	12/1/2025	83.00
hk7911 - HK_MF_Sep_Corp_OP	700	t0000150 - Rhodelander	12/1/2025	38.00
hk7911 - HK_MF_Sep_Corp_OP	701	t9000424 - Robertson	12/1/2025	69.00
hk7911 - HK_MF_Sep_Corp_OP	702	t9000743 - Scherler-Evenson	12/1/2025	121.00
hk7911 - HK_MF_Sep_Corp_OP	703	t9001487 - Short	12/1/2025	67.00
hk7911 - HK_MF_Sep_Corp_OP	704	t9000560 - WIPFF	12/1/2025	23.00
hk7911 - HK_MF_Sep_Corp_OP	99007687	V0000135 - HD SUPPLY - #3320024	12/1/2025	85.36
hk7911 - HK_MF_Sep_Corp_OP	RC 45090	Returned item t0000596	12/1/2025	384.67
hk7911 - HK_MF_Sep_Corp_OP	RC 45163	Returned item t9001401	12/1/2025	226.00
hk7911 - HK_MF_Sep_Corp_OP	705	v0000698 - APARTMENTS LLC	12/4/2025	1,115.10
hk7911 - HK_MF_Sep_Corp_OP	706	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	12/4/2025	9,512.23
hk7911 - HK_MF_Sep_Corp_OP	707	V0000050 - BREMERTON CITY OF-Utility Billing	12/4/2025	2,883.46
hk7911 - HK_MF_Sep_Corp_OP	708	V0000065 - CASCADE NATURAL GAS CORP.	12/4/2025	336.85
hk7911 - HK_MF_Sep_Corp_OP	709	V0000070 - CINTAS FIRE 636525	12/4/2025	6,086.81
hk7911 - HK_MF_Sep_Corp_OP	710	V0000075 - CLEAN N ROOTER LLC	12/4/2025	649.74
hk7911 - HK_MF_Sep_Corp_OP	711	v0000703 - DRAIN PRO INC	12/4/2025	436.08
hk7911 - HK_MF_Sep_Corp_OP	712	V0000121 - GLOBAL VERIFICATION NETWORK	12/4/2025	104.60
hk7911 - HK_MF_Sep_Corp_OP	713	V0000126 - GRECCO, RICK	12/4/2025	205.00
hk7911 - HK_MF_Sep_Corp_OP	714	V0000138 - HENERY HARDWARE, INC.	12/4/2025	427.64
hk7911 - HK_MF_Sep_Corp_OP	715	V0000150 - INTELLISYSTEMS, INC.	12/4/2025	229.32
hk7911 - HK_MF_Sep_Corp_OP	716	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	12/4/2025	75.11
hk7911 - HK_MF_Sep_Corp_OP	717	v0000499 - NOW ENVIRONMENTAL SERVICES INC	12/4/2025	1,200.00
hk7911 - HK_MF_Sep_Corp_OP	718	V0000246 - OFFICE DEPOT--ACCT# 19356639	12/4/2025	137.23
hk7911 - HK_MF_Sep_Corp_OP	719	v0000474 - PETTY CASH FUND - PORT ORCHARD VISTA	12/4/2025	35.50
hk7911 - HK_MF_Sep_Corp_OP	720	v0000267 - POULSBO, CITY OF	12/4/2025	2,166.92
hk7911 - HK_MF_Sep_Corp_OP	721	V0000272 - PUGET SOUND ENERGY	12/4/2025	6,450.73
hk7911 - HK_MF_Sep_Corp_OP	722	v0000281 - RELIABLE PARTS	12/4/2025	134.58
hk7911 - HK_MF_Sep_Corp_OP	724	V0000294 - SCOTT MCLENDONS HARDWARE	12/4/2025	16.37
hk7911 - HK_MF_Sep_Corp_OP	725	V0000359 - WAVE ASTOUND	12/4/2025	276.75

Payment Summary
December 2025 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	726	V0000287 - RODDA PAINT COMPANY	12/4/2025	59.44
hk7911 - HK_MF_Sep_Corp_OP	99253169	v0000608 - HK_MF_SEP-CORP-RESERVES	12/5/2025	8,063.65
hk7911 - HK_MF_Sep_Corp_OP	99253170	v0000001 - Housing Kitsap	12/5/2025	5,000.00
hk7911 - HK_MF_Sep_Corp_OP	99965177	v0000201 - LOWES - AM DEPT	12/5/2025	1,171.00
hk7911 - HK_MF_Sep_Corp_OP	99541808	V0000135 - HD SUPPLY - #3320024	12/9/2025	10,570.24
hk7911 - HK_MF_Sep_Corp_OP	99786177	V0000135 - HD SUPPLY - #3320024	12/9/2025	186.33
hk7911 - HK_MF_Sep_Corp_OP	727	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	12/11/2025	918.31
hk7911 - HK_MF_Sep_Corp_OP	728	v0000380 - Century Link	12/11/2025	93.76
hk7911 - HK_MF_Sep_Corp_OP	729	V0000150 - INTELLISYSTEMS, INC.	12/11/2025	458.85
hk7911 - HK_MF_Sep_Corp_OP	730	v0000381 - KITSAP COUNTY BLOCK GRANT PROGRAM, DEPT OF HU	12/11/2025	44,940.71
hk7911 - HK_MF_Sep_Corp_OP	731	v0000455 - KURTZ, HEATHER	12/11/2025	10.77
hk7911 - HK_MF_Sep_Corp_OP	732	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	12/11/2025	811.47
hk7911 - HK_MF_Sep_Corp_OP	733	V0000272 - PUGET SOUND ENERGY	12/11/2025	1,149.27
hk7911 - HK_MF_Sep_Corp_OP	734	V0000312 - SILVERDALE WATER DISTRICT	12/11/2025	617.31
hk7911 - HK_MF_Sep_Corp_OP	735	v0000089 - WA DEPARTMENT OF COMMERCE	12/11/2025	43,044.52
hk7911 - HK_MF_Sep_Corp_OP	736	V0000362 - WEST SOUND UTILITY DISTRICT	12/11/2025	1,029.09
hk7911 - HK_MF_Sep_Corp_OP	737	V0000262 - PITNEY BOWES RESERVE ACCOUNT	12/12/2025	1,000.00
hk7911 - HK_MF_Sep_Corp_OP	99969024	v0000143 - HOME DEPOT CREDIT SVCS- 4595	12/12/2025	1,019.16
hk7911 - HK_MF_Sep_Corp_OP	RC 46479	Returned item t9001316	12/17/2025	1,506.00
hk7911 - HK_MF_Sep_Corp_OP	738	v0000739 - HOUSING AUTHORITY CITY OF TACOMA	12/18/2025	1,600.00
hk7911 - HK_MF_Sep_Corp_OP	739	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	12/18/2025	78.46
hk7911 - HK_MF_Sep_Corp_OP	740	v0000698 - APARTMENTS LLC	12/18/2025	382.55
hk7911 - HK_MF_Sep_Corp_OP	741	v0000598 - ASHLEY'S CLEANING	12/18/2025	355.00
hk7911 - HK_MF_Sep_Corp_OP	742	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	12/18/2025	1,653.33
hk7911 - HK_MF_Sep_Corp_OP	743	V0000075 - CLEAN N ROOTER LLC	12/18/2025	1,106.12
hk7911 - HK_MF_Sep_Corp_OP	744	V0000121 - GLOBAL VERIFICATION NETWORK	12/18/2025	209.20
hk7911 - HK_MF_Sep_Corp_OP	745	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	12/18/2025	12,401.57
hk7911 - HK_MF_Sep_Corp_OP	746	V0000225 - MULTIFAMILY AFFORDABLE PROPERTIES	12/18/2025	818.00
hk7911 - HK_MF_Sep_Corp_OP	747	V0000272 - PUGET SOUND ENERGY	12/18/2025	5,307.45
hk7911 - HK_MF_Sep_Corp_OP	748	V0000362 - WEST SOUND UTILITY DISTRICT	12/18/2025	19,111.48
hk7911 - HK_MF_Sep_Corp_OP	99450146	v0000143 - HOME DEPOT CREDIT SVCS- 4595	12/22/2025	584.67
hk7911 - HK_MF_Sep_Corp_OP	99450146	v0000143 - HOME DEPOT CREDIT SVCS- 4595	12/22/2025	476.91
hk7911 - HK_MF_Sep_Corp_OP	99864478	V0000135 - HD SUPPLY - #3320024	12/22/2025	1,593.06
hk7911 - HK_MF_Sep_Corp_OP	99934449	v0000201 - LOWES - AM DEPT	12/22/2025	2,694.10
hk7911 - HK_MF_Sep_Corp_OP	749	t0000229 - Marten	12/23/2025	195.61
hk7911 - HK_MF_Sep_Corp_OP	750	t0000208 - Strunk	12/23/2025	112.23
hk7911 - HK_MF_Sep_Corp_OP	751	t9000407 - Nelson-Sackett	12/29/2025	8.00
hk7911 - HK_MF_Sep_Corp_OP	752	v0000380 - Century Link	12/31/2025	72.67
hk7911 - HK_MF_Sep_Corp_OP	753	V0000272 - PUGET SOUND ENERGY	12/31/2025	139.09
hk7911 - HK_MF_Sep_Corp_OP	754	v0000469 - U.S. BANK	12/31/2025	6,000.00
hk7911 - HK_MF_Sep_Corp_OP	755	V0000359 - WAVE ASTOUND	12/31/2025	133.10
hk7911 - HK_MF_Sep_Corp_OP	99271603	v0000608 - HK_MF_SEP-CORP-RESERVES	12/31/2025	29,400.00
hk7911 - HK_MF_Sep_Corp_OP	99271605	v0000608 - HK_MF_SEP-CORP-RESERVES	12/31/2025	37,826.00
hk7911 - HK_MF_Sep_Corp_OP	99271614	v0000608 - HK_MF_SEP-CORP-RESERVES	12/31/2025	11,124.00
hk7911 - HK_MF_Sep_Corp_OP	99271623	v0000608 - HK_MF_SEP-CORP-RESERVES	12/31/2025	12,600.00

302,171.53

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	164	t9000532 - DRAGOO	12/23/2025	25.00
cosd0911 - HK_MF_Sep_Corp_SD	165	t9000575 - Free	12/23/2025	865.47
cosd0911 - HK_MF_Sep_Corp_SD	166	t0000229 - Marten	12/23/2025	250.00
cosd0911 - HK_MF_Sep_Corp_SD	167	t0000208 - Strunk	12/23/2025	300.00
cosd0911 - HK_MF_Sep_Corp_SD	168	t9000407 - Nelson-Sackett	12/29/2025	221.00

1,661.47

Bank	Check#	Vendor	Date	Amount
hksd1711 - HK_MF_All-Owned_SD	23564	t9000345 - Thomas	12/2/2025	200.00
hksd1711 - HK_MF_All-Owned_SD	23565	t0000039 - Moore	12/29/2025	352.77
hksd1711 - HK_MF_All-Owned_SD	23566	t9000588 - Loughheed	12/30/2025	432.00

984.77

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	5	V0000121 - GLOBAL VERIFICATION NETWORK	12/4/2025	104.60

Payment Summary
December 2025 Board Cash Disbursement Report

nord1111 - Nordic Cottages Operating	99527403	V0000135 - HD SUPPLY - #3320024	12/5/2025	862.91
nord1111 - Nordic Cottages Operating	99786177	V0000135 - HD SUPPLY - #3320024	12/9/2025	18.52
nord1111 - Nordic Cottages Operating	6	v0000267 - POULSBO, CITY OF	12/11/2025	721.12
nord1111 - Nordic Cottages Operating	99669623	v0000143 - HOME DEPOT CREDIT SVCS- 4595	12/12/2025	53.13
				1,760.28

Bank	Check#	Vendor	Date	Amount
basi5511 - BASIC GEN FUND	100192	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	12/18/2025	20.00
				20.00

Aggregate Total	2,041,270.08
Less Intercompany Payments	620,988.07
Total Disbursements	1,420,282.01



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: January 27, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: TSCOP Update – Late Fee Waivers

AGENDA ITEM: 5. D.

SUBMITTED BY: Jennifer Di Vitto & Maria Stitzel

TITLE: Regional Directors of Property Management

Summary Statement:

The Board approved the most recent Tenant Selection and Continued Occupancy Policy for all properties at its October 28, 2025 regular meeting.

Housing Kitsap has recently received authorization to charge an increased Non-Sufficient Fee, as a result this portion of the TSCOP needs to be updated. Additionally, clarity regarding waiver of late fees needs to be better defined. Please see proposed changes below:

XII. Rent Collection Policy

Rent Collection Procedures

Late Fees and Returned Checks

- A \$50.00 late fee is assessed on or after the 6th day of the month.
- Returned checks (**Non-Sufficient Fund**, NSF): tenants are **currently** charged the actual fee assessed by Housing Kitsap's bank. **Effective April 1, 2026, the returned check/NSF fee will increase to \$45.00 for all Housing Kitsap properties and residents.**
- Check-writing privileges:
 - First NSF: personal checks prohibited for 6 months.
 - Second NSF: prohibited for 1 year.
 - Third NSF: prohibited indefinitely.

Late Fee Waiver

A resident may submit a written request for a late fee waiver within ten (10) business days of the date the charge was assessed. Requests will be reviewed on a case-by-case basis and are not automatically granted.

Late fee waivers may be approved when the late payment was directly related to a documented hardship, including but not limited to:

- **Medical emergency affecting the resident or an immediate household member**
- **Disability-related barrier, where the late payment resulted from a reasonable accommodation need**
- **Circumstances protected under the Violence Against Women Act (VAWA)**

Residents must provide reasonable supporting documentation sufficient to substantiate the hardship. Housing Kitsap will not require disclosure of confidential or detailed medical or VAWA-related information beyond what is necessary to establish eligibility for consideration.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Katherine Walters, Chair

ATTEST: _____

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: January 27, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: Salary Scale Update

AGENDA ITEM: 5. E.

SUBMITTED BY: Kristie Opp-Hermida

TITLE: Human Resource Specialist

Summary Statement:

Update salary scale for Self-Help to Program Manager including increased starting rate of pay.

- The Board approved the most recent Salary Scale on December 09, 2025.
- Update Program Manager scale to reflect additional responsibilities, based off recommendation from Salary Study completed June 2025.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Katherine Walters, Chair

ATTEST: _____

Heather Blough, Executive Director

FY26, start date 07.01.2025	All scales are listed at FTE		%age															
	2%	Rates - Annual	3.00%															
Department/Title	Current FTE	Training 07.2025	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 (Max)	
Administration																		
Executive Director		138,091	142,230	146,494	150,883	155,418	160,077	164,882	169,832	174,928	180,170	185,578	191,152	196,893	202,800	208,894	215,155	
		66.39	68.38	70.43	72.54	74.72	76.96	79.27	81.65	84.10	86.62	89.22	91.90	94.66	97.50	100.43	103.44	
Financial Advisor	20%	106,413	109,595	112,882	116,272	119,766	123,365	127,067	130,874	134,805	138,840	143,000	147,285	151,694	156,250	160,930	165,755	
		51.16	52.69	54.27	55.90	57.58	59.31	61.09	62.92	64.81	66.75	68.75	70.81	72.93	75.12	77.37	79.69	
Director of Procurement & Administration		70,450	72,571	74,755	77,002	79,310	81,682	84,136	86,653	89,253	91,936	94,702	97,552	100,485	103,501	106,600	109,803	
		33.87	34.89	35.94	37.02	38.13	39.27	40.45	41.66	42.91	44.20	45.53	46.90	48.31	49.76	51.25	52.79	
Information Systems Manager		74,734	76,981	79,290	81,661	84,115	86,632	89,232	91,915	94,682	97,531	100,464	103,480	106,579	109,782	113,069	116,459	
		35.93	37.01	38.12	39.26	40.44	41.65	42.90	44.19	45.52	46.89	48.30	49.75	51.24	52.78	54.36	55.99	
Human Resources Specialist		59,675	61,464	63,315	65,208	67,163	69,181	71,261	73,403	75,608	77,875	80,205	82,618	85,093	87,651	90,272	92,976	
		28.69	29.55	30.44	31.35	32.29	33.26	34.26	35.29	36.35	37.44	38.56	39.72	40.91	42.14	43.40	44.70	
Executive Assistant/Office Manager		54,080	55,702	57,366	59,093	60,861	62,691	64,563	66,498	68,494	70,554	72,675	74,859	77,106	79,414	81,806	84,261	
		26.00	26.78	27.58	28.41	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.99	37.07	38.18	39.33	40.51	
Records Clerk	150%	44,512	45,843	47,216	48,630	50,086	51,584	53,123	54,725	56,368	58,053	59,800	61,589	63,440	65,354	67,309	69,326	
		21.40	22.04	22.70	23.38	24.08	24.80	25.54	26.31	27.10	27.91	28.75	29.61	30.50	31.42	32.36	33.33	
Front Desk Administrative Assistant		35,339	36,400	37,502	38,626	39,790	40,976	42,203	43,472	44,782	46,134	47,528	48,963	50,440	51,958	53,518	55,120	
		16.99	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.18	22.85	23.54	24.25	24.98	25.73	26.50	
Finance																		
Director of Finance		106,413	109,595	112,882	116,272	119,766	123,365	127,067	130,874	134,805	138,840	143,000	147,285	151,694	156,250	160,930	165,755	
		51.16	52.69	54.27	55.90	57.58	59.31	61.09	62.92	64.81	66.75	68.75	70.81	72.93	75.12	77.37	79.69	
Senior Controller		90,022	92,726	95,514	98,384	101,338	104,374	107,515	110,739	114,067	117,499	121,014	124,654	128,398	132,246	136,219	140,296	
		43.28	44.58	45.92	47.30	48.72	50.18	51.69	53.24	54.84	56.49	58.18	59.93	61.73	63.58	65.49	67.45	
Senior Accountant		63,086	64,979	66,934	68,952	71,011	73,133	75,317	77,584	79,914	82,306	84,781	87,318	89,939	92,643	95,430	98,301	
		30.33	31.24	32.18	33.15	34.14	35.16	36.21	37.30	38.42	39.57	40.76	41.98	43.24	44.54	45.88	47.26	
General Ledger Accountant		49,566	51,043	52,582	54,163	55,786	57,450	59,176	60,944	62,774	64,667	66,602	68,598	70,658	72,779	74,963	77,210	
		23.83	24.54	25.28	26.04	26.82	27.62	28.45	29.30	30.18	31.09	32.02	32.98	33.97	34.99	36.04	37.12	
Senior Accountant for Compliance, Reporting and Budget		68,474	70,533	72,654	74,838	77,085	79,394	81,786	84,240	86,778	89,378	92,061	94,827	97,677	100,610	103,626	106,725	
		32.92	33.91	34.93	35.98	37.06	38.17	39.32	40.50	41.72	42.97	44.26	45.59	46.96	48.37	49.82	51.31	
Property Accountant		FALSE	54,142	55,765	57,429	59,155	60,923	62,754	64,646	66,581	68,578	70,637	72,758	74,942	77,189	79,498	81,890	
		25.27	26.03	26.81	27.61	28.44	29.29	30.17	31.08	32.01	32.97	33.96	34.98	36.03	37.11	38.22	39.37	
Property Management																		
Director of Compliance		88,712	91,374	94,120	96,949	99,861	102,856	105,934	109,117	112,382	115,752	119,226	122,803	126,485	130,270	134,181	138,216	
		42.65	43.93	45.25	46.61	48.01	49.45	50.93	52.46	54.03	55.65	57.32	59.04	60.81	62.63	64.51	66.45	
Compliance Specialist		55,203	56,867	58,573	60,320	62,130	64,002	65,915	67,891	69,930	72,030	74,194	76,419	78,707	81,078	83,512	86,008	
		26.54	27.34	28.16	29.00	29.87	30.77	31.69	32.64	33.62	34.63	35.67	36.74	37.84	38.98	40.15	41.35	
Housing Specialist		53,581	55,182	56,846	58,552	60,299	62,109	63,981	65,894	67,870	69,909	72,010	74,173	76,398	78,686	81,037	83,470	
		25.76	26.53	27.33	28.15	28.99	29.86	30.76	31.68	32.63	33.61	34.62	35.66	36.73	37.83	38.96	40.13	
Certification Specialist		52,229	53,789	55,411	57,075	58,781	60,549	62,358	64,230	66,165	68,141	70,179	72,280	74,443	76,669	78,978	81,349	
		25.11	25.86	26.64	27.44	28.26	29.11	29.98	30.88	31.81	32.76	33.74	34.75	35.79	36.86	37.97	39.11	
Housing Inspector		54,662	56,306	57,990	59,738	61,526	63,378	65,270	67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	
		26.28	27.07	27.88	28.72	29.58	30.47	31.38	32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	
Regional Director of Property Management		69,659	71,739	73,882	76,107	78,395	80,746	83,158	85,654	88,234	90,875	93,600	96,408	99,299	102,274	105,352	108,514	
		33.49	34.49	35.52	36.59	37.69	38.82	39.98	41.18	42.42	43.69	45.00	46.35	47.74	49.17	50.65	52.17	
Property Manager		56,347	58,032	59,779	61,568	63,419	65,312	67,267	69,285	71,365	73,507	75,712	77,979	80,309	82,722	85,197	87,755	
		27.09	27.90	28.74	29.60	30.49	31.40	32.34	33.31	34.31	35.34	36.40	37.49	38.61	39.77	40.96	42.19	
Operations Consistency Specialist		56,347	58,032	59,779	61,568	63,419	65,312	67,267	69,285	71,365	73,507	75,712	77,979	80,309	82,722	85,197	87,755	
		27.09	27.90	28.74	29.60	30.49	31.40	32.34	33.31	34.31	35.34	36.40	37.49	38.61	39.77	40.96	42.19	
Maintenance Operations Manager		65,915	67,891	69,930	72,030	74,194	76,419	78,707	81,078	83,512	86,008	88,587	91,250	93,995	96,824	99,736	102,731	
		31.69	32.64	33.62	34.63	35.67	36.74	37.84	38.98	40.15	41.35	42.59	43.87	45.19	46.55	47.95	49.39	
Regional Maintenance Lead		55,203	56,867	58,573	60,320	62,130	64,002	65,915	67,891	69,930	72,030	74,194	76,419	78,707	81,078	83,512	86,008	
		26.54	27.34	28.16	29.00	29.87	30.77	31.69	32.64	33.62	34.63	35.67	36.74	37.84	38.98	40.15	41.35	
Maintenance Purchasing & Work Order Clerk		47,278	48,693	50,149	51,646	53,186	54,787	56,430	58,115	59,862	61,651	63,502	65,416	67,371	69,389	71,469	73,611	
		22.73	23.41	24.11	24.83	25.57	26.34	27.13	27.94	28.78	29.64	30.53	31.45	32.39	33.36	34.36	35.39	
Maintenance Technician 2		47,278	48,693	50,149	51,646	53,186	54,787	56,430	58,115	59,862	61,651	63,502	65,416	67,371	69,389	71,469	73,611	
		22.73	23.41	24.11	24.83	25.57	26.34	27.13	27.94	28.78	29.64	30.53	31.45	32.39	33.36	34.36	35.39	

Department/Title	Current FTE	Training 07.2025	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 (Max)
Maintenance Technician		45,282	46,634	48,027	49,462	50,939	52,458	54,038	55,661	57,325	59,051	60,819	62,650	64,522	66,456	68,453	70,512
		21.77	22.42	23.09	23.78	24.49	25.22	25.98	26.76	27.56	28.39	29.24	30.12	31.02	31.95	32.91	33.90
Property Management Records Clerk		44,512	45,843	47,216	48,630	50,086	51,584	53,123	54,725	56,368	58,053	59,800	61,589	63,440	65,354	67,309	69,326
		21.40	22.04	22.70	23.38	24.08	24.80	25.54	26.31	27.10	27.91	28.75	29.61	30.50	31.42	32.36	33.33
Self Help/Single Family																	
Director of Acquisition Development		94,307	97,136	100,048	103,043	106,142	109,325	112,611	115,981	119,454	123,032	126,714	130,520	134,430	138,466	142,626	146,910
		45.34	46.70	48.10	49.54	51.03	52.56	54.14	55.76	57.43	59.15	60.92	62.75	64.63	66.57	68.57	70.63
Program Manager - Self Help		62,128	65,021	66,976	68,994	71,074	73,216	75,421	77,688	80,018	82,410	84,885	87,422	90,042	92,742	95,534	98,405
		30.35	31.26	32.20	33.17	34.17	35.20	36.26	37.35	38.47	39.62	40.81	42.03	43.29	44.59	45.93	47.31
Program Manager		68,994	71,074	73,216	75,421	77,688	80,018	82,410	84,885	87,422	90,043	92,747	95,534	98,405	101,358	104,395	107,536
		33.17	34.17	35.20	36.26	37.35	38.47	39.62	40.81	42.03	43.29	44.59	45.93	47.31	48.73	50.19	51.70
Self-Help Construction Supervisor		62,982	64,875	66,830	68,827	70,886	73,008	75,192	77,438	79,768	82,160	84,635	87,173	89,794	92,498	95,264	98,114
		30.28	31.19	32.13	33.09	34.08	35.10	36.15	37.23	38.35	39.50	40.69	41.91	43.17	44.47	45.80	47.17
Home Rehabilitation Specialist		50,482	52,000	53,560	55,162	56,826	58,531	60,278	62,088	63,960	65,874	67,850	69,888	71,989	74,152	76,378	78,666
		24.27	25.00	25.75	26.52	27.32	28.14	28.98	29.85	30.75	31.67	32.62	33.60	34.61	35.65	36.72	37.82
Single Family Housing Accountant		53,102	54,704	56,347	58,032	59,779	61,568	63,419	65,312	67,267	69,285	71,365	73,507	75,712	77,979	80,309	82,722
		25.53	26.30	27.09	27.90	28.74	29.60	30.49	31.40	32.34	33.31	34.31	35.34	36.40	37.49	38.61	39.77
Marketing Administrative Specialist		48,027	49,462	50,939	52,458	54,038	55,661	57,325	59,051	60,819	62,650	64,522	66,456	68,453	70,512	72,634	74,818
		23.09	23.78	24.49	25.22	25.98	26.76	27.56	28.39	29.24	30.12	31.02	31.95	32.91	33.90	34.92	35.97



Housing Kitsap Board of Commissioners

Executive Committee Update

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: PHA Plan and Capital Fund 5-year plan

AGENDA ITEM: 6. A.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

Attached are draft plans that will be presented to the Board at the regular March meeting.

These two plans require a public comment period of 45 days, and an option for the Resident Advisory Board to participate and make recommendations.

Both plans have been sent to the Resident Advisory Board, and a Resident Advisory Board meeting is scheduled for February 23, 2026, at 3:30 pm.

A public hearing will be scheduled during the regularly scheduled Board meeting on March 24, 2026, to allow for additional comment prior to the board deciding on approval.

The PHA plan is due to HUD on April 17, 2026, and the Capital Fund 5-year plan is past due. Because these Capital Funds are specific to Public Housing the use is limited, and these funds may or may not be available to Housing Kitsap for development under the Restore Rebuild option HUD offers to Housing Authorities who exit Public Housing and maintain their Faircloth authority.

Board of Commissioners
Chair Katie Walters
Vice Chair Becky Erickson
Rob Putaansuu
Brenda Fantroy-Johnson
Oran Root
Christine Rolfes
Brittany Dunklin
Executive Director
Heather Blough



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TDD/TTY 711

<http://www.housingkitsap.org>

January 12, 2025

Re: Public Housing Authority Plan & Capital Fund Plan

Dear Resident Advisory Board member,

Attached you will find the Public Housing Authority (PHA) Plan and the 5-Year Capital Fund Action Plan for the Fiscal Year beginning July 1, 2026.

A virtual meeting is scheduled to discuss this plan and answer any questions you have regarding the items listed.

The meeting will be held on **February 23, 2025 at 3:30 P.M.**

If there are no attendees in the meeting by 3:45, we will close the meeting.

Please attend at the link below if you have questions or comments.

<https://us02web.zoom.us/j/83621832073>

The meeting ID is 836 2183 2073

A public hearing will be held during the Board of Commissioners meeting on March 24, 2026, at 9:30 am.

You may also email, mail, or hand deliver written questions or comments on the plan. Please direct your questions or comments to:

Heather Blough, Executive Director

bloughh@housingkitsap.org

2244 N.W. Bucklin Hill Road
Silverdale, WA 98383

Thank you for your time!

Sincerely,

Heather Blough,
Executive Director



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal.

Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p>PHA Name: _____ PHA Code: _____</p> <p>PHA Type: <input type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined Units/Vouchers _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p>

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

(c) The PHA must submit its Deconcentration Policy for Field Office review.

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Choice Neighborhoods Grants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Modernization or Development. |
| <input type="checkbox"/> | <input type="checkbox"/> | Demolition and/or Disposition. |
| <input type="checkbox"/> | <input type="checkbox"/> | Designated Housing for Elderly and/or Disabled Families. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conversion of Public Housing to Tenant-Based Assistance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD. |
| <input type="checkbox"/> | <input type="checkbox"/> | Homeownership Program under Section 32, 9 or 8(Y) |
| <input type="checkbox"/> | <input type="checkbox"/> | Occupancy by Over-Income Families. |
| <input type="checkbox"/> | <input type="checkbox"/> | Occupancy by Police Officers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-Smoking Policies. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project-Based Vouchers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Units with Approved Vacancies for Modernization. |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). |

(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3

Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

DRAFT

B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N <input type="checkbox"/> <input type="checkbox"/> (b) If yes, please describe:
C.	Other Document and/or Certification Requirements.
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N <input type="checkbox"/> <input type="checkbox"/> (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

C.5

Troubled PHA.

(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?

Y N N/A

☐ ☐ ☐

(b) If yes, please describe:

DRAFT

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section (24 CFR 903.4).

A.1 Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and Number of HCVs, PHA Plan Submission Type,** and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a)).

B. Plan Elements. All PHAs must complete this section.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no" (24 CFR 903.7).

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)). Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR 903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements (24 CFR 903.7(b)). Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists (24 CFR 903.7(b)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV (24 CFR 903.7(b)). Describe the unit assignment policies for public housing (24 CFR 903.7(b)).

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies (24 CFR 903.7(d)).

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA (24 CFR 903.7(e)).

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants (24 CFR 903.7(f)).

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of (24 CFR 903.7(l)). Provide a description of: (1) Any programs relating to services and amenities provided or offered to assisted families; and (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS (24 CFR 903.7(l)).

☐ **Safety and Crime Prevention (VAWA).** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities (24 CFR 903.7(m)). Note: All coordination and activities must be consistent with federal civil rights obligations. A description of: (1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to survivors of domestic violence, dating violence, sexual assault, or stalking; (2) Any activities, services, or programs provided or offered by a PHA that helps survivors of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and (3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance survivor safety in assisted families (24 CFR 903.7(m)(5)).

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing (24 CFR 903.7(n)).

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory (24 CFR 903.7(q)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)). For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH 2019-23(HA), successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)).

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Choice Neighborhoods Grants.** (1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Choice Neighborhoods Grants; and (2) A timetable for the submission of applications or proposals. The application and approval process for Choice Neighborhoods is a separate process. See guidance on HUD's website at: <https://www.hud.gov/cn> (Notice PIH 2011-47).

☐ **Modernization or Development (Conventional & Mixed-Finance).** (1) A description of any Public Housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and (2) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. (See 24 CFR part 905 and guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4).

☐ **Demolition and/or Disposition.** With respect to public housing only, (1) describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) a timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/ and 24 CFR 903.7(h).

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted, or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: (1) development name and number; (2) designation type; (3) application status; (4) date the designation was approved, submitted, or planned for submission; (5) the number of units affected and (6) expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation (24 CFR 903.7(i)(c)).

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe (1) any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; (2) an analysis of the projects or buildings required to be converted under Section 33; and (3) a statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty day notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. (See additional guidance on HUD's website at: Notice PIH-2021-35 (24 CFR 960.503) (24 CFR 903.7(b)).

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency

may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: Notice PIH 2021-35. (24 CFR 960.505) (24 CFR 903.7(b))

NOTE: All activities must be consistent with civil rights laws – including ensuring that it does not have a disparate impact on protected class groups based on race, color, religion, national origin, sex (including sexual orientation), familial status, and disability.

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: Notice PIH 2009-21 and Notice PIH-2017-03 (24 CFR 903.7(e)).

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR 990.145(a)(1).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Lead Based Paint, Housing Related Hazards, At Risk/Receivership/Substandard/Troubled Program, and/or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the applicable Fiscal Year, provide a description of the activity in the space provided.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.7(s)(1)).

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR 903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR 903.15). **Note:** A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 et. seq., 24 CFR 903.7(o)(1), and 903.15.

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

C.5 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A" (24 CFR 903.9).

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 5.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year _____ of the _____ is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will
prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:

Title:

Signature:

Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S.
Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information
are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to
ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing
instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD
may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning _____ in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

PHA Name

PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director:

Name of Board Chairperson:

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Certifications of Compliance with
PHA Plan and Related Regulations
(Small PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning _____ in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

- ___ 903.7a Housing Needs
___ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
___ 903.7c Financial Resources
___ 903.7d Rent Determination Policies
___ 903.7h Demolition and Disposition
___ 903.7k Homeownership Programs
___ 903.7r Additional Information
- ___ A. Progress in meeting 5-year mission and goals
___ B. Criteria for substantial deviation and significant amendments
___ C. Other information requested by HUD
- ___ 1. Resident Advisory Board consultation process
___ 2. Membership of Resident Advisory Board
___ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of

the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

PHA Name

PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

Annual PHA Plan for Fiscal Year 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director:

Name of Board Chairman:

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : Kitsap County Consolidated Housing Auth		Locality (City/County & State)				
PHA Number: WA036		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2025	Work Statement for Year 2 2026	Work Statement for Year 3 2027	Work Statement for Year 4 2028	Work Statement for Year 5 2029
	AUTHORITY-WIDE	\$509,667.00	\$509,667.00	\$509,667.00	\$509,667.00	\$509,667.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$509,667.00
ID0000025	Development - restore rebuild(RAD Funds Pre Closing (1480))	Using funds for restore rebuild (Faircloth to RAD)		\$509,667.00
	Subtotal of Estimated Cost			\$509,667.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$509,667.00
ID0000028	Development - restore rebuild(RAD Funds Pre Closing (1480))	Using funds for restore rebuild (Faircloth to RAD)		\$509,667.00
	Subtotal of Estimated Cost			\$509,667.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2025
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Development - restore rebuild(RAD Funds Pre Closing (1480))	\$509,667.00
Subtotal of Estimated Cost	\$509,667.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2026
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Development - restore rebuild(RAD Funds Pre Closing (1480))	\$509,667.00
Subtotal of Estimated Cost	\$509,667.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2028
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Development - restore rebuild(RAD Funds Pre Closing (1480))	\$509,667.00
Subtotal of Estimated Cost	\$509,667.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2029
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Development - restore rebuild(RAD Funds Pre Closing (1480))	\$509,667.00
Subtotal of Estimated Cost	\$509,667.00



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: January 27, 2026

ESTIMATED TIME: 2 minutes

AGENDA ITEM: 7. A.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-01 approving the write-off of uncollectible balances as of December 31, 2025.

SUBMITTED BY: Roan Blacker, Finance Director

Summary:

In past years, the Finance Department has provided a list of balances deemed to be uncollectible. This write-off request is limited to former tenants, and we have completed a review to determine the likelihood of collectability. If approved, all identified balances will be written-off our financial and tenant ledgers, and the supporting documentation will be sent to our contracted collection agency for further collection pursuits. If any repayments are collected in the future, such amounts owing Housing Kitsap will reduce the applicable written-off amount.

The proposed write-offs include activity from FYE 2018 – FYE 2025. The balances proposed for write-off are as follows: (see table on next page)

Property	Tenant ID	Description	Requested Tenant Write off
Conifer Woods	AT001	rent and damages	\$ 1,924.16
Conifer Woods	AT002	rent and damages	1,561.43
Conifer Woods	AT003	rent and damages	603.70
Conifer Woods	AT004	rent and damages	1,239.28
Conifer Woods	AT005	rent and damages	466.75
Conifer Woods	AT006	rent and damages	1,657.63
Conifer Woods	AT007	rent and damages	4,589.78
Conifer Woods	AT008	rent and damages	3,309.03
Conifer Woods	AT009	rent and damages	2,523.87
Conifer Woods	HHID 2789	rent and damages	5,530.97
Conifer Woods	HHID 2904	rent and damages	1,659.00
Conifer Woods	HHID 659	rent and damages	1,246.00
Conifer Woods	HHID 963	rent and damages	230.00
Conifer Woods	t0000405	rent and damages	1,178.23
Conifer Woods	t0000415	rent and damages	2,259.00
Conifer Woods	t0000536	rent and damages	20,375.12
Conifer Woods	t0000549	rent and damages	12,966.33
Conifer Woods	t0000550	rent and damages	35,685.00
Conifer Woods	t0000560	rent and damages	10,811.33
Heritage	t9000664	rent and damages	6,163.31
Kingston Ridge	t0000450	rent and damages	962.53
Kingston Ridge	t0000501	rent, damages and storage	5,862.40
Kingston Ridge	t0000534	damages	6,796.76
Kingston Ridge	t0000551	rent and damages	335.93
Windsong	t9000752	rent and damages	5,010.00

Total

\$ 134,947.54

Recommended Action: Approve Resolution 2026-01 approving the write-off of uncollectible balances as of 12/31/2025.

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-01

RESOLUTION APPROVING THE ATTACHED WRITE OFF AS OF 12/31/2025

WHEREAS, Housing Kitsap considers it good business to periodically write off debts that are likely uncollectable; and

WHEREAS, Housing Kitsap suffered a delay in processing write-offs over the past few years and now seeks to bring the process back up to date; and

WHEREAS, the staff of Housing Kitsap (HK) has reviewed and analyzed a portion of the tenant related accounts receivable for tenants who no longer reside in HK owned properties, and has deemed that these tenant balances as of 12/31/2025 are not likely to be collected by HK Staff; and

WHEREAS, the HK Staff recommends that the balances be deemed bad debt and written off from the tenant receivable subsidiary ledger and general ledger tenant balances as of 1/31/2026, and that these balances be forwarded to the HK contracted collection agency for potential recovery; and

WHEREAS, the Housing Kitsap Board of Commissioners have had an opportunity to review the list;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the bad debt write-offs presented.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 27th day of January, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. B.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-02 approving the Purchase Card Policy.

SUBMITTED BY: Roan Blacker, Finance Director

Summary:

Consistent with the Washington State Budgeting, Accounting, and Reporting System ("BARS") standards, section 3.8.4, Housing Kitsap is adopting this purchase card policy (the "Policy") to guide its business activities since credit, fuel, prepaid or other forms of purchase cards are commonly used when appropriate to improve cash management, reduce administrative costs, and increase efficiency.

In accordance with the Revised Code of Washington ("RCW") section 43.09.2855, this Policy is designed to control credit card payments, distribution of cards, credit limits, authorization of purchases and support and payments of bills.

The proposed Purchase Card Policy identifies the prudent safeguards, record keeping, and other state required practices within which Housing Kitsap will execute and monitor the purchase card uses.

Recommended Action: Approve Resolution 2026-02 approving the Purchase Card Policy.

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion



Housing Kitsap Purchase Card Policy

Approved:
Resolution _____

Consistent with the Washington State Budgeting, Accounting, and Reporting System (“BARS”) standards, section 3.8.4, Housing Kitsap is adopting this purchase card policy (the “Policy”) to guide its business activities since credit, fuel, prepaid or other forms of purchase cards (each a “Card”) are commonly used for purchases when appropriate to improve cash management, reduce administrative costs and increase efficiency.

In accordance with the Revised Code of Washington (“RCW”) section 43.09.2855, this Policy is designed to control credit card payments, distribution of cards, credit limits, authorization of purchases and support and payments of bills. Additionally, when Cards are used for travel purchases, such purchases and practice will conform to requirements of RCW 42.24.115, including that itemized expenses must be submitted within thirty days of the billing date, and that any charges made that are not properly identified or allowed shall be repaid by the charger and be subject to further actions under the Code.

Payments for purchases made through Cards must be supported by documentation, be available for audit, and be certified in accordance with RCW 42.24.080 or RCW 42.24.180.

Officials and employees of Housing Kitsap are prohibited from using Cards for personal purchases and for cash advances.

Complementing this Policy is Housing Kitsap’s purchase card procedures (the “Procedures”) that outlines the distribution of cards, credit limits and authorization of purchases for Housing Kitsap officials and employees; and, describes the process of making payments of purchases made by Cards. Changes to the Procedures may be made by the Executive Director of Housing Kitsap within the parameters of the Policy, and significant changes within the Procedures, such as materially large increases in credit or designed usage, are required to be disclosed to, and subject to, the review and approval of, the Board.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-02

RESOLUTION APPROVING THE PURCHASE CARD POLICY

WHEREAS, the staff of Housing Kitsap (HK) has submitted a Purchase Card Policy that outlines compliance with Washington State Budgeting, Accounting, and Reporting System (“BARS”) standards and is in accordance with the Revised Code of Washington (“RCW”); and

WHEREAS, in the most recently completed Washington State Auditor Office’s audit, the State Auditors recommended such a policy be submitted and approved; and

WHEREAS, HK staff commonly uses purchase cards when appropriate to improve cash management, reduce administrative costs, and increase efficiency; and

WHEREAS, the Housing Kitsap Board of Commissioners have reviewed the policy;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the attached Purchase Card Policy.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 27th day of January 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. C.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-03 approving the updated Records Retention and Destruction Policy.

SUBMITTED BY: Heather Blough, Executive Director

Previous Actions:

The Records Retention and Destruction Policy was previously approved May 1, 2012.

Summary:

The Records Retention and Destruction Policy needed only minor changes in wording to update it to match current job titles. The updated policy also includes a reference to the Scan and Toss Policy, which was approved on June 27, 2023, and is now being added as an appendix.

The redlined version of the draft policy is attached for review.

Recommended Action: Approve resolution 2026-03 approving the updated Records Retention and Destruction Policy.

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion



Housing Kitsap Records Retention and Destruction Policy

Revised: _____

Resolution _____

Previous Versions

May 01, 2012

Policy Purpose:

~~This Policy represents the Housing Kitsap policy regarding the retention and disposal of records in all forms, including, but not limited to paper or electronic documents.~~

As a municipal corporation serving the public interest and subject to the Public Records Act of the State of Washington, Housing Kitsap will retain, maintain, and dispose of its records in accordance with the records retention schedules published by the Washington State Archives.

Administration:

The ~~Records Management Coordinator~~ Public Records Officer will monitor overall compliance with state, federal, and local records retention laws and will update this policy when changes in the law occurs.

Department ~~managers/senior staffs~~ directors are responsible for the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed within their department. Departments will annually review their records retention schedules and procedures.

Each department of Housing Kitsap will, in cooperation with the ~~Records Management Coordinator~~ Public Records Officer, develop and administer procedures for retaining, maintaining, and disposing of documents in its possession, including the establishment of records retention schedules for the types of documents generated or retained within the department. Each department will keep the ~~Records Management Coordinator~~ Public Records Officer informed of changes to records retention procedures ~~and retention schedules~~ used within their department.



All staff members are responsible for maintaining documents in their possession or control in accordance with this Policy and the procedures for their department.

Scan and Toss

Departments may utilize the Scan and Toss policy, Addendum A, initially approved by the Board of Commissioners in 2023, only after thorough training of their department has been completed and at the discretion of their Department Director and the Public Records Officer.

Suspension of Record Disposal:

In the event Kitsap Housing is served with a subpoena, litigation hold letter, or request for public records, the ~~Records Management Coordinator~~ Public Records Officer will determine the impact on records retention and will, if warranted by the subpoena or records request, halt the disposal of all or specific classes of documents until he or she, with the advice of counsel, determines otherwise. ~~The Records Management Coordinator~~ Public Records Officer will issue an order to halt destruction of documents to departments affected by the specific subpoena or records request.

Applicability:

This Policy applies to all public records generated in the course of Housing Kitsap operation. This policy pertains to all documents defined as public records prepared, owned, used, or retained by Housing Kitsap.

Public records are defined as any paper, correspondence (including e-mail messages and social media), completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received in connection with the transaction of public business.

References:

Washington State Legislature Chapter 40.14 RCW - Preservation and destruction of public records.

Washington State Archives - Local Government Common Records Retention Schedule (CORE) and Local Government General Records Retention Schedule (LGGRS)



Housing Kitsap Scan and Toss Policy

Approved: June 27, 2023

Resolution 2023-26

Purpose

The purpose of this policy is to provide the requirements and guidelines to lawfully destroy paper records after they have been imaged (also known as “scanning and tossing”). This policy applies to all **non-archival, paper-based** Housing Authority public records, that are created, received, or maintained by the Housing Authority in connection with the transaction of public business.

Housing Kitsap follows the *Requirements for the Destruction of Non-Archival Paper Records After Imaging* created by the Washington State Archives (WSA), attached to and incorporated in this policy beginning on page 5. Any updates in state requirements will be automatically incorporated into this policy.

Housing Kitsap also follows the *Local Government Common Records Retention Schedule (CORE)* and the *Housing Authorities Records Retention Schedule*. Any updates to these retention schedules will be automatically incorporated into this policy.

The following procedures provide a step-by-step process for Housing Kitsap Employees but do not supersede any of WSA’s *Requirements for the Destruction of Non-Archival Paper Records After Imaging*. In the event of conflict between this policy/procedure and the WSA *Requirements for the Destruction of Non-Archival Paper Records After Imaging*, employees should follow WSA requirements.

Definitions

Archival Record: Public records which possess enduring legal and/or historic value and must not be destroyed. Housing Kitsap must either transfer these records to WSA or retain and preserve these records according to archival best practices until such time as they are transferred to WSA. To determine if a record is archival, refer to the “Designation” column on the right side of the designated retention schedule pages.

Disposition Authority Number (DAN): Control numbers assigned to records series or retention schedules.

Dots Per Inch (DPI): Scan resolution.

Non-Archival Record: Public records which do not possess sufficient historic value to be

designated as “Archival”. Housing Kitsap must retain these records for the minimum retention period specified by the appropriate, current records retention schedule. To determine if a record is non-archival, refer to the “Designation” column on the right side of the designated retention schedule pages.

Online File Storage: Housing Kitsap’s approved cloud storage service or online file storage for public records. Housing Kitsap employees can upload electronic records that can be accessed via the internet on electronic devices.

Record Series: A group of records that perform a specific function and are filed together. These records may be transferred or destroyed together. Record Series are defined in the CORE and Housing Authority retention schedules.

Records Inventory: A descriptive listing of record series held by a department that includes title, types of files in the series, and a description of subject content.

Records Staff/Records Officer/Records Clerk: The person(s) responsible for Housing Kitsap’s records management, records training, disposition, and retention program defined by RCW 40.14.040.

Retention Period: The minimum amount of time required for the retention of a record series on a records retention schedule.

Scan/Image: The conversion of paper records to electronic records.

Procedure

Requirements for Scanning and Tossing

Housing Kitsap employees can implement the scanning and tossing of paper records as long as the following requirements are met:

- The records must be non-archival.
- The records must be scanned and verified in a systematic and consistent fashion that ensures a complete and accurate copy of the source record in accordance with the guidelines in this policy.
- Paper records that have not been imaged completely and accurately (coffee stains, torn paper, etc.) **must not be destroyed** and all related scans must be labeled “best scan possible.”
- Scanned records must be accessible and protected for the entire required retention period.
- The scanned records must be stored in Housing Kitsap’s online file storage, currently designated as SharePoint, in a logical location and named in a way that is searchable.

All Housing Kitsap employees must comply with the following procedures when scanning and

tossing paper records:

- Prepare and scan documents:
 - Ensure all paper records have no paper clips, staples, or bends in the paper;
 - Check all paper records for double-sided documents;
 - Use visual enhancements (de-skew, de-speckle, etc.) to enhance scan's visual quality;
 - Set format on scanner in compliance the "Format and Retention" requirements below;
 - Regularly review scans during bulk scanning projects (for issues with office equipment, contact IT immediately); and
 - Review all scans before final indexation.
- Scanning and Retention Format:
 - Paper records with a retention period less than 6 years must be scanned and saved in one of the following formats:
 - PDF, PDF/A, JPEG, or TIFF with a resolution of 300 DPI.
 - Records with retention period greater than 6 years must be scanned and saved in one of the following formats:
 - TIFF or PNG with a resolution of 300 DPI.
 - Archival records must be scanned and saved in the following format:
 - TIFF with a resolution of 300 DPI.
 - Images (maps, plans, drawings, etc.) must be scanned and saved in the following format:
 - TIFF with a resolution of 600 DPI.
- Record Storage and Indexation:
 - Scanned records must be stored in SharePoint or Yardi and **not in** an employee's personal files or OneDrive;
 - Folder and file names can be 255 characters maximum;
 - Total file path length (in address bar) is 400 characters maximum;
 - Do not use the "." (period/dot) in file names;
 - Files names must include a creation date formatted as YYYY-MM-DD;
 - Avoid using "to, the, of, a, and" in the file name;
 - Avoid using special characters except _(underscore) and -(dash);
 - Instead of using spaces, capitalize the first letter of each word.
- Records Transfer:
 - After scanning, prepare all paper non-archival records that have been imaged for transfer to Records Staff.
 - Fill out the *Records Log* form (an example included on page 12). These records may be labeled as "Secondary Copies (Scan and Toss) DAN GS50-02-04."

- Send an electronic version of the *Records Log* form, along with a link to the scanned records, to Records Staff at PublicRecords@housingkitsap.org. Arrange for pick up/drop off of paper records to Records Staff at the main office or records building.
- Disposition: The following steps may be completed **only by trained Records Staff**.
 - Compare the scanned records to the paper records to verify requirements have been met.
 - Complete the *Certificate of Records Destruction* form.
 - Prepare records for destruction.
- Archival Records
 - Archival records may be scanned for easier access. However, they **may not be destroyed**. Archival Records must be retained in their original format per the Records Retention Schedule.
 - Transfer to Records Storage or the Washington State Archives: Prepare all paper archival records that have been imaged for storage. Contact Records Staff for drop off/pick up and processing.



Requirements for the Destruction of Non-Archival Paper Records after Imaging “Scanning and Tossing”

Purpose

This document outlines the minimum requirements that state and local government agencies in Washington State must meet in order to lawfully destroy paper-based source records after they have been converted to a digital format by imaging (scanning).

The requirements and guidelines in this document are drawn from state and national records-imaging standards to provide additional guidance on scanning procedures, design and maintenance for scanning systems, and quality control measures to ensure complete and accurate copies of paper-based source documents.

These requirements and guidelines promote best practices for ensuring access to, and retrieval of, digital images throughout their legally-required minimum retention period(s), and assist state and local government agencies with the implementation of:

- Washington State records retention schedules;
- Chapter [40.14 RCW](#) *Preservation and Destruction of Public Records*;
- Chapter [434-662 WAC](#) *Preservation of Electronic Records*; and,
- Chapter [434-663 WAC](#) *Imaging Systems, Standards for Accuracy and Durability*.

For standards and guidelines on microfilm, refer to the publication, *Washington State Standards for the Production and Use of Microfilm* at <http://www.sos.wa.gov/archives/pdf/Microfilm%20Standards.pdf>.

PLEASE NOTE: State government agency staff MUST consult with the agency’s Records Officer on all matters relating to the maintenance, retention, transfer and/or destruction of public records in accordance with [RCW 40.14.040](#).

Authorization

The State Records Committee and the Local Records Committee have approved destruction authorities for **non-archival** paper-based source records that have been imaged – **and verified to be complete and accurate** – in accordance with these requirements. The destruction authority for non-archival *state* government agency source records is provided by DAN GS 11012. The destruction authority for non-archival *local* government agency source records is provided by DAN GS50-09-14.

Retention Schedule	Disposition Authority Number (DAN)	To Whom Does This DAN Apply?
State Government General Records Retention Schedule (SGGRRS) http://www.sos.wa.gov/archives/RecordsManagement/RecordsRetentionSchedulesforStateGovernmentAgencies.aspx	GS 11012	All state government agencies
Local Government Common Records Retention Schedule (CORE) http://www.sos.wa.gov/archives/RecordsManagement/UsingtheLocalGovernmentCommonRecordsRetentionScheduleCORE.aspx	GS50-09-14	All local government agencies

Effective Date

Approved by Jerry Handfield, State Archivist, on May 15, 2012, in accordance with [RCW 40.14.020\(6\)\(a\)](#).



Minimum Requirements to “Scan and Toss” CHECKLIST

1. ARE THE RECORDS ELIGIBLE?

☐

Only “NON-ARCHIVAL” records are eligible for early destruction after scanning. (See page 3.)

2. ARE THE RECORDS BEING SCANNED TO ENSURE A COMPLETE AND ACCURATE COPY?

☐

Quality control procedures implemented to ensure capture of complete and accurate copies. (See page 3.)

☐

Short-term records (6 years or fewer) imaged with an acceptable file format such as PDF, PDF/A, JPEG or TIFF. (See page 4.)

☐

Long-term records (longer than 6 years) imaged with an acceptable lossless file format such as TIFF or PNG. (See page 4.)

☐

Black & White (bitonal) documents containing fonts no smaller than 6-point and grayscale records scanned with a resolution of at least 200 dpi. (See page 4.)

☐

Black & White (bitonal) maps, engineering drawings, and other bitonal documents containing fonts smaller than 6-point, fine detail, or poor contrast, scanned with a resolution of at least 300 dpi. (See page 4.)

☐

Color records scanned with a resolution of at least 150 dpi. (300 dpi recommended. See page 4.)

3. ARE IMAGES ACCESSIBLE AND PROTECTED FOR THE ENTIRE REQUIRED RETENTION PERIOD?

☐

Appropriate steps taken to protect images from deletion, alteration, or other damage/loss. (See page 5.)

☐

Appropriate planning and strategies implemented for migration and technology changes. (See page 5.)

*Please note: State government agency staff **MUST** consult with the agency’s Records Officer on all matters relating to the maintenance, retention, transfer and/or destruction of public records in accordance with [RCW 40.14.040](#).*



KEY COMPONENTS for “Scanning and Tossing”

What Records Are Eligible For “Scanning and Tossing”?

Eligible records **MUST** be “NON-ARCHIVAL” and covered by a current, approved records retention schedule.

- State government agencies are to use only records retention schedules approved for their use by the State Records Committee in accordance with RCW 40.14.050.
- Local government agencies are to use only records retention schedules approved for their use by the Local Records Committee in accordance with RCW 40.14.070.
- Current approved records retention schedules for both state and local government agencies are available on Washington State Archives’ website at www.sos.wa.gov/archives.

“ARCHIVAL” records **MUST** not be destroyed.

- An agency may scan “ARCHIVAL” records in accordance with these requirements. However, after imaging is completed and verified, an agency is to arrange for appraisal and/or transfer of both the paper and the images to Washington State Archives for preservation.

Note: For county clerks, there is an exemption regarding the destruction and reproduction of court records. For details, see RCW 36.23.065 at <http://apps.leg.wa.gov/RCW/default.aspx?cite=36.23.065>.

How Do The Records Need To Be Scanned?

Records **MUST** be scanned and verified in a systematic and consistent fashion that ensures a complete and accurate copy of the source record. Records that are not completely and accurately captured must not be destroyed.

Agencies should develop written quality control procedures and work instructions to ensure a consistent capture of complete and accurate copies of original records. Train all staff with scanning responsibilities to ensure that they adhere to these requirements and procedures. *Agencies are not required to use any specific systems, applications, or scanners.*

Examples of specific quality control procedures are:

- Enhancements or other manipulations of the scanned images (such as de-skew, de-speckle, etc.) in order to improve the quality of the resulting image.
- Routine use of scanning targets to verify configuration settings.
- Visual comparisons and inspections of each imaged record and source document, or of selected images and source documents.
- Regular calibration and testing of systems and scanners.
- Periodic checks that the indexing/metadata is accurate and appropriate.
- In instances where a complete and accurate image cannot be obtained and verified, the source document must be retained for the entire minimum retention period (and the image should be labeled or tagged as “best scan possible”).
- In instances where the content of the source document is not completely legible (faded receipt, coffee stain covering information, etc.), the source document must be retained for the entire minimum retention period. (If the image is *more* legible than the source document, retention of the source document is not necessary.)

If vendors are doing the imaging:

- Vendors must also comply with the requirements as specified in this document.



What Formats Should Be Used?

There are some differences between the most commonly used formats. Formats are subject to changes and updates, and newer versions may not be always be backwards compatible or be suitable for long-term preservation.

For shorter-term retention (fewer than 6 years total), either a lossless or lossy image format may be used. Acceptable file formats include:

- TIFF, PNG
- PDF, PDF/A
- JPEG, JPEG 2000

Long-term records (more than 6 years total retention) require lossless image formats in order to ensure preservation. The current recommended formats are:

- TIFF (Group 4 for Black & White (bitonal) images; Group 5 for grayscale and color images).
- PNG
- For “ARCHIVAL” images that are to be transferred to Washington State Digital Archives, the recommended format is TIFF (Group 4 or Group 5 for scanned images).
- If an agency chooses to use data compression to save space, a lossless compression method must be used for long-term records.

Image Density (Resolution) Table (Chapter 434-663 WAC)

OUTPUT	DENSITY
Black & White (Bitonal) (fonts no smaller than 6-point)	Minimum of 200 DPI Recommended 300 DPI
Black & White (Bitonal) (maps, engineering drawings, and other documents containing fonts smaller than 6-point, fine detail, or poor contrast)	Minimum of 300 DPI Recommended 300 DPI
Grayscale 8-bit	Minimum of 200 DPI Recommended 300 DPI
Color 24-bit RGB	Minimum of 150 DPI Recommended 300 DPI

What About Organizing, Indexing, And Metadata?

- Indexing is a way to attach metadata that facilitates access, retrieval, and management of information. Developing a consistent structure is key to managing and maintaining images.
- An agency should develop consistent naming conventions and file/directory structures to facilitate organization, identification, access and retrieval for users.
- Agencies should capture appropriate business and recordkeeping metadata (such as type of record, Disposition Authority Number (DAN), destruction date, etc.)



How Do I Manage, Store, And Retain Images?

Images MUST be stored, maintained and accessible for the entire length of the required retention period.

An agency needs to factor in not only the retention period (e.g., six years), but also the trigger or the cut-off that starts the retention clock. For example, a record with a minimum retention of “six years after life of building” would likely need to be retained for much longer than just six years.

Agencies MUST retain legal custody of the imaged records.

If agencies choose to use outside providers (including other government agencies and “cloud” storage, but excluding Washington State Archives) to store/host the imaged records:

- Contracts/agreements must require that legal custody of the records remains with the originating agency and that all imaged records (including associated metadata) be returned to the agency, in a format accessible by the agency, at the end of the contract/agreement.
- Agencies should undertake appropriate mitigation strategies to ensure that they can fully recover records (including associated metadata) which have not met their minimum retention period in the event of vendor failure.

Imaged records MUST be protected against alteration and/or deletion, damage, or loss throughout the entire retention period.

- Specific protective measures may include, but are not limited to:
- Establishment of security protocols, and approved administrators and users.
- Employment of system checks and error-checking utilities.
- Implementation of back-ups and disaster preparedness measures.
- Storage of a regular backup at least 50 miles off-site to enable recovery and access to the imaged records in the event of a wide-spread disaster or emergency.

Imaged records MUST remain accessible for the minimum retention period. To address technology changes, agencies are to either:

- Maintain the ability to retrieve and view imaged records in systems and file formats that the agency is currently using; or,
- Migrate or export the record images (including associated metadata) to succeeding systems and file formats throughout their required retention periods.

It is recommended that an agency use a records management application which has been certified as DoD 5015.2 compliant for the ongoing storage and management of the imaged records.

- A link to a list of DOD 5015.2-certified products is available at <http://jltc.fhu.disa.mil/cgi/rma/>.

Note: For Non-Archival records with a required retention of “Permanent” or “Life of the Agency”, it is strongly recommended that the agency create state standard-compliant 35mm security microfilm from the digital scans and transfer it to Washington State Archives’ Security Microfilm vault in Olympia. This microfilm will be inspected for compliance and stored as a disaster backup at no cost.



When Can The Images Be Destroyed?

Imaged records are to be destroyed only after the minimum required retention period as specified by the approved records retention schedule currently in effect.

Reminder: If images are not verified for completeness and accuracy, the source documents must not be destroyed. Instead, the source documents must be retained for their entire minimum retention period.

Records MUST NOT be destroyed when required for:

- a) Existing public records requests in accordance with chapter 42.56 RCW; or,
- b) Ongoing or reasonably anticipated litigation; or,
- c) Other legal requirements, federal statutes, grant agreements, etc.; or,
- d) Archival transfer.

If changes to the records retention schedules have occurred between the digitizing of the record and their planned destruction, and those changes have altered the minimum retention period (or the ARCHIVAL designation) of the imaged records, agencies must follow the current approved records retention schedule.

Agencies should follow defensible disposition practices for the destruction of imaged records. This includes following a regular and systematic schedule for destruction processes. These practices should be consistent with the agency's procedures for the lawful destruction of public records in other formats.

Agencies should document the destruction of both paper and scanned records.

- Documenting the destruction of public records, *including scanned images*, provides agencies with evidence to prove that they retained their records for at least the minimum retention periods.
- Agencies will want to document that the paper was converted and destroyed lawfully under the appropriate disposition authority, and that the images are also destroyed lawfully once the retention requirements have been met.

References

State

[Washington State Archives](#)

[Washington State Laws and Agency Rules](#)

[Washington State Standards for the Production and Use of Microfilm](#)

Federal

[Department of Defense 5015.2 Standards](#)

[JITC Records Management DOD5015.2 Certification](#)



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Fax (360) 535.6169
TDD (360) 535.6106

<http://www.housingkitsap.org>

CERTIFICATE OF RECORDS DESTRUCTION

I, _____, acting as an agent of Housing Kitsap, hereby certify that the following public records were destroyed according to the provisions of RCW 40.14.070, WAC 434-640-070 and WAC 434-640-010, -20, and -030, with the approval of the Housing Kitsap Executive Director.

See Attached _____ DESTRUCTION LOG.XLS (__ pages)

Location of Disposal (Select One):

☐ Housing Kitsap, 9265 Bayshore Drive, Silverdale, WA 98383

☐ Housing Kitsap, 2244 NW Bucklin Hill Rd, Silverdale, WA 98383

Statement: The public records listed have met their minimum retention period(s), are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business, and shall be destroyed.

Prepared for Inspection and Review:

Search of SharePoint was performed for Related Records Pending Destruction: _____ *Please Initial*

Signature of Housing Kitsap Agent: _____ Date _____.

Documents Inspected and Verified:

No Additional Copies of Related Records Pending Destruction: _____ *Please Initial*

Signature of Housing Kitsap Agent: _____ Date _____.

Additional Employee*: _____ Date _____.

Signature of Housing Kitsap Records Officer: _____ Date _____.

Prepared for Destruction (completed at time of):

Signature of Housing Kitsap Agent: _____ Date _____.

Destruction executed by deletion, on this _____ day of _____, _____

*Additional Agency Points of Contact (POC) for specified records

HOUSING KITSAP Records Log

WA STATE - DESCRIPTION OF RECORDS: (RECORD SERIES)	EMPLOYEE'S ACCOUNT and/or DEPARTMENT	KCCHA DOCUMENT DESCRIPTION: (File Title)	INCLUSIVE DATES	Item # from	Item # to	DISPOSITION AUTHORITY NUMBER (DAN)	RECORDS RETENTION	DATE OF DESTRUCTION	FOLDER LOCATION	FOLDER NAME	Add'l Information
Banking – Accounts and Transactions: Bank Statements (example)	Katie's account (example)	NMTC SUB A-EIGHT Bank Statements (example)	01/2013 - 06/2013			GS2011-185 Rev. 0	years after end of fiscal year	7/1/2020	OneDrive	Records to be Destroyed	
Tenant/Participant Files (example)	Asset Management folder Heritage Apartments (example)	Jack Smith Self Help Application (example)	01/2010 - 12/2011			HA60-01-52 Rev. 1	years after termination of lease or subsidy,	12/31/2017	SharePoint	Records to be Destroyed	
Waiting Lists (Tenant/Participant) (example)	Asset Management folder Madrona Manor (example)	Sally Smith (example)	01/2009 - 05/2010			HA60-01-61 Rev. 1	3 years after end of fiscal year	7/1/2013	SharePoint	Records to be Destroyed	
AUDIT SUBJECT/REFERENCE FILES (example)	Katie's account (example)	Audit 2009 research and reference workpapers (example)	2008 -2009			GS50-03F-01 Rev. 0	Destroy when obsolete or superseded	7/1/2016	OneDrive	Records to be Destroyed	
Application (Tenant/Participant) – Ineligible or Withdrawn (example)	Asset Management folder Public Housing (example)	Sally Smith Dropped - No Resp Returned (example)	02/07/11 - 04/27/11			HA60-01-51 Rev. 1	years after application withdrawn or applicant determined	6/30/2016	SharePoint	Records to be Destroyed	

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-03

RESOLUTION APPROVING THE UPDATED RECORDS RETENTION AND DESTRUCTION POLICY

WHEREAS, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), considers it good business practice to review and update policies and practices as necessary; and

WHEREAS, Housing Kitsap currently utilizes the Records Retention and Destruction Policy last approved on May 1, 2012; and

WHEREAS, Housing Kitsap has determined that the job titles in the policy should match the current Housing Kitsap Organizational Chart and RCW requirements; and

WHEREAS, Housing Kitsap has a Scan and Toss Policy that should be referenced and included as an addendum in the Records Retention and Destruction Policy;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the updated Records Retention and Destruction Policy.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 27th day of January, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: January 27, 2026

ESTIMATED TIME: 10 minutes

AGENDA ITEM: 7. D.

AGENDA TITLE: Discussion and possible action regarding resolution 2026-04 approving Megan Nail's participation in the Self-Help Program.

SUBMITTED BY: Heather Blough, Executive Director

Previous Actions:

The Housing Kitsap Board historically has approved Housing Kitsap Employees, or their family members, when they have applied and their application has been processed for the Self-Help program.

Summary:

Housing Kitsap operates the Self-Help first-time homebuyer's program. This program provides those who qualify the opportunity to build a home with other home builders in a neighborhood while Housing Kitsap staff provide technical assistance on the build and pre-screening for the loan applications.

1. Loan applications are approved by United States Department of Agriculture (USDA), not Housing Kitsap
2. Down Payment assistance is approved by Community Frameworks, not Housing Kitsap

Because of the close relationship between this participant and a Housing Kitsap Staff member, it is important for there to be transparency in the application and approval process, and full disclosure and approval of the board.

As is Housing Kitsap's practice, the related HK employee has been removed from the chain of authority during processing.

Notifications have been made to all partners in the program, USDA, Rural Community Assistance Corporation (RCAC), Community Frameworks, and the Title company.

Recommended Action: Approve resolution 2026-04 approving Megan Nail's participation in the Self-Help Program.

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-04

RESOLUTION APPROVING MEGAN NAIL’S PARTICIPATION IN THE SELF-HELP PROGRAM

WHEREAS, Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), does business in an ethical and transparent manner; and

WHEREAS, Housing Kitsap has adopted conflict of interest and ethics policies to guide their business activities; and

WHEREAS, the policies require Board notification and/or approval of a family member of an employee who will participate in one of its programs; and

WHEREAS, Megan Nail is related to Dean Nail, Housing Kitsap’s Acquisition and Development Director, has applied to participate in Housing Kitsap’s Self-Help Program, and has come to the top of the list as a potential home builder for Riverstone group 4 in Port Orchard; and

WHEREAS, pursuant to Housing Kitsap’s conflict of interest policies, Dean Nail disclosed the conflict to the Housing Kitsap Executive Director he was aware that Megan Nail applied for the Self-Help program; and

WHEREAS, Housing Kitsap’s function in the Self-Help program is to send loan packages to USDA for their approval, submit potential home builders’ information to Community Frameworks so they can apply for downpayment assistance, and to provide technical assistance to the home builders during construction;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners accepts notification and approves Megan Nail’s participation in the Self-Help program should her applications be approved by the funders.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 27th day of January, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine T. Walters, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: January 27, 2026

ESTIMATED TIME: 10 minutes

AGENDA ITEM: 7. E.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-05 approving the sales proceeds use for the identified electrical repair costs for Heritage, Viewmont East, and Windsong.

SUBMITTED BY: Roan Blacker, Finance Director

Summary:

On January 1, 2022, the Board was presented an action item explaining that electrical system repairs of approximately \$900,000.00 were needed for Heritage, Fjord Manor, Viewmont East, and Windsong Apartments. After Board discussions, Resolution 2022-02 approved a loan of \$150,000 from the 550 Madison and Olhava sales proceeds to begin making the necessary electrical panel and main panel repairs.

Fjord Manor's electrical system was repaired prior to 2024 with property reserves and other funds. On April 23, 2024, the Board was presented and approved a plan on utilizing its Sales Proceeds Pool that included a reserved amount of \$900,000 for HK properties' electrical projects.

On May 27, 2025, the Board was presented and approved Resolution 2025-17 to proceed with \$444,710 for the electrical system repairs of Viewmont, Heritage and Windsong. However, the actual repair costs were nearly \$60,000 greater than anticipated, with their final expenditures as follows:

Heritage Apartments	\$ 168,343
Viewmont East Apartments	230,131
Windsong Apartments	<u>105,579</u>
	\$ 504,053

We ask the Board to approve lending funds from its Sales Proceeds Pool to each of these three properties to finance their electrical panel reparations, with each of the property's respective loan terms to require level monthly payments commencing FY 2027 at an interest rate not to exceed 5.0%.

Recommended Action: Approve Resolution 2026-05 approving the sales proceeds use for the identified electrical repair costs for Heritage, Viewmont East, and Windsong.

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

HK Sales Proceeds Pool
(analysis as of 1/20/2026)

Pool Sources:				
<i>sale</i>	550 Madison (sold 9/2019)		\$ 1,143,337	
<i>sale</i>	Olhalva Land (sold 12/2019)		1,168,250	
<i>sale</i>	9191 Maintenance Building (sold 12/2023)		377,128	
<i>sale</i>	Almira (sold 4/2025)		1,910,284	\$ 4,598,999

Pool Uses:				
<i>loan</i>	PO Vista - refi (10/2023)	<i>resolution 2023-38</i>	\$ 493,804	
<i>loan</i>	Rhododendron - refi (7/2024)	<i>resolution 2023-48</i>	114,841	
<i>loan</i>	Heritage - assistance (7/2024)	<i>resolution 2024-14</i>	469,799	
<i>grant</i>	Times Square purch. (4/2025)	<i>resolution 2024-01</i>	440,552	\$ 1,518,996
				<u>\$ 3,080,003</u>

Scheduled Activity:				
Land Sale of Vikings Crest - Phase II (estimate):			\$ 300,000	
Principal Repayment on Loans (thru 1/1/2026):				
	PO Vista - refi (10/2023)	96,652		
	Rhododendron - refi (7/2024)	85,611		
	Heritage - operations (7/2024)	-	\$ 182,263	
Capital Projects Reserved - Loans for Electrical Panels:				
	Heritage (2024-25)	(168,344)	<i>principal to be repaid</i>	
	Windsong (2025-26)	(105,579)	<i>principal to be repaid</i>	
	Viewmont (2025-26)	(230,131)	<i>principal to be repaid</i>	(\$ 504,053)
				<u>(\$ 21,790)</u>
				<u>\$ 3,058,213</u>

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-05

**RESOLUTION APPROVING THE SALES PROCEEDS USE FOR THE IDENTIFIED ELECTRICAL REPAIR COSTS
FOR HERITAGE, VIEWMONT EAST, AND WINDSONG**

WHEREAS, it is Housing Kitsap’s mission to provide decent, safe, and affordable housing to our county residents in our service area; and

WHEREAS on January 25, 2022, HK staff presented to the Board the need to repair the electrical panels and boxes of Heritage Apartments, Viewmont East Apartments, and Windsong Apartments and the concern that these properties’ financial reserves were not sufficient to fund such reparations; and

WHEREAS, on April 23, 2024, the Board was presented and approved Resolution 2024-14 that addressed and clarified the repayment of principal on loans made from the Sales Proceeds Pool, and which was accompanied by a Sales Proceeds Pool Analysis reflecting \$900,000 reserved for “replacing electrical panels and unit electrical boxes;” and

WHEREAS, on May 27, 2025, the Board was presented and approved Resolution 2025-17 to proceed with \$444,710 for the electrical system repairs of Heritage Apartments, Viewmont East Apartments, and Windsong Apartments; however, the actual recently completed reparation costs totaled \$504,053.

NOW, AND THEREFORE, BE IT RESOLVED the Board directs the Executive Director to execute loan documents between Housing Kitsap and each of Heritage Apartments, Viewmont East Apartments, and Windsong Apartments in the following amounts; and

Heritage Apartments	\$ 168,343
Viewmont East Apartments	230,131
Windsong Apartments	<u>105,579</u>
	\$ 504,053

FURTHERMORE, the loans will be financed by the Sales Proceeds Pool, with the principal being repaid back to the pool, and the interest being applied to support Housing Kitsap Operations; and

FURTHERMORE, the internal loans will (i) be structured to begin July 1, 2026, (ii) have manageable level monthly payments, (iii) bear interest rates approximating the then current US Treasury rate for like maturity, and (iv) be finalized within the FY2027 HK budgeting process in order to best ensure the properties’ ability to repay the loans.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 27th day of January, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. F.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-06 approving the Electronic Funds Transfer (EFT) Policy.

SUBMITTED BY: Roan Blacker, Finance Director

Additional information:

Pursuant to the Revised Code of Washington (RCW), government entities and public bodies may receive, disburse, or transfer public funds under its jurisdiction by means of wire or other electronic communication.

The Washington State Auditor Office recommends that government entities within the state that utilize electric funds transfers adopt an electronic funds transfer policy that is consistent with the Washington State Budgeting, Accounting, and Reporting System (BARS) standards.

In Housing Kitsap's normal course of business, our Authority makes several electronic payments to various vendors and lenders, and receives many substantial electronic payments from HUD, USDA, and several other grantors for the benefit of our affordable housing activity.

The proposed EFT Policy identifies the prudent safeguards, record keeping, and other state required practices within which Housing Kitsap will execute these transfers.

Recommended Action: Approve Resolution 2026-06 approving the Electronic Funds Transfer (EFT) Policy.

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion



Housing Kitsap Electronic Funds Transfer Policy

Approved:
Resolution _____

Consistent with the Washington State Budgeting, Accounting, and Reporting System (“BARS”) standards, section 3.8.1, Housing Kitsap is adopting this electronic funds transfer policy (the “Policy”) relating to Housing Kitsap’s disbursements and receipts from a bank account by means of wire, direct deposit ACH or other electronic manner.

In our normal course of business, Housing Kitsap makes several electronic payments to various vendors and lenders, and receives many substantial electronic payments from HUD, USDA and several other grantors for the benefit of our affordable housing activity.

In accordance with the Revised Code of Washington (“RCW”) section 39.58.750, the state treasurer or any treasurer or other custodian of public funds may receive, disburse, or transfer public funds under his or her jurisdiction by means of wire or other electronic communication in accordance with accounting standards established by the state auditor under RCW 43.09.200.

Housing Kitsap will prepare thorough records of each electronic transaction, obtain authorization from payees to whom will receive electronic payments from Housing Kitsap, and notify its electronic payees and disbursing bank that all electronic transaction records will be provided to the State Auditor when required.

Pursuant to BARS 3.8.11.20, electronic transaction records will include such salient information as: (a) the amount, time, date, payee or payor, and purpose of the disbursement or receipt, (b) the assigned identification/transaction number of the electronic payment and involved banks, and (c) the relevant Housing Kitsap accounts and funds impacted.

Housing Kitsap will maintain a current listing of approving authorizations from those payees to which it makes electronic payments. In addition, Housing Kitsap will notify its electronic payees that all records kept of the Authority’s electronic payments or receipts shall be provided to the State Auditor when required for the conduct of the statutory post audit.

Pursuant to BARS 3.8.11.30, this Policy is adopted to establish effective internal control to protect electronic financial transactions from internal and external threats, such as:

- utilizing bank offered security measures to prevent unauthorized individuals from initiating or modifying a transfer,
- initiating or approving bank transactions where each authorized user must have separate banking user identification,
- Using multifactor authentication steps where appropriate,
- Securing the process for creating, sending and authenticating direct deposit transmittal files to prevent unauthorized modification or submission.

Complementing this Policy is Housing Kitsap's electronic funds transfer (EFT) procedures (the "Procedures") that outlines the company's implementation of its EFT business practices. Changes to the Procedures may be made by the Executive Director of Housing Kitsap within the parameters of the Policy, and significant changes within the Procedures are required to be disclosed to, and subject to, the review and approval of the Board.

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-06

RESOLUTION APPROVING THE ELECTRONIC FUNDS TRANSFER (EFT) POLICY

WHEREAS, the staff of Housing Kitsap (HK) has submitted an Electronic Funds Transfer (EFT) Policy that outlines compliance with Washington State Budgeting, Accounting, and Reporting System ("BARS") standards and is in accordance with the Revised Code of Washington ("RCW"); and

WHEREAS, in the most recently completed Washington State Auditor Office's audit, the state auditors recommended such a policy be submitted and approved; and

WHEREAS, HK staff commonly disburses and receives funds electronically when appropriate to improve cash management, reduce administrative costs and increase efficiency; and

WHEREAS, the Housing Kitsap Board of Commissioners have reviewed the policy;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the attached Electronic Funds Transfer (EFT) Policy.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 27th day of January 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Katherine Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. G.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-07 authorizing the Executive Director to execute Public Works Contract No. 2026-GT2-SOL for an amount not to exceed \$328,623

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

Previous Actions:

None

Background:

Through a grant from Washington State University and Puget Sound Energy (PSE), Housing Kitsap has the opportunity to provide direct financial benefits at Golden Tides 2 in Silverdale, one of our senior apartment sites. The solar project will reduce operational costs, reduce tenants' power bills and contribute additional power to the regional grid. Housing Kitsap is the first organization to receive this type of grant from PSE. The new 118,000kW system will help supplement the community's energy needs.

Electricity generated by the system will first be used by the building. Tenants will then receive a reduction on their utility bills, followed by benefits to building operations. Any remaining power will be sold back to PSE at a reduced rate. This is not a traditional net metering system; rather, it functions as a small-scale power generator. As production and demand fluctuate throughout the day and across seasons, we will purchase additional power at standard rates.

Funding will be 100% covered by current awards plus 1/3 to be funded by the IRS elective pay program, this provides access to tax credits for tax exempt agencies such as housing authorities as direct payment. This program will not expire as other solar tax credit incentives are scheduled to do.

Summary: Housing Kitsap has procured a solar installation company through IFB typical process, this contract is over our executive directors spending authority requiring board action. The contract with the solar installer proposes maximum compensation of \$328,623, including construction contingency over the course of calendar year 2026.

Recommended Action: Approve Resolution 2026-07 authorizing the Executive Director to execute Public Works Contract No. 2026-GT2-SOL for an amount not to exceed \$328,623

Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion



August 14, 2025

Dean Nail
Kitsap County Housing Authority
2244 NW Bucklin Hill RD
Silverdale, WA 98383

Dear Dean:

The Washington State University (WSU) Energy Program has reviewed your precertification application and approved the GT II Solar Project for the Washington State's Community Solar Expansion Program (CSEP). You have two years to complete this project for certification and a one-time low-income community solar incentive payment. Certification approval is contingent on approved participation in PSE's Multi-Occupant Solar program.

Administrator

Nonprofit
Kitsap County Housing Authority
9239 Bayshore Drive NW
Silverdale, WA 98383
Dean Nail
NailD@Housingkitsap.org
360-509-4491

Subscriber(s)

Kitsap County Housing Authority
2244 NW Bucklin Hill RD
Silverdale, WA 98383
Dean Nail
NailD@Housingkitsap.org

Project Prospectus (excerpts)

"HK is a public body corporate and politic that was formed in 1982 to provide federally subsidized housing and housing assistance to low-income families, within Kitsap County, excluding the City of Bremerton....GT II is a senior residence with 45 low income occupants, each responsible for their individual power bills..... The system we are looking at installing creates an excess of power needed to operate the common areas of the building.....A percentage of the financial benefit provided by this surplus of power will be allocated to each resident ongoing....The reduced overhead realized by Housing Kitsap will help ensure the continued sustainability of the facility."

System Information

Project:	Courtside Apartments Phase III
Site Address:	9239 Bayshore Drive NW, Silverdale, WA 98383
Utility Company:	PSE
Capacity (kWdc):	117.92
Storage:	N/A
Estimated Annual Output:	119,199 kWh
Estimated Cost:	\$ 399,551
Other Incentives:	(\$250,000+ \$44,865)
Net	\$104,686.00

Important Dates

Precertification expires:	August 13, 2027
Project update to WSU:	August 14, 2026
Certification application:	August 13, 2027

Funding

Based on submitted information, **\$104,686.00**, is reserved for your project. Funding for costs related to administrative start-up of the project may be applied for at certification.

The one-time PUT credit will be determined at Certification when final invoice(s), other incentives, and/or grants are submitted for review.

If there are any changes with project details and/or cost during project development, please contact the WSU Energy Program promptly.

The one-time PUT credit is issued in accordance with HB1814 and conditional upon the project's compliance with program guidelines and statute.

Contact us if you have any questions at csep@energy.wsu.edu or 360 956-2200.

Regards,

WSU Energy Program

905 Plum St SE, Olympia, WA 98504
360 956-2200

July 28, 2025

RE: Multi Occupant Solar Enhanced Incentive for Housing Kitsap

Dear Heather Blough:

Congratulations! Puget Sound Energy (PSE) is pleased to inform you that you've been considered for an Enhanced Incentive of up to \$250,000 to help advance your solar project at 9239 Bayshore Drive NW, Silverdale WA 98383.

In order to receive funding, PSE requires that you make a commitment to meet certain requirements, milestones and deliverables as outlined in the attached Enhanced Incentive Funding Agreement (Agreement).

This letter and Agreement should be given to your project manager and contractor so they are aware of all program requirements.

Please sign this Agreement by 8/31/2025. A co-signed version will be routed back to you once completed.

Moving forward, please contact the PSE grant program management team with any questions or concerns at solarfunding@pse.com.

We look forward to partnering with your organization to boost renewable energy in the region.

Sincerely,
Leslie Myers
Product Manager – Renewable Energy

	PUBLIC WORKS CONTRACT	Housing Kitsap 2244 NW Bucklin Hill Rd. Silverdale, WA 98383 Procurement@housingkitsap.org
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CONTRACT NO. 2026-GT2-SOL

This Contract ("Contract") is entered into between Kitsap County Consolidated Housing Authority, dba Housing Kitsap, with its principal offices at 2244 NW Bucklin Hill Rd., Silverdale, Washington 98383 ("HK") and Forecast Energy, an electrical services company, having its principal offices at 3429 132nd Ave SW, Lynnwood, WA 98087 ("Contractor").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

SECTION 1. DURATION OF CONTRACT

The term of this Contract shall commence upon the date of signature on the Notice to Proceed. Contractor shall substantially complete all work required under this Contract within a period of twelve (12) months from the Start Date stated in the written Notice to Proceed referenced in Section 7. Final completion and closeout of this Contract shall occur within twenty (20) working days after timely substantial completion, except as provided in Section 6 below.

SECTION 2. DESCRIPTION OF THE WORK

- 2.1 Contractor shall do all work necessary to complete the installation of a solar energy system at Golden Tides II Apartments in accordance with Attachment A (Scope of Work), attached hereto and made a part hereof by this reference.
- 2.2 Contractor shall do all work and furnish and pay for all materials, equipment, and labor in accordance with the attached Project Documents, including, but not limited to any drawings, specifications, and any addenda thereto, all terms and conditions in the Invitation for Bid and Contractor's bid documents. Further, the Contractor shall perform any alterations in or additions to the work covered by this Contract, and any extra work which may be ordered as provided for in this Contract if requested to do so by Housing Kitsap pursuant to Section 12.
- 2.3 Procurement of Recovered Materials. In the performance of this contract, Contractor shall make maximum use of products containing recovered materials that are Environmental Protection Agency (EPA)-designated items unless the product cannot be acquired: i) competitively within a timeframe providing for compliance with the contract performance schedule; ii) meeting contract performance requirements; or iii) at a reasonable price. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement

Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>. Contractor agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

- 2.4 **Domestic Preferences for Procurements.** As appropriate and to the extent consistent with law, Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

SECTION 3. CONTRACT AMOUNT

Housing Kitsap hereby agrees to pay Contractor maximum compensation of \$298,748.00 for the installation of a solar system to the roof of a multi-level apartment building located in Silverdale WA. The solar will reduce operational costs, reduce our tenants' power bills and contribute additional power to the regional grid.

SECTION 4. PREVAILING WAGE

- 4.1 Pursuant to RCW Chapter 39.12 and WAC 296-127, Contractor shall pay not less than the prevailing rate of per diem wages to its employees and provide documentation to Housing Kitsap of its compliance with prevailing wage laws and regulations. A copy of such prevailing rates of per diem wages shall be posted by Contractor at the work site.
- 4.2 A "Statement of Intent to Pay Prevailing Wages" (hereinafter "Statement of Intent") must be submitted to and approved by the State Department of Labor and Industries prior to beginning work by Contractor. The Statement of Intent shall include the Contractor's registration number, the prevailing wage for each classification of workers, and an estimate of the number of workers in each classification. An 'Affidavit of Wages Paid' must be submitted to and approved by the State Department of Labor and Industries by Contractor prior to release of the retained percentage. Copies of these documents shall be provided to Housing Kitsap prior to any payment being made to Contractor. The fee for each of these documents shall be paid by Contractor.
- 4.3 **Compliance with the Davis-Bacon Act.** All transactions regarding this Contract shall be done in compliance with the Davis-Bacon Act (40 USC §3141- 3144, and 3146-3148) and the requirements of 29 CFR §5 as may be applicable. Contractor shall comply with 40 USC §3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable. Contractor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. Contractor is required to pay wages not less than once a week.

SECTION 5. PAYMENT

- 5.1 At monthly intervals, unless determined otherwise by Housing Kitsap, Contractor will submit to Housing Kitsap an invoice or billing statement. Within thirty (30) calendar days of receiving an invoice or billing statement, Housing Kitsap shall pay ninety-five (95) percent of the invoice if such invoice or statement is acceptable to Housing Kitsap. Five (5) percent of the invoice or statement amount shall be retained in accordance with RCW Chapter 60.28. No invoice or billing statement will be paid until all schedules for the previous month have been met and other documentation required by the Project Documents have been submitted.
- 5.2 In the event Contractor has failed to perform any substantial obligation to be performed by Contractor under this Contract and such failure has not been cured within ten (10) working days following notice from Housing Kitsap, then, in its sole discretion and upon written notice to Contractor, Housing Kitsap may withhold any and all monies due and payable to Contractor without penalty until such failure to perform is cured or otherwise adjudicated.
- 5.3 Unless otherwise provided for in this Contract or any of the Project Documents, Contractor will not be paid for any billings or invoices presented for payment prior to the execution of this Contract and the Notice to Proceed or for work performed after the Contract's termination.
- 5.4 No payment shall be made for any work performed by Contractor, except for work identified and set forth in this Contract or the Project Documents.

SECTION 6. PERFORMANCE AND PAYMENT BOND & RETAINED PERCENTAGE

- 6.1 Pursuant to RCW Chapter 39.08, Contractor shall make, execute, and deliver to Housing Kitsap a performance and payment bond for the total contract amount of \$153,077.04. This bond shall also cover any and all approved change orders. The bond must be submitted within ten (10) days after notice of the award, unless otherwise agreed to, exclusive of the day of notice.
- 6.2 In accordance with RCW Chapter 60.28, Housing Kitsap shall release any retained percentage withheld in the manner set forth in Section 5.1., if after sixty (60) calendar days of final completion and acceptance of all contract work, no liens or claims are filed against the project, and after receipt of the Department of Revenue's Certificate designating taxes due or to become due are discharged and receipt by Housing Kitsap of an "Affidavit of Wages Paid."
- 6.3 Neither Housing Kitsap nor Housing Kitsap's Representative shall have an obligation to pay or ensure the payment of money to any subcontractor except as may otherwise be required by law.

SECTION 7. NOTICE TO PROCEED

Housing Kitsap shall issue a Notice to Proceed after the execution of the Contract and receipt of all necessary required documents, including, where applicable, Performance and Payment Bond, a copy of insurance policies, and/or any and all Certificates of Insurance and Additional Insured Endorsements. The Notice to Proceed shall provide the Start Date.

SECTION 8.

STANDARDS, ACCEPTANCE, RISK OF LOSS, WARRANTY

8.1 Warranties. Contractor warrants and represents to Housing Kitsap as follows:

- A. Contractor has free and encumbered title and the right to sell the Goods to Housing Kitsap.
- B. All Goods will: i) be free from defects, and errors or omissions in design, materials, and workmanship; ii) comply in every respect with any relevant specification, industry standards, samples, drawings, and the Contract; iii) be newly manufactured, of first quality and not end of life; iv) adequately marked, labeled, contained, and packaged to prevent damage or deterioration during transport; v) be able to be used, assembled, handled, stored, dismantled, decommissioned, and disposed of without risk to the health or safety of any person; vi) be of good and merchantable quality; and vii) of satisfactory quality and fit for the purpose for which Housing Kitsap has made known to Contractor, or, where Housing Kitsap does not make any purpose known to Contractor, for the purpose for which the Goods are normally used.
- C. All Services will: i) be performed with due care, diligence, and skill, in a professional, efficient and safe manner, and to best industry standards; ii) be performed by appropriately qualified and experienced personnel; iii) be fit for the ordinary purpose for which they are intended; and iv) comply with every relevant specification, industry standards, and the Contract. Contractor shall devote such time, energy, attention, and efforts to the Services provided under this Contract in order to promptly, efficiently, and satisfactorily provide all Services.
- D. Contractor will do all acts, matters, and things that may be necessary for and incidental to the proper and efficient supply of the Goods and Services. Contractor and any persons employed by Contractor will comply with all laws and standards relating to the supply of the Goods and Services, including Housing Kitsap's standards, policies, procedures, and directions, and obtain all necessary licenses, consents, permits, and approvals to supply the Goods and Services. Contractor shall keep Housing Kitsap informed of the progress of the Goods and Services in the manner, method, and intervals requested by Housing Kitsap.
- E. Contractor and any persons employed by Contractor: i) are competent and have all necessary and appropriate skills, training, background, and valid qualifications to carry out the duties and responsibilities of their positions and the tasks allocated to them; ii) will behave in a professional and responsible manner at all times and perform the Services with due care and skill and in accordance with best industry practice; iii) understand and agree to the requirements of this Contract which are relevant to them; and iv) when accessing Housing Kitsap locations, will comply with any security, occupational health, and safety and other policies and procedures specified by Housing Kitsap from time to time.
- F. Contractor will ensure that Housing Kitsap will obtain the benefit of all warranties given by all manufacturers, subcontractors, suppliers, and other relevant third parties in relation to the Goods and Services; and that the supply, and use, of any Goods and Services does not and will not contravene any laws or infringe the rights of a third party (including any Intellectual Property Rights). During any applicable Warranty Period, Contractor shall, at no

additional charge to Housing Kitsap and without prejudice to any other rights or remedies of Housing Kitsap, repair or replace any Goods or Services that do not comply with any of the applicable warranties.

- 8.2 Inspection, Testing, and Acceptance. Prior to delivery of any Goods, Contractor must conduct pre-installation testing to confirm that all Goods have no apparent defects. All Goods and Services are subject to final inspection and acceptance by Housing Kitsap. In the event of nonconforming Goods and/or Services, Housing Kitsap may elect to do any or all of the following: a) waive the non-conformance; b) stop the work immediately; c) require Contractor to bring Goods and Services into compliance; and/or d) terminate the Contract and seek all remedies available in law and in equity. Contractor agrees to diligently correct any work and replace any Goods and Services or make alternations necessary to meet specification requirements free of cost to Housing Kitsap. Inspection, testing, acceptance, or use of the Goods and Services will not affect Contractor's obligation under the warranty. All warranties shall survive inspection, testing, acceptance, and use.
- 8.3 Title and Risk of Loss. Title to all Goods and Services will vest in Housing Kitsap upon delivery to Housing Kitsap unless expressly agreed otherwise. Risk of loss for Goods will pass to Housing Kitsap when Housing Kitsap actually receives and accepts the Goods at the point of delivery. All work shall be performed at Contractor's own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. All Goods failing to conform to the Contract shall be held at Contractor's risk and may be returned to Contractor.
- 8.4 Damage to Housing Kitsap Property. Contractor shall perform all work so that no damage to any Housing Kitsap buildings or property results. Contractor shall at its sole expense repair any damage caused to the satisfaction of Housing Kitsap. Contractor shall take care to avoid damage to adjacent finished materials that are to remain. If finished materials are damaged, Contractor shall at its sole expense, repair and finish in a manner which matches existing material as approved by Housing Kitsap.
- 8.5 Product Discontinuance. Should a product or model identified in the Contract be subsequently discontinued by the manufacturer, Housing Kitsap at its sole discretion may allow Contractor to provide a substitute for the discontinued item. Contractor shall request prior permission from Housing Kitsap to substitute a new product or model and shall provide Housing Kitsap with documentation from the manufacturer confirming that the product or model has been discontinued and identifying the names of the replacement product or model. All replacements shall meet or exceed all Contract specifications, be compatible with all the functions or uses of the discontinued product or model and be at a price equal to or less than the discontinued product or model.
- 8.6 Guarantee. All Goods and Services shall be guaranteed for a minimum period of one (1) year from the date of acceptance by the Housing Kitsap against defects in material and workmanship. Contractor at its sole expense shall be responsible for the repair or replacement of any defects identified during that period, unless the defect was caused solely by misuse of Housing Kitsap.

SECTION 9. NOTICE AND CONTRACT REPRESENTATIVES

Any notices, demands, and other communications required by the Contract will be effective if personally served upon the other party or if mailed by registered or certified mail, postage prepaid, return receipt requested, to the other party's Contract Representative at the address below. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three (3) days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day. Each party will designate a "Contract Representative", which may be changed by providing fifteen (15) days prior notice to the other party.

FOR CONTRACTOR:

Name of Representative: Bradley Dosch
Title: Energy Developer
Address: Lynnwood, WA
Telephone Number: 714-767-8699
E-mail Address: bradley@forecast energy.com

FOR HOUSING KITSAP:

Name of Representative: Dean Nail
Title: Director of Acquisition and Development
Address: Silverdale, WA
Telephone Number: 360-535-6134
E-mail Address: naid@housingkitsap.org

SECTION 10. INDEMNIFICATION

- 10.1 To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Housing Kitsap and its elected and appointed officials, officers, employees, and agents (collectively "Indemnitees") from and against all Claims resulting from or arising out of the performance of the Contract, whether such Claims arise from the acts, errors, or omissions of the Contractor, its Personnel, third parties, or anyone directly or indirectly employed by any of them, or anyone for whose acts, errors, or omissions for which any of them may be liable. It is the specific intent of the parties that the Indemnitees shall, in all instances except Claims arising from the sole negligence or willful misconduct of the Indemnitees, be indemnified by Contractor from and against any and all Claims.
- 10.2 With regard to any Claim against any Indemnitee by any of Contractor's Personnel, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, Contractor's indemnification obligation shall not be limited in any way by a limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or Contractor's Personnel under workers compensation acts, disability benefit acts, or other employee benefit acts. Solely for the purposes of this indemnification provision, Contractor expressly waives its immunity under Title 51 RCW (Industrial Insurance) and acknowledges this waiver was mutually negotiated by the parties.
- 10.3 Claim. "Claim" means all losses, claims, suits, actions, liabilities, damages, demands, judgments, settlements, expenses, fines, or other liabilities of any kind or nature whatsoever, including without limitation, all costs including costs of Claim processing, investigation, reasonable attorneys' fees, consequential damages, and punitive damages, for any personal or bodily injury, sickness, disease, disability, or death, or loss or damage to tangible or intangible business or property, including the loss of use. Claim includes any infringement, violation, or misappropriation of copyright, patent, trademark, or other proprietary rights of any third parties.

- 10.4 Obligations/Notice of Claim. Housing Kitsap will provide Contractor notice of the assertion of liability by a third party that may give rise to a Claim by Housing Kitsap against Contractor based on the indemnity contained herein. Contractor shall respond to Housing Kitsap's tender of defense of a claim in writing within fourteen (14) calendar days from the notice date and will advise Housing Kitsap if Contractor accepts or denies tender of the claim. Housing Kitsap may in its discretion withhold all or part of any payment due Contractor under the Contract until Contractor responds to such notice. Contractor shall keep Housing Kitsap timely and fully informed through all stages of the defense and promptly respond to and comply with Housing Kitsap's requests for information. Housing Kitsap at all times reserves the right but has no obligation to participate in the defense and settlement of any Claim. Such participation shall not constitute a waiver of Contractor's indemnity and defense obligations under the Contract. Contractor shall not settle or compromise any Claim in any manner that imposes any obligations upon Housing Kitsap without the prior written consent of Housing Kitsap. Contractor shall promptly advise the Housing Kitsap of any occurrence or information known to Contractor that could reasonably result in a Claim against Housing Kitsap. The violation of any provisions of Section 9, including improper refusal to accept tender, is a material breach.

SECTION 11. INSURANCE

- 11.1 Minimum Insurance Required. Contractor and its subcontractors, if any, shall procure and maintain, until all of Contract obligations have been fully discharged, including any warranty period, all insurance required in Section 10 with an insurance company duly licensed in Washington State with an A.M. Best Company ratings of not less than A-VIII and a category rating of not less than "8", with policies and forms satisfactory to Housing Kitsap. Use of alternative insurers requires prior written approval from Housing Kitsap. Coverage limits shall be at minimum the limits identified in Section 10, or the limits available under the policies maintained by Contractor without regard to the Contract, whichever is greater.

- 11.2 Commercial General Liability: Contractor shall maintain Commercial General Liability coverage for bodily injury, personal injury, and property damage, subject to limits of not less than \$1 million per loss. The general aggregate limit shall apply separately to this Contract and shall be not less than \$2 million.

Contractor will provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of Contractor will be deemed equivalent, provided coverage is no more restrictive than would be provided under a standard Commercial General Liability policy, including contractual liability coverage.

- 11.3 Automobile Liability: If applicable, Contractor shall maintain automobile liability insurance to be described as follows: (check the box that applies)

- ☐ Contractor shall maintain Business Automobile Liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each accident combined Bodily Injury and Property Damages and an aggregate limit of at least \$2,000,000.00. Coverage shall include owned, hired and non-owned automobiles. - OR -

- ☐ Contractor shall maintain Automobile Liability insurance or equivalent form with a limit of not less than \$100,000.00 each accident combined Bodily Injury and Property Damage. The aggregate limit shall be at least \$300,000.00. If a personal lines Auto Liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of this Contract and the certificates of insurance must evidence these conditions have been met. If Contractor will use non-owned vehicles in performance of this Contract, the coverage shall include owned, hired and non-owned automobiles. - OR -
 - ☐ Not Applicable.
- 11.4 **Umbrella or Excess Liability.** Contractor may satisfy the minimum liability limits required for the CGL and Automobile Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the annual aggregate limit shall not be less than the highest "Each Occurrence" limit for either CGL or Automobile Liability. Contractor agrees to an endorsement naming Housing Kitsap as an additional insured as provided in Section 7, unless the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- 11.5 **Workers' Compensation and Employer Liability.** If applicable, Contractor shall maintain workers' compensation insurance as required under the Title 51 RCW (Industrial Insurance), for all Contractor's Personnel eligible for such coverage. If the Contract is for over \$50,000, then Contractor shall also maintain employer liability coverage with a limit of not less than \$1,000,000.
- 11.6 **Primary, Non-Contributory Insurance/Subcontractors.** Contractor's and its subcontractors' insurance policies and additional named insured endorsements will provide primary insurance coverage and be non-contributory. Any insurance or self- insurance programs maintained or participated in by the Housing Kitsap will be excess and not contributory to such insurance policies. All Contractor's and its subcontractors' liability insurance policies must be endorsed to show as primary coverage. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All subcontractors shall comply with all insurance and indemnification requirements herein.
- 11.7 **Review of Policy Provisions.** Upon request, Contractor shall provide a full and complete copy of all requested insurance policies to Housing Kitsap. Housing Kitsap reserves the right without limitation, but has no obligation to revise any insurance requirement, or to reject any insurance policies that fail to meet the requirements of the Contract. Housing Kitsap also has the right, but no obligation to review and reject any proposed insurer providing coverage based upon the insurer's financial condition or licensing status in Washington. Housing Kitsap has the right to request and review the self-insurance retention limits and deductibles, and Contractor's most recent annual financial reports and audited financial statements, as conditions of approval. Failure to demand evidence of full compliance with the insurance requirements or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver, of its obligation to maintain all the required insurance at all times as required herein.
- 11.8 **Waiver of Subrogation.** In consideration of the Contract award, Contractor agrees to waive all rights of subrogation against Housing Kitsap, its elected and appointed officials, officers, employees, and agents. This waiver does not apply to any policy that includes a condition that

expressly prohibits waiver of subrogation by the insured or that voids coverage should Contractor enter into a waiver of subrogation on a pre-loss basis.

- 11.9 Additional Insured, Endorsement, and Certificate of Insurance. All required insurance coverage, other than the workers' compensation and professional liability, shall name Housing Kitsap, its elected and appointed officials, officers, employees, and agents, as additional insureds and be properly endorsed for the full available limits of coverage maintained by Contractor and its subcontractors. Endorsement is not required if Contractor is a self-insured government entity or insured through a government risk pool authorized by Washington State.

The Certificate of Insurance and endorsement shall identify the Contract number and shall require not less than thirty (30) days' prior notice of termination, cancellation, nonrenewal, or reduction in coverage. At the time of execution, Contractor shall provide the Certificate of Insurance, endorsement, and all insurance notices to Housing Kitsap.

- 11.20 No Limitation on Liability. The coverage limits identified herein are minimum requirements only and will not in any manner limit or qualify the liabilities or obligations of Contractor under the Contract. All insurance policy deductibles and self-insured retentions for policies maintained under the Contract shall be paid by Contractor. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Housing Kitsap, its elected and appointed officials, officers, employees, or agents. Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, subject to the limits of the insurer's liability.
- 11.21 Claims-Made. If Contractor's liability coverage is written as a claims-made policy, Contractor shall purchase an extended-reporting period or "tail" coverage for a minimum of three (3) years following completion of the performance or attempted performance of the provisions of this Contract.

SECTION 12. CHANGES IN WORK

- 12.1 All instructions, modifications, and changes to the Contract shall be conveyed to Contractor through the Housing Kitsap's Representative. Any work executed upon the direction of any person or entity other than Housing Kitsap's Representative may be considered defective and will be performed without reimbursement for said work to the Contractor. Housing Kitsap's Representative shall have the authority to reject any and all nonconforming or defective work under the Project Documents.
- 12.2 Housing Kitsap may, at any time, without notice to Contractor's surety, order additions, deletions, revisions, or other changes in the work. Contractor agrees to fully perform any such changes in the work. Contractor shall proceed with the work upon receiving a written change order approved by Housing Kitsap, or an oral order from Housing Kitsap before actually receiving the written change order. All such changes in the work shall be incorporated into the Contract documents through the execution of change orders. If any change hereunder causes an increase or decrease in Contractor's cost of, or time required for, the performance or any part of the work under this Contract, an equitable adjustment will be made and the Contract modified in writing accordingly. Change Orders shall not be used to materially alter the Scope of Work.

- 12.3 If Contractor intends to assert a claim for an equitable adjustment hereunder, it shall within ten (10) days after receipt of a written change order from Housing Kitsap, submit to Housing Kitsap a written statement setting forth the general nature and monetary extent of such claim. Contractor shall supply such supporting documents and analysis for the claims as Housing Kitsap may require in order to determine if the claims and costs have merit. No claim by Contractor for an equitable adjustment hereunder will be allowed if asserted after final payment under this Contract.
- 12.4 If Housing Kitsap and Contractor are unable to reach agreement on the terms of any change to the work, Contractor shall pursue resolution of the disagreement pursuant to Section 18.

SECTION 13. INSPECTION

Housing Kitsap shall have the right (a) to inspect and obtain copies of all written licenses, permits, or approvals issued by any governmental entity or agency to Contractor, its delegates, or subcontractors, which are applicable to the performance of this Contract; and (b) to inspect all work and materials for conformity with the Contract terms. Contractor shall be responsible for ensuring the work and materials conform to the Contract terms even if the Housing Kitsap conducts an inspection of the same.

SECTION 14. TERMINATION

- 14.1 For Convenience. Housing Kitsap may terminate this Contract upon giving ten (10) days written notice to the Contractor.
- 14.2 For Funding Issues. If any funding for this project is not available, withdrawn, reduced, or limited in any way, or if additional or modified conditions are placed on the funding after the Contract becomes effective, Housing Kitsap may in its discretion: (1) accept a decreased price offered by Contractor; (2) terminate the Contract; or (3) terminate the Contract and re-solicit the requirements.
- 14.3 Termination for Breach. If Contractor breaches any of its obligations hereunder and fails to cure the breach within ten (10) days of written notice to do so by Housing Kitsap, Housing Kitsap may terminate this Contract, in which case Housing Kitsap shall pay Contractor only for the costs of work performed and accepted by Housing Kitsap, in accordance with Sections 5 and 6 of this Contract. Upon such termination, Housing Kitsap, at its discretion, may obtain performance of the work elsewhere, and Contractor shall bear all costs and expenses incurred by Housing Kitsap in completing the work and all damage sustained by Housing Kitsap by reason of the Contractor's breach.
- 14.4 Procedures. Upon receipt of notice of termination, Contractor shall stop all services as directed in the notice and minimize further costs. Termination of this Contract shall not relieve Contractor of any responsibilities under the Contract for work performed. Nor shall termination of the Contract relieve the Surety or Sureties of obligations under the Performance and Payment Bond or any Retainage Bond for work performed. Housing Kitsap shall pay Contractor for all cost incurred by Contractor in performing the Contract up to the date of notice of termination. Payment shall be made in accordance with Sections 5 and 6 of this Contract. No costs incurred after the effective date of termination will be paid.

SECTION 15. SUSPENSION AND DEBARMENT

- 15.1 This Contract is a covered transaction for purposes of 2 CFR §180 and 2 CFR §3000. As such, Contractor is required to verify that none of Contractor's principals (defined at 2 CFR §180.995) or its affiliates (defined at 2 CFR §180.905) are excluded (defined at 2 CFR §180.940) or disqualified (defined at 2 CFR §180.935).
- 15.2 Contractor must comply with 2 CFR §180, subpart C and 2 CFR §3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 15.3 This certification is a material representation of fact relied upon by Housing Kitsap. If it is later determined that Contractor did not comply with 2 CFR §180, subpart C and 2 CFR §3000, subpart C, in addition to remedies available to Housing Kitsap, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

SECTION 16. AMENDMENT, SUBCONTRACT, INDEPENDENT CONTRACTOR

- 16.1 Amendment. No amendment or modification to the Contract will be effective without the prior written consent of the authorized representatives of the parties.
- 16.2 Successors and Assigns. To the extent permitted by law, the Contract is binding on the parties' respective partners, successors, assigns, executors, and legal representatives.
- 16.3 Assignments. Neither party shall assign or transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law, any right, duty, obligation, or remedy under the Contract without the prior written consent of the other.
- 16.4 Subcontracts. Contractor shall provide Housing Kitsap a list of all subcontractors and the subcontractors' proposed responsibilities. "Subcontract" means any contract, express or implied, between Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any Good or Service for the performance of the Contract. All subcontracts shall incorporate by reference the terms and conditions of this Contract. Contractor is solely responsible for the performance and payment of its subcontractors.
- 16.5 Independent Contractor.
- A. Contractor shall perform this Contract as an Independent Contractor and not as an agent, employee or servant of Housing Kitsap. Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed work in accordance with the specifications set out in this Contract and the Project Documents.
 - B. Contractor acknowledges that payment for work performed under this Contract does not include any Housing Kitsap benefits, including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, fringe benefits, or any other rights or privileges afforded to Housing Kitsap employees.

- C. Contactor shall have and maintain complete responsibility and control over all of its subcontractors, employees, agents, and representatives. No subcontractor, employee, agent, or representative of Contractor shall be or deem to be or act or purport to act as an employee, agent, or representative of Housing Kitsap, unless otherwise directed by the terms of this Contract.
- D. Contractor agrees to immediately remove any of its employees or agents from assignment to perform work under this Contract upon receipt of a written request to do so from Housing Kitsap's Contract Representative or designee.

SECTION 17. NON-WAIVER OF RIGHTS

The parties agree that the excuse or forgiveness of performance, or waiver of any provision(s) of this Contract does not constitute a waiver of such provision(s) or future performance or prejudice the right of the waiving party to enforce any of the provisions of this Contract at a later time.

SECTION 18. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable federal, state and local laws, rules, and regulations in performing this Contract.

SECTION 19. REPRESENTATIONS AND RECORDS

- 19.1 No Fee. Contractor certifies it has not received, nor paid or agreed to pay another person or entity, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Contract.
- 19.2 Compliance with the Copeland "Anti-Kickback" Act. Contractor shall comply with 18 USC §874, 40 USC §3145, and the requirements of 29 CFR §3 as may be applicable, which are incorporated by reference into this contract. Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as Housing Kitsap may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment.
- 19.3 Licenses, Permits, and Taxes. Contractor shall, at its own expense, have and maintain all licenses, registrations, permits, and approvals necessary for the performance of the Contract, including without limitation, registration with the Washington State Department of Revenue. Contractor shall pay all fees (including licensing fees) and applicable federal, state, and local taxes.
- 19.4 Nondiscrimination. Contractor and its Personnel shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and the Americans

with Disabilities Act, and as amended, in the performance of the Contract.

- 19.5 Equal Employment Opportunities. The Parties agree to the language in Attachment C (Nondiscrimination), attached hereto and made a part hereof by this reference.
- 19.6 Public Records. Contractor acknowledges the Contract, and all records associated with the Contract, shall be available to Housing Kitsap for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW ("Act"). To the extent that records in the custody of Contractor are needed for Housing Kitsap to respond to a request under the Act, as determined by Housing Kitsap, Contractor shall make them promptly available to Housing Kitsap at no cost to Housing Kitsap. If Contractor considers any portion of any record, whether electronic or hard copy, to be protected from disclosure under the law, Contractor shall clearly identify all specific information it claims to be confidential or proprietary. If Housing Kitsap receives a request under the Act to inspect or copy the information that has been identified by Contractor as protected from disclosure and Housing Kitsap determines that release of the information is required by the Act or otherwise appropriate, Housing Kitsap's sole obligation will be to make a reasonable effort to notify Contractor of the request and the date that such protected information will be released to the requester unless Contractor obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If Contractor fails to timely obtain a court order enjoining disclosure, Housing Kitsap will release requested information on the date specified. Housing Kitsap has no obligation on behalf of Contractor to claim any exemption from disclosure under the Act. Housing Kitsap will not be liable to Contractor for releasing records in compliance with the Act, this subsection or court order.
- 19.7 Advertising. Contractor shall not advertise or use the name, trademark, or logo of Housing Kitsap, without Housing Kitsap's prior written consent.
- 19.8 Audit and Record Retention. Contractor and its Personnel shall retain all records relating to performance of the Contract for six (6) years after completion of the Contract or longer if requested by Housing Kitsap. All records shall be subject to inspection and audit by Housing Kitsap. Upon request, the Contractor shall promptly make all records available to Housing Kitsap at no cost to Housing Kitsap.
- 19.9 Additional Requirements. As applicable, Contractor agrees to the additional requirements stated in Attachment D, attached hereto and made a part hereof by this reference.

SECTION 20. GOVERNING LAW, DISPUTES

- 20.1 Governing Law; Venue. The Contract will be governed in all respects by the laws of the Washington State, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050.
- 20.2 Disputes. Conflicts and disagreements between the parties related to the Contract will be promptly brought to the attention of Housing Kitsap.

SECTION 21.

GENERAL PROVISIONS

- 21.1 Force Majeure. Neither party shall be liable to the other or be deemed to be in breach of contract by reason of any delay in performing, or any failure to perform any of their respective obligations in relation to the Contract, if the delay or failure was due to any cause beyond said party's reasonable control including, but not limited to, any act of God, government or state action, war, fire, civil commotion, insurrection, or industrial action of third parties out of Contractor's control.
- 21.2 Implied Contract Terms. Each provision of law and any terms required by law to be in the Contract are made a part of the Contract as if fully stated in it.
- 21.3 Headings/Captions. Headings and captions are for convenience only and are not a part of the Contract and do not limit or amplify the terms and provisions hereof.
- 21.4 No Party the Drafter. The Contract is the product of negotiation between the parties, and no party is deemed the drafter of the Contract.
- 21.5 No Third-Party Beneficiary. No provision of the Contract is intended to, nor will it be construed to, create any third-party beneficiary or provide any rights or benefits to any person or entity other than Housing Kitsap and Contractor.
- 21.6 Severability. If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid, or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
- 21.7 Precedence. The Contract documents consist of this Contract and its attachments and exhibits. In the event of a conflict between or among the Contract documents, the order of precedence shall be this Contract, scope of work, documents referenced or included in the invitation for bid, Contractor's bid accepted by Housing Kitsap.
- 21.8 Counterparts/Electronic Signature. The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. A facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and deemed to constitute duplicate originals.
- 21.9 Non-Exclusive Contract. Housing Kitsap may obtain the same or similar goods or services that are the subject of this Contract from another source or have its own employees perform the same or similar services contemplated by the Contract.
- 21.10 Survival. Those provisions of this Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, without limitation: Sections 8 (Standards, Acceptance, Risk of Loss, Warranty), 10 (Indemnification), 11 (Insurance), 16 (Amendment, Subcontract, and Independent Contractor), 20 (Governing Law, Disputes), and 21 (General Provisions).

21.11 Entire Agreement. The parties acknowledge the Contract is the product of negotiation between the parties and represents the entire agreement of the parties with respect to its subject matter. All previous agreements, oral or written, are hereby revoked and superseded by the Contract.

21.12 Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Contract on behalf of the party for whom they sign.

This Contract is executed by the persons signing below who warrant that they have the authority to execute the Contract. The parties to this Contract have executed this Contract to take effect as of the date written below.

DATED this ____ day of _____, 202__

DATED this ____ day of _____, 202__

CONTRACTOR

HOUSING KITSAP

Signature

Signature

Printed Name

Printed Name

Title

Title

Federal Tax ID No.

Contractor Registration No.

ATTACHMENT C
EQUAL EMPLOYMENT OPPORTUNITIES

During the performance of this Contract, Contractor agrees as follows:

1. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

2. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. Contractor will comply with all provisions of [Executive Order 11246](#) of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. Contractor will furnish all information and reports required by [Executive Order 11246](#) of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or

suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in [Executive Order 11246](#) of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in [Executive Order 11246](#) of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

8. Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of [Executive Order 11246](#) of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Housing Kitsap further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if Housing Kitsap is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

Housing Kitsap agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

Housing Kitsap further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

**ATTACHMENT D
ADDITIONAL REQUIREMENTS**

For Contracts over the amount of \$100,000, Contractor will comply with the following:

Contract Work Hours and Safety Standards Act

1. Overtime requirements. No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section, Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
3. Withholding for unpaid wages and liquidated damages. Housing Kitsap shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

1. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in

connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

2. Required Certification. Contractor must sign and submit to HOUSING KITSAP the Certification document in Attachment D-1, attached hereto and made a part hereof by this reference.

For Contracts over the amount of \$150,000, Contractor will comply with the following:

Clean Air Act

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. Contractor agrees to report each violation to Housing Kitsap and understands and agrees that Housing Kitsap will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal funding.

Federal Water Pollution Control Act

Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. Contractor agrees to report each violation to Housing Kitsap and understands and agrees that Housing Kitsap will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal funding.

**ATTACHMENT D-1
CERTIFICATION**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
5. Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

No. 2026-IFB-SOL GT2 Solar Project

Prepared For:

Laura Auerbach, Director of Procurement 2244
NW Bucklin Hill Rd. Silverdale, WA 98383

Prepared By:

Bradley Dosch
Forecast Energy
3429 132nd St SW,
Lynnwood, WA 98087

January 19, 2026





BIDDER QUESTIONNAIRE

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383
Procurement@housingkitsap.org

Must Be Submitted With Your Bid

INSTRUCTIONS: Provide the requested information. If Housing Kitsap requires further description, Housing Kitsap may request Bidder provide such information within a mandatory due date. This completed form must be submitted with your Bid. Failure to submit this form fully complete, may result in disqualification of Bid.

Bidder And Representative Information	
Legal Name of Bidder: (Provide full legal name)	Forecast Roofing, LLC
Bidder's Trade Names:	Forecast Energy
Bidder's Street Address:	3429 132nd Ave SW, Lynnwood, Wa 98097
Bidder's Website:	http://www.forecastenergy.com/
Bidder Organization Type: (Check applicable box)	Corporation: <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign Limited Liability Company (LLC): <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> Foreign Partnership: <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign Sole Proprietorship: <input type="checkbox"/>
State and Date of Formation: July 2012	
Identify the state where the corporation, LLC, or partnership is formed – e.g., 'Washington' if domestic and the name of the state if 'Foreign' (i.e., not Washington) : Washington	
Is your firm a subsidiary, parent, holding company, or affiliate of another firm? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please explain.	
Federal Tax ID No.	680610507
Washington State UBI No.	602 515 428
State Industrial Acct ID No.	097,002-00
Name/Title of Bidder's Representative:	Bradley Dosch, Developer
Representative's Address:	3429 132nd Ave SW, Lynnwood, Wa, 98087
Representatives Phone #:	714-767-8699
Representative's Email Address:	bradley@forecastenergy.com
Did an outside individual/agency assist with the bid preparation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, please identify the individual/agency:	
Identify all Addenda received by Bidder:	Addendum No/Date 1, January 4, 2026 Addendum No/Date 2, January 4, 2026 Addendum No/Date Addendum No/Date

Bidder's Signature (Authorized Representative): 
 Print Name and Title of Signer: Morgan Zehrung, Owner
 Dated this 19th day of January, 2026
 Invitation for Bid #: 2026-2026-IFB-SOL-2



BIDDER RESPONSIBILITY CRITERIA

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383
Procurement@housingkitsap.org

Must Be Submitted With Your Bid

All information requested below must be provided. Failure to properly complete, sign and return this Bidder's Certification form may cause the bid to be rejected. Bidder, through the duly authorized undersigned representative ("Representative") makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief, that the following are true, complete, correct, and made in good faith:

Bidder's Name: Forecast Energy Invitation for Bid #: 2026-IFB-SOL-2

1. Bidder currently has a certificate of registration in compliance with the following: (Check all that apply)

- ☒ Chapter 18.27 RCW – General Contractor ☐ Chapter 70.87 RCW – Elevator Contractor
☐ Chapter 18.106 RCW – Plumbing Contractor ☒ Chapter 19.28 RCW – Electrical Contractor

Certificate #:	FORECRL955MK	Effective Date:	March 7, 2012	Expiration Date:	March 7, 2026
Certificate #:	FORECRS883DG	Effective Date:	March 7, 2012	Expiration Date:	March 7, 2026

2. Bidder currently has a Washington Unified Business Identifier (UBI) number. UBI #602 515 428

3. Check all that apply:

- ☒ Bidder Industrial Insurance (workers' compensation) coverage for Bidder's employees working in Washington, as required in Title 51 RCW.
☒ Bidder has Washington Employment Security Dept number, as required in Title 50 RCW;
☒ Bidder has a Washington Dept of Revenue state excise tax registration number, as required in Title 82RCW.

4. Is Bidder disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065? ☐ Yes ☒ No

5. For public works projects subject to the apprenticeship utilization requirements of RCW 39.04.320 – Has Bidder been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the first date of advertising for Invitation for Bid? ☐ Yes ☒ No

6. Per RCW 39.04.350 and RCW 39.06.020, has Bidder received training on requirements related to public work and prevailing wage from the Department of Labor and Industries (L&I) or Bidder is exempt? ☒ Yes ☐ No ☐ Exempt

7. Within the three-year period immediately preceding the date of this Invitation for Bid, has Bidder been determined by a final and binding citation and notice of assessment issued by L&I or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW? ☐ Yes ☒ No

Bidder's Signature (Authorized Representative): Morgan Zehrung
Print Name and Title of Signer: Morgan Zehrung, Owner
Dated this 19th day of January, 2026

Section 1, Business License

Contractor's number: FORECRS883DG

L&I Account ID 097002-00

Western Surety Co, Bond account no. 61291236

Contractors

FORECAST ROOFING LLC

Owner or tradesperson
Principal
ZEHRUNG, MORGAN
MICHAEL PARTNER:MEMBER
3429 132nd St SW
Lynnwood, WA 98087
425-487-6000
SNOHOMISH County

GORSUCH, GREG, PARTNER:MEMBER
(End: 08/18/2025)

Doing business as
FORECAST ROOFING LLC

WA L&I No.
602 515 428

Business type
Limited Liability Company
Governing persons
GREGORY
SCOTT
GORSUCH
MORGAN ZEHRUNG

Registration

Verify the contractor's active registration / license / certification (depending on trade) and any past violations

Construction Contractor
Active
Meets current requirements.

License details
GENERAL
License no
FORECRL855MK
Effective date
07/12/2005 — 08/21/2027
L&I Contractor Registration
1-800-647-0082 - Email: ContrReg@lni.wa.gov

Bond

Ohio Cas Ins Co
Bond account no
999211788
\$30,000.00

Received by L&I
07/24/2025
Effective date
07/01/2024
Expiration date
Until Canceled

Bond history

Insurance

Kinsale Insurance Company
Policy no
GL26208.07
\$1,000,000.00

Received by L&I
07/09/2025
Effective date
07/10/2025
Expiration date
07/10/2026

Insurance history

Savings

No savings accounts found



Section 2, Qualifications, Experience

We appreciate the opportunity to share an overview of Forecast Energy. As a locally rooted company in Washington, we've spent years honing our craft in renewable energy solutions. Our focus has always been on delivering ethical and quality systems while staying at the forefront of solar and storage innovation. We look forward to the possibility of working together and helping Washington achieve our joint sustainable energy goals.

Forecast Energy, based in Lynnwood, WA, is dedicated to delivering high-quality renewable energy systems across Washington State. Established in 2005 as a roofing contractor, we leveraged our success to launch a solar division in 2012, emphasizing ethical and affordable solutions. Our expertise spans a wide range of services designed to meet the diverse needs of our clients from initial contact through operation and maintenance..

We are well suited to serve Housing Kitsap because we are super local and have a wide array of experience in not only installing renewable energy systems but developing them from the ground up.. For years we have completed feasibility studies for similar projects at no cost to the non-profit or community through programs like REAP, Community Solar Expansion Incentive, Commerce Energy Resiliency Grants. We are a small company and can all easily be reached directly by phone or email at anytime.

We have one of two NABCEP Energy Storage Installation Professional (ESIP) in Washington State. We have an electrical engineer on staff for high level design overview throughout. With a battery systems of this magnitude, expert technical designers are crucial. Our very capable and experienced workforce includes four electricians, several technicians, and multiple OSHA 30-hour certifications. Our focus is not simply on completing projects, it is about providing energy resiliency and independence for marginalized communities, rather than for profit businesses.

Our mission is to provide clean, renewable, and affordable energy for our community while reducing environmental impact and creating local jobs and opportunities. Our vision is to help communities across the Pacific Northwest become more resilient and energy independent through reliable solar and storage solutions. Our core values of integrity, quality, safety, and service guide every project we take on.

Forecast Roofing & Solar, 3429 132nd St SW, Lynnwood, WA 98087, 425-487-6000, Snohomish County, Morgan Zehrung, morgan@forecastenergy.com, bradley@forecastenergy.com, info@forecastenergy.com

Owner: Morgan Zehrung, morgan@forecastenergy.com, 3429 132nd St SW, Lynnwood, WA 98087, (425) 487-6000
Limited Liability Company, 2012
WA UBI No: 602 515 428, Federal Tax ID Number: 68-0610507



**HOUSING
KITSAP**

Section 2, Project Team

Morgan Zehrung – Founding Member - [LinkedIn Profile](#)

Morgan (he/him) is the owner of Forecast Energy and has been with the company since its inception in 2005. Morgan has 13 years of experience designing solar systems, battery systems for resilience and working with culturally diverse populations.

Kaylyn Milligan – Director of Development & Resources - [LinkedIn Profile](#)

With almost 2 decades of finance knowledge, Kaylyn (she/her) made her venture into the solar industry in 2015. As the Director of Lending Partnerships at a credit union, she crafted innovative loan products to strengthen relationships between homeowners and solar contractors. Forecast Energy was her first solar partner and first choice when looking to expand her solar experience in February 2023. Kaylyn is in charge of all finances, pricing, and accounting and has 10 years in the solar industry and 3 years designing solar systems.

Mustafa Haziq – Director of Operations - [LinkedIn Profile](#)

Mustafa (he/him) began his journey with Forecast Solar as a customer in 2020, where their meticulous analysis and exceptional customer service left a lasting impression. His journey has taken him from mechanical engineering graduate and Navy veteran to NABCEP associate PV certified solar enthusiast. Mustafa will be the main point of contact for all operations, logistics and scheduling

Will Habenicht – Lead Designer - [LinkedIn Profile](#)

Will (he/him) started his career in solar as an installer in 2017, joining Forecast Energy in March 2018. Will studied at Appalachian State University graduating with a Bachelor of Science degree in Sustainable Technology. Will is NABCEP board certified PV Installation Professional (PVIP) and Energy Storage Installation Professional (ESIP). Will also holds certifications from SolarEdge, Enphase, and Sol-Ark.

Formerly the lead Project Manager at Forecast, Will now leads the electrical design and engineering, ensuring the optimal performance of our renewable energy systems. Will is the lead designer for Forecast and takes care of all engineering plans and design. Will has 8 years of experience designing solar and battery storage systems for resiliency and 4 years working with culturally diverse and under-resourced organizations.

Bradley Dosch – Energy Developer - [LinkedIn Profile](#)

Bradley (he/him) holds a bachelor's degree in electrical and computer engineering from the University of Washington with a focus in power electronics and renewable energy. Bradley is passionate about decarbonization and electrification with a lens of energy equity and justice. As one of Forecast's energy developers, he focuses heavily on projects benefiting our most vulnerable and marginalized communities. He is NABCEP PV technical sales certified. He loves marrying technical knowledge with people skills to effectively communicate the entire PV and storage development process. Bradley has two years designing solar and battery storage systems for resilience and 4 years working with culturally diverse and under-resourced organizations. Before Forecast he worked at Low Income Housing Institute (LIHI) tiny house villages in Seattle.

David McCall – Admin & Commercial Electrician

Dave (he/him) began his electrical career 10 years ago with nothing more than a bag of tools and a willingness to learn. Since then, he has steadily advanced in the field, earning his commercial journeyman license and most recently becoming a licensed electrical administrator and becoming Forecast's Electrical Administrator.



Section 2, References

Relevant Experience

- a. The proposer has 13 years designing solar systems.
- b. The proposer has 7 years designing battery storage options for resiliency.
- c. The proposer has 7 years working with and providing services to culturally diverse and under-resourced organizations.

See below for samples of prior work

List of related contracts:

1. Methow Valley United Methodist Church microgrid. See description below. Period of performance February-October 2025.
2. Samish Indian Nation. See example feasibility report below. Period of performance November 2024 - February 2026. See Nick Dorr contact info below.
3. Tulalip Village of Hope. See description below. Period of performance April - December 2024. See Ginger Segel contact info below
4. Ohop mutual light co-op. See example feasibility report below. Period of performance June-December 2025. See Joel Hansen contact info below.
5. PV installation for the Port Orchard City Hall

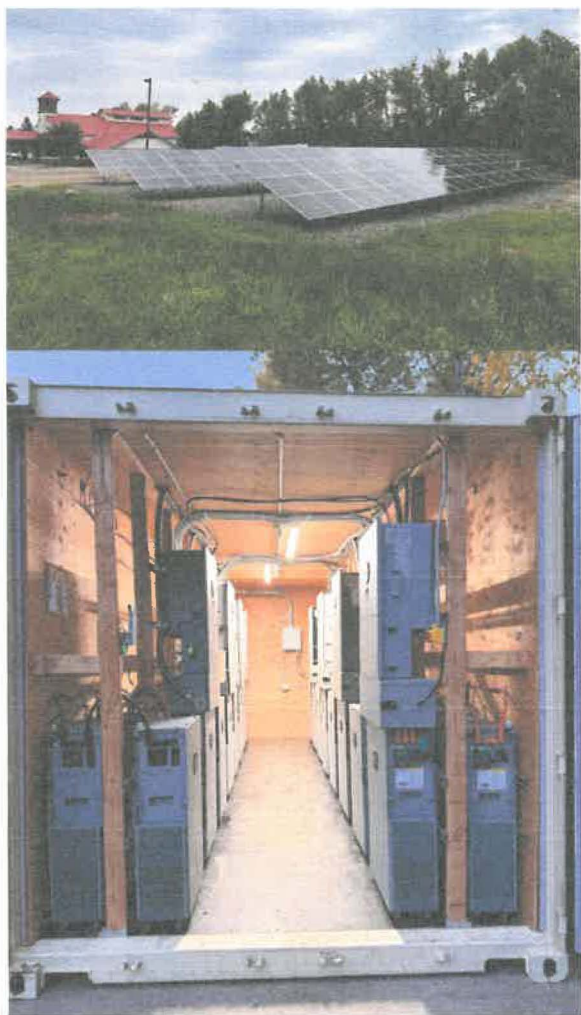
References

1. Joel Hansen, joel@ohop.coop, 253-847-4363, Joel is the main point of contact at Ohop Mutual Light who Forecast worked with directly to install their microgrid.
2. Nick Dorr, ndorr@samishtribe.nsn.us, 360.726.2990, Nick is the main point of contact at Samish Indian Nation who Forecast worked with directly to install their microgrids.
3. Ginger Segel, ginger@gsaffordablehousing.com, 206-271-7664, Ginger and Forecast worked together for the Tulalip Village of Hope project



Methow Valley United Methodist Church

This project was a Commerce funded solar and storage project in Winthrop, Wa. A high school student, the pastor's daughter, wrote and won the Commerce grant for the church. Forecast performed the feasibility work for the church and completed all engineering, design, procurement and installation of this challenging project. Forecast saved the state considerable money by building out a container rather than buy a prefabricated BESS. Another challenge was the 800A single phase service which required the aggregation of many smaller single phase equipment. The new ground mounted 76 kWDC PV, 457 kWh, 100 kWAC microgrid will provide the church and community with important energy resilience in an area with frequent grid outages.



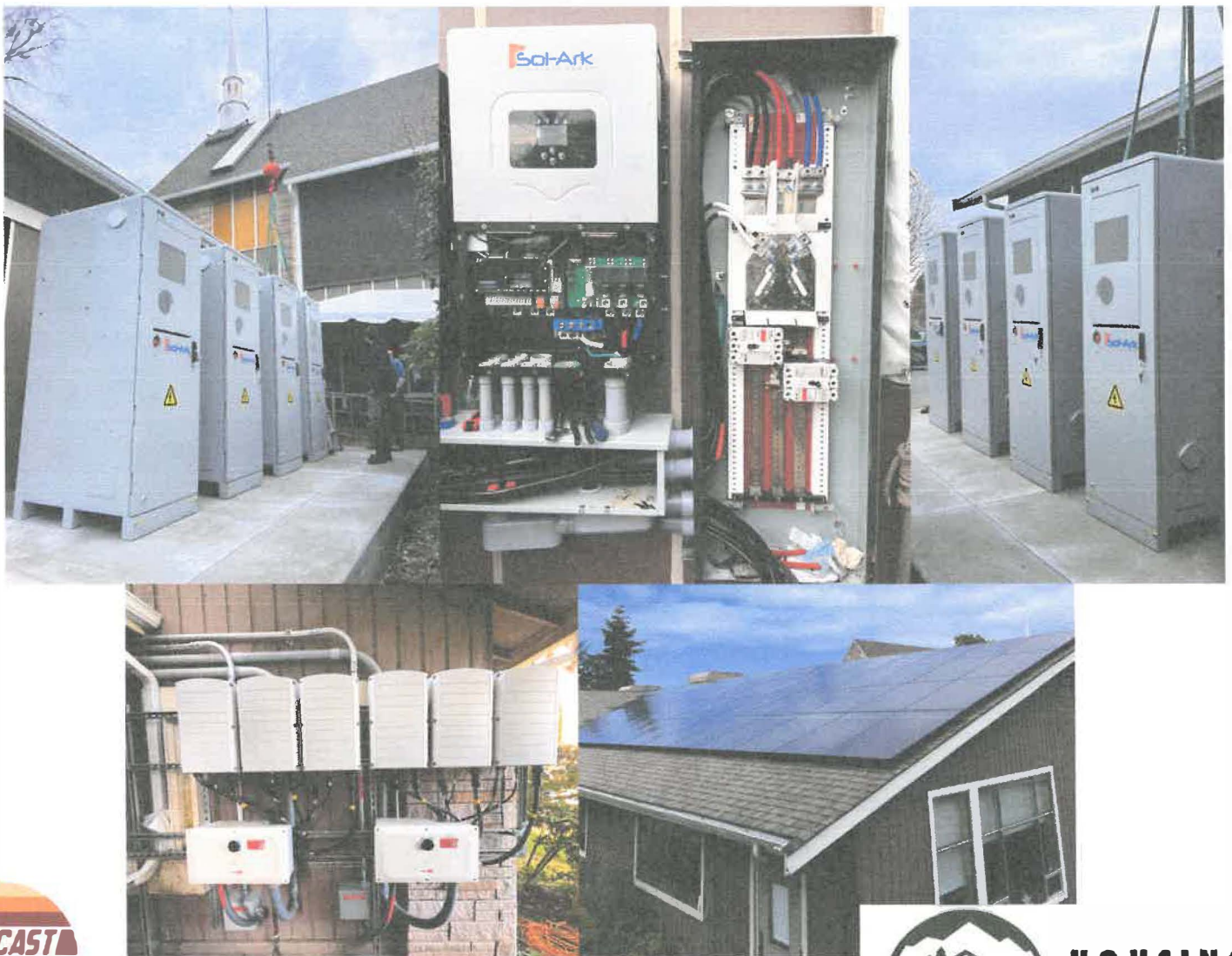
Tulalip Village of Hope

The Tulalip Village of Hope provides permanent supportive housing to the most vulnerable members of the community. Additionally, many members are energy burdened and susceptible to the fragility of the current grid infrastructure. Forecast solar designed, procured, permitted, installed a 60 kW DC solar system with 160 kWh of battery storage. Some of the products installed include Silfab 430-QD modules, 4 Sol-Ark 15k inverters, and multiple HomeGrid cubes of lithium-ion storage. This project provides energy resilience, equity and independence to those who need it the most. This project involved significant dirt work and conduit running from the various cottages to the centralized inverter and BESS location. This project was funded by commerce and had prevailing wages determinations.



Edmonds United Methodist Church

The Edmonds Food Bank serves food and supplies to thousands of local residents. The food bank has significant large and essential loads such as freezers, water heaters and HVAC. Forecast Solar installed 125.8 kW DC solar and 245.7 kWh of backed up storage. Some of the products installed include Silfab 430-QD modules, one solar edge inverter, 2 Sol Ark 30k inverters (AC coupled solar) and 4 Sol Ark L3 batteries of lithium-ion storage. Forecast Solar worked with the food bank to write and administer the grant. We coordinated our operations around the operations of the food bank so as not to interfere with food distribution. This project provides energy resilience and peace of mind for food banks who provide essential services to marginalized communities.



**HOUSING
KITSAP**

3. Technical Proposal

Project Approach/Methodology

Here is a nonexhaustive list of items Forecast will perform and analyze:

- Roof and structural condition, age, type, and construction.
- Solar module racking method.
- Balance equipment locations between code requirements, aesthetics, cost and functionality
- Shading analysis from nearby trees, buildings, HVAC units and other obstructions.
- Age and type of electrical service equipment.
- Economic evaluations.
- AHJ Permitting and code compliance.
- O&M cost effects.

Here is a list of procedure and methods to be used to meet the objectives and specifications identified in the IFB:

Interconnection: Forecast will apply for interconnection with PSE and provide all necessary documents such as equipment specifications, site plans and electrical one line diagrams. Forecast has extensive experience with obtaining interconnection approval for commercial solar projects with PSE.

Permitting: This is typically the most time intensive part of the development process. Forecast will apply for building and electrical permits through the necessary AHJ and handle the entire process. Additionally Forecast will work with the local fire marshal to ensure fire code compliance. Often times discussions can be had with the fire official(s) on setbacks on the building. Making this connection and starting this discussion early and often in the process will ensure a smooth installation process.

Engineering: Forecast will use the provided structural information for the roof to ensure that the weight of the solar system can be held. The PSF of the solar arrays will be calculated using software and then stamped by a Professional Engineer confirming that the weight can be held by the roof. Electrically, Forecast will handle all one line diagram schematics. This will show the stringing pattern, combiner panel breakers, wire sizing, conduit sizing, disconnect sizing, and interconnection point. This is necessary for both permitting and engineering. The site plan will also be completed by Forecast. This will show the home run path, location of combiner panels, property boundary and point of interconnection.

Quality Control Procedures

Quality control is a team effort that is mainly enforced by Mustafa. Everyday before installation the entire team meets and discusses the work plan for the day. This ensures that everyone is on the same page and that there are no assumptions made. At the end of every work day, more onsite meetings are had to make sure that the built product matches the designed plans. These daily check ins ensure constant quality and limit costly mistakes. There are standard and custom checklists that every work must complete as they are working onsite. This ensures safety as a priority and saves time by limiting forgotten tasks and tools. Quality control and safety are of paramount importance to Forecast Energy.



3. Technical Proposal

Forecast continuously monitors and troubleshoots systems they have installed through the years and operations and maintenance (O&M) recommendations will stem from this experience. These recommendations will include how to monitor the systems, what to look out for, scheduled routine maintenance, and what to do in the case of an alert. Every system is different and will come with its own unique plan.

Project Schedule (all months in 2026)

Contract with Housing Kitsap: **February**

Apply for interconnection with PSE: **April**

Apply for building and electrical permits: **May**

Procurement: **June**

Begin Construction: **September**

Finish Construction: **October**

Interconnection and energization: **October**

Forecast firmly believes that string inverters are the superior design for this project. String inverters will result in a lower cost, faster installation and higher performance than microinverters. **Module level troubleshooting and string level performance will still be possible.**



Invitation to Bid (IFB) No. 2026-2026-IFB-SOL-2
Solar Project for Housing Kitsap (HK)

	COST PROPOSAL	Housing Kitsap 2244 NW Bucklin Hill Rd. Silverdale, WA 98383 Procurement@housingkitsap.org
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Must Be Submitted With Your Bid

Bidder's Name: Forecast Energy

Invitation For Bid #: 2026-IFB-SOL-2

Please provide the total cost for the goods and services as identified in the Invitation for Bid. Bids must include all direct and indirect costs associated with the performance of the Contract, including but not limited to, various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time developed to the project, and profit.

Attach Additional Pages As Needed

Bidder's Signature (Authorized Representative): 

Print Name and Title of Signer: Morgan Zehrung, Owner

Dated this 19th day of January, 2026

COST BREAKDOWN

Microinverters (Basic Bid)

Solar panels	\$79,435
Inverters	\$31,980
Racking	\$29,730
Prevailing wage labor	\$63,413
Shipping	\$7,900
Crane Load	\$8,800
Staff	\$22,300
Engineering, permitting	\$9,300
Electrical equipment	\$26,090
Travel	\$19,800

String Inverters (Alternate Bid)

Solar panels	\$79,435
Inverters	\$30,840
Module level electronics	\$6,380
Racking	\$29,730
Prevailing wage labor	\$56,050
Shipping	\$7,900
Crane Load	\$8,800
Staff	\$22,300
Engineering, permitting	\$8,772
Electrical equipment	\$15,211
Travel	\$17,990









Total **\$298,748**

Total **\$283,408**

Forecast Energy is flexible on payment schedule and will work with Housing Kitsap if contracted.



Solar Options

System Option	System Size	Solar Generation	Net System Price
1 Golden Tides 2 Microinverters	198 Panels, 118.8 kWp	363.251 kWh per day	\$298,748.00
<div><div><div>198 JA Solar JAM72D40MB-US 600W JA Solar Product Warranty: 12.0 Year(s) Performance Warranty: 30.0 Year(s)</div><div></div></div><div><div> 198 x IQ8P-3P-72-E-US [208V]</div><div></div></div></div>			
2 Golden Tides 2 String Inverters	198 Panels, 118.8 kWp	346.546 kWh per day	\$283,409.00
<div><div><div>198 JA Solar JAM72D40MB-US 600W JA Solar Product Warranty: 12.0 Year(s) Performance Warranty: 30.0 Year(s)</div><div></div></div><div><div> 4 x CPS SCA25KTL-DO/US-208</div><div></div></div></div>			



System Option 1 of 2: Golden Tides 2 Microinverters

132,587 kWh

Estimated Annual
Solar Generation

118.8 kW

System Size

363.3 kWh

Daily Solar Generation



Imagery © Nearmap

Your Solution

**JA Solar JAM72D40MB-US
600W**

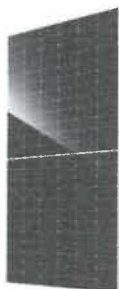
118.800kW of Solar Power

198 x JAM72D40-600/MB-US

600 Watt panels

**12 Year Product Warranty & 30 Year Linear
Performance Warranty**

132,587kWh per year



JA SOLAR

IQ8P-3P-72-E-US

94.05kW of Inverter Power

Enphase Energy Inc. 198 x IQ8P-3P-72-E-US [208V]



ENPHASE

Warranties: 12 Year Panel Product Warranty, 30 Year Panel Performance Warranty, 25 Year Inverter Product Warranty



System Option 2 of 2: Golden Tides 2 String Inverters

126,489 kWh

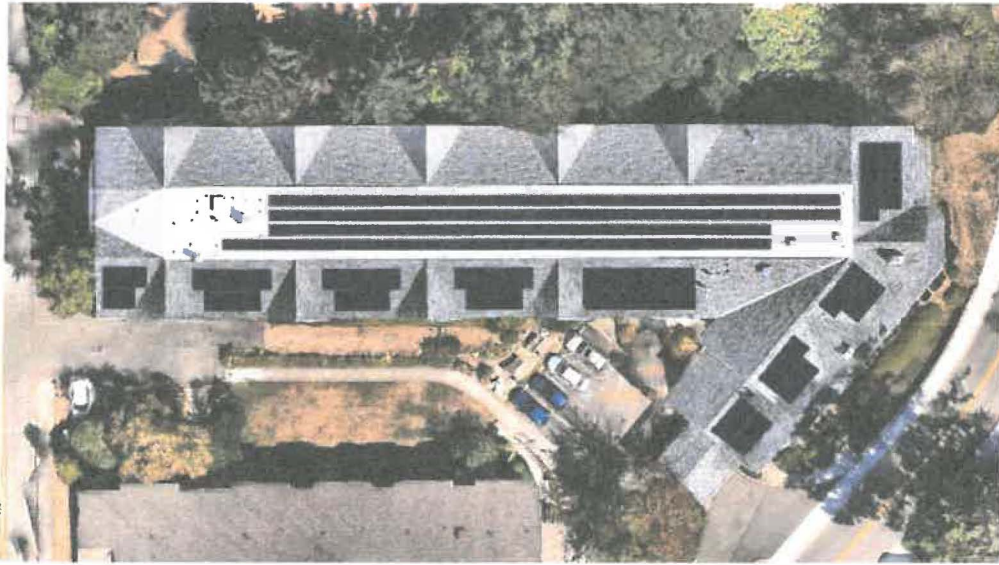
Estimated Annual
Solar Generation

118.8 kW

System Size

346.5 kWh

Daily Solar Generation



Imagery © Nearmap

Your Solution

JA Solar JAM72D40MB-US 600W

118.800kW of Solar Power
198 x JAM72D40-600/MB-US
600 Watt panels
12 Year Product Warranty & 30 Year Linear
Performance Warranty
126,489kWh per year

JASOLAR



CPS SCA25KTL-D0/US-208

100kW of Inverter Power
Chint Power Systems America 4 x CPS
SCA25KTL-D0/US-208



Chint Power Systems (CPS) Flex Gateway

CPS Flex Gateway
1 x CPS GW-3PKTL-US



APS RSD-D-20

20A Per Channel, The RSD-D executes rapid
system shutdown when the Transmitter
signal is absent. Users can manually execute
rapid shutdown using Transmitter breaker
switch.

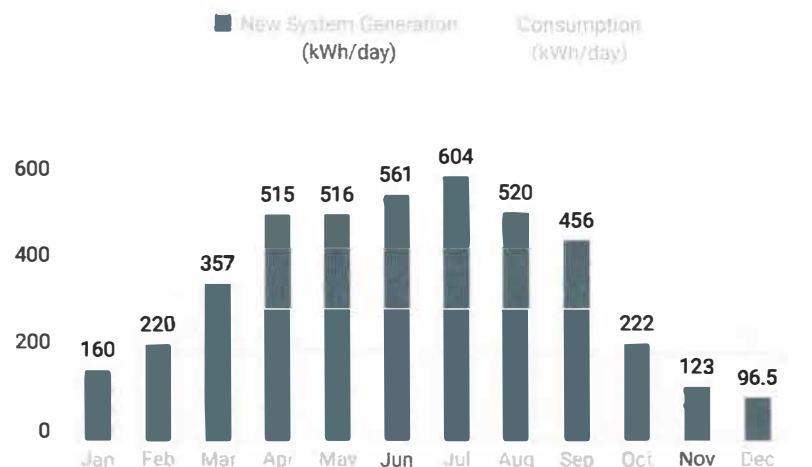
94 x RSD-D-20



Warranties: 12 Year Panel Product Warranty, 30 Year Panel Performance Warranty, 20 Year Inverter Product Warranty



System Performance

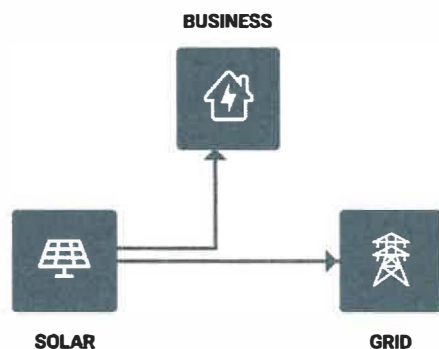


System Performance Assumptions: System Total losses 12.1%, Inverter losses 2.5%, Optimizer losses 0%, Shading losses 2.2%, Performance Adjustment 0%, Output Calculator: System Advisor Model 2020.02.29 v2. Panel Orientations: 63 panels with Azimuth 179 and Slope 21, 96 panels with Azimuth 179 and Slope 10, 27 panels with Azimuth 128 and Slope 21, 12 panels with Azimuth 89 and Slope 21.

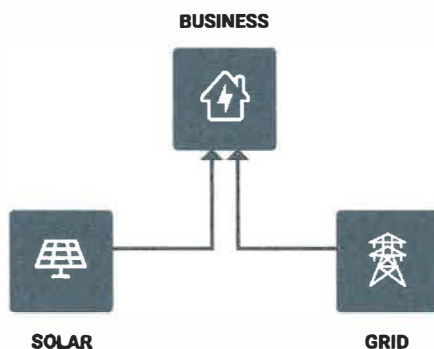
The solar system(s) quoted in this proposal are not intended to be portable.

How your system works

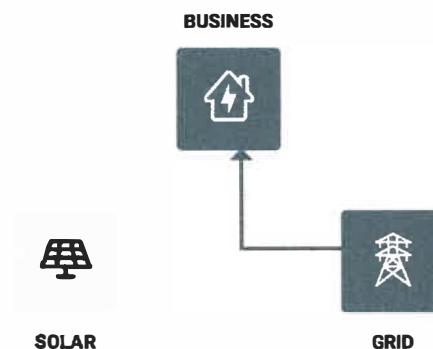
Generating Excess Solar



Partially Offset Usage



Night





Environmental Benefits

Solar has no emissions. It just silently generates pure, clean energy.



Each Year
13^{tons}
of CO₂ reduced per year

234,697^{miles}
Car distance avoided
(lifetime)

Over System Lifetime
2,430
Trees planted

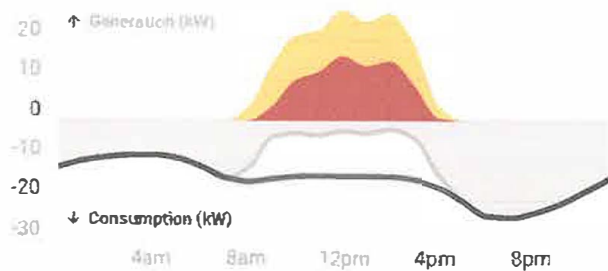
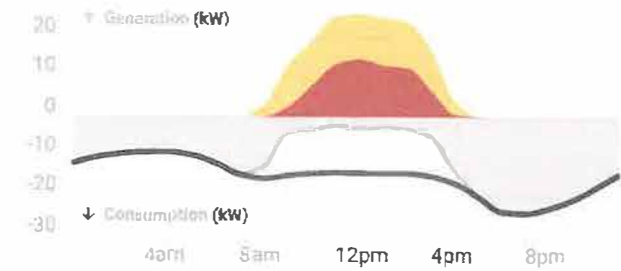
270
Long haul flights
avoided

Daily Energy Flows

CONSUMPTION (kWh)
 GENERATION (kWh)
 NET CONSUMPTION (kWh)
 EXPORT TO GRID (kWh)

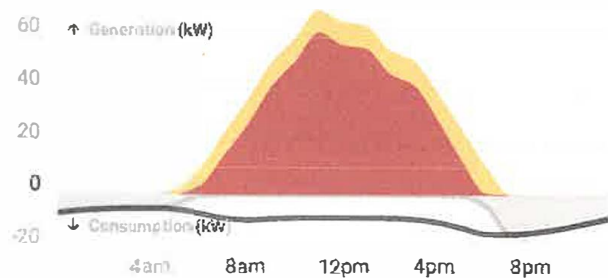
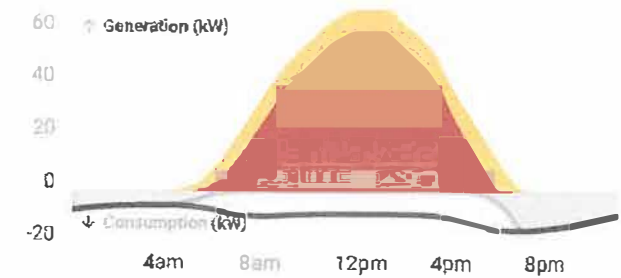
Winter Weekday

Winter Weekend



Summer Weekday

Summer Weekend



Harvest the Sunshine

JA SOLAR

605W



JAM72D40 MB-US

n-Type Double Glass Bifacial Modules

Premium Cells



MBB Half-Cell Technology

26%

Up To

Cell Conversion Efficiency

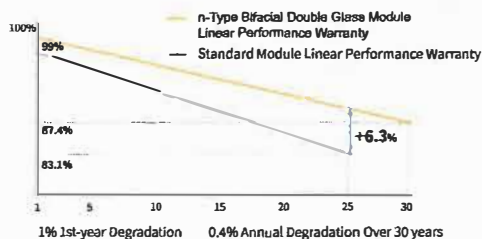
Premium Modules

Higher power generation better LCOE

LID n-type with very lower LID

Better temperature coefficient

Better low irradiance response



12-year product warranty

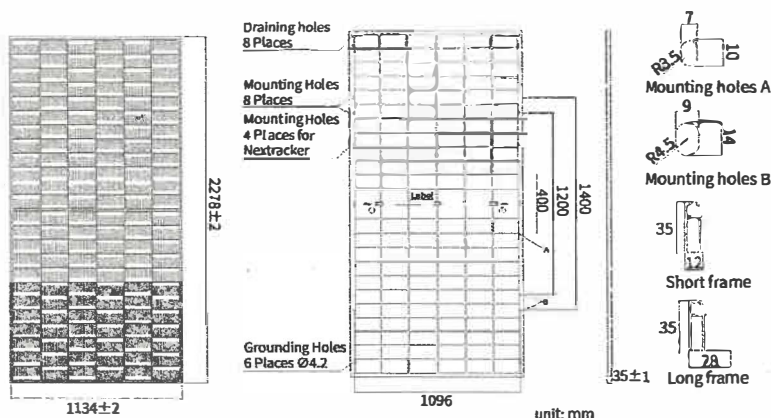
30-year linear power output warranty

Comprehensive Certificates

- IEC 61215, IEC 61730, UL 61215, UL 61730
- ISO 9001: 2015 Quality management systems
- ISO 14001: 2015 Environmental management systems
- ISO 45001: 2018 Occupational health and safety management systems
- IEC 62941: 2019 Terrestrial photovoltaic (PV) modules - Quality system for PV module manufacturing



DEEP BLUE 4.0



MECHANICAL PARAMETERS

Cell	Mono
Weight	31.8kg
Dimensions	2278±2mm×1134±2mm×35±1mm
Cable Cross Section Size	4mm ² (IEC), 12 AWG(UL)
No. of cells	144(6×24)
Junction Box	IP68, 3diodes
Connector	QC 4.10-351/ MC4-EVO2
Cable Length (Including Connector)	1300mm(+)/1300mm(-)
Front Glass/Back Glass	2.0mm/2.0mm
Packaging Configuration	31pcs/Pallet, 589pcs/40HQ Container

Customized frame color and cable length available upon request

ELECTRICAL PARAMETERS AT STC

TYPE	JAM72D40 -580/MB-US	JAM72D40 -585/MB-US	JAM72D40 -590/MB-US	JAM72D40 -595/MB-US	JAM72D40 -600/MB-US	JAM72D40 -605/MB-US
Rated Maximum Power(P _{max}) [W]	580	585	590	595	600	605
Open Circuit Voltage (V _{oc}) [V]	53.50	53.70	53.90	54.10	54.30	54.50
Maximum Power Voltage(V _{mp}) [V]	44.70	44.90	45.10	45.30	45.50	45.70
Short Circuit Current(I _{sc}) [A]	13.95	14.00	14.05	14.10	14.15	14.20
Maximum Power Current(I _{mp}) [A]	12.98	13.03	13.09	13.14	13.19	13.24
Module Efficiency [%]	22.5	22.6	22.8	23.0	23.2	23.4
Power Tolerance	0~+3%					
Temperature Coefficient of I _{sc} (α _{Isc})	+0.045%/°C					
Temperature Coefficient of V _{oc} (β _{Voc})	-0.250%/°C					
Temperature Coefficient of P _{max} (γ _{Pmp})	-0.290%/°C					

STC Irradiance 1000W/m², cell temperature 25°C, AM1.5G

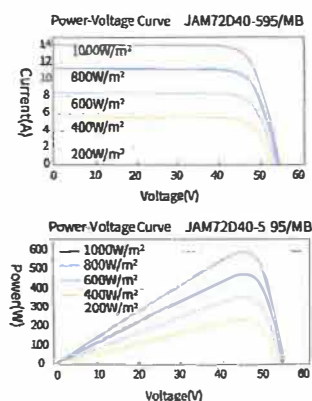
Remark: Electrical data in this catalog do not refer to a single module and they are not part of the offer. They only serve for comparison among different module types.

ELECTRICAL CHARACTERISTICS WITH 10% SOLAR IRRADIATION RATIO

TYPE	JAM72D40 -580/MB-US	JAM72D40 -585/MB-US	JAM72D40 -590/MB-US	JAM72D40 -595/MB-US	JAM72D40 -600/MB-US	JAM72D40 -605/MB-US
Rated Max Power(P _{max}) [W]	626	632	637	643	648	653
Open Circuit Voltage(V _{oc}) [V]	53.50	53.70	53.90	54.10	54.30	54.50
Max Power Voltage(V _{mp}) [V]	44.70	44.90	45.10	45.30	45.50	45.70
Short Circuit Current(I _{sc}) [A]	15.07	15.12	15.17	15.23	15.28	15.34
Max Power Current(I _{mp}) [A]	14.02	14.07	14.14	14.19	14.25	14.30
Irradiation Ratio (rear/front)	10%					

* For NextTracker installations, maximum static load please take compatibility approval letter between JA Solar and NextTracker for reference.

CHARACTERISTICS



OPERATING CONDITIONS

Maximum System Voltage	1500V DC
Operating Temperature	-40°C~+85°C
Maximum Series Fuse Rating	30A
Maximum Static Load, Front*	5400Pa(112 lb/ft ²)
Maximum Static Load, Back*	2400Pa(50 lb/ft ²)
NOCT	45±2°C
Bifaciality	80%±5%
Safety Class	Class II
Fire Performance	UL Type 29/Class C



IQ8 Commercial Microinverters

The high-powered, smart grid-ready Enphase IQ8P-3P and IQ8H-3P Microinverters are specifically designed for 120/208 VAC (4-wire) three-phase interconnection for small commercial solutions.

Each microinverter integrates with the IQ Gateway Commercial 2 and the Enphase App monitoring and analysis software.

With simplified design, improved energy harvesting, and advanced monitoring, microinverters offer true peace of mind during operation and maintenance.



The IQ Series Microinverters extend the reliability standards set forth by previous generations and undergo over a million hours of power-on testing, enabling Enphase to provide an industry-leading limited warranty of up to 25 years.*

* 25-year warranty is valid, provided an internet-connected IQ Gateway is installed.

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Easy to install

- Lightweight and compact with plug-and-play connectors
- Power line communication (PLC) between components
- Faster installation

High productivity and reliability

- More than one million cumulative hours of testing
- Class II double-insulated enclosure
- Optimized for the latest high-powered PV modules

Smart grid-ready

- Complies with the latest advanced grid support
- Remote automatic updates for the latest grid requirements
- Configurable to support a wide range of grid profiles
- Meets IEEE® 1547 (UL 1741-SB) requirements

DSH-00236-7.0-EN-US-2025-11-03

IQ8 Commercial Microinverters

INPUT DATA (DC)	UNITS	IQ8P-3P-72-E-US/IQ8P-3P-72-E-DOM-US ¹		IQ8H-3P-72-E-US ²	
Commonly used modules for pairing ³	W	380–640		320–540	
Module compatibility ³	—	54-cell/108-half-cell, 60-cell/120-half-cell, 66-cell/132-half-cell and 72-cell/144-half-cell			
Maximum input DC voltage	V	63			
Peak power tracking voltage	V	35.5–53		28.5–45	
Operating range	V	16–63			
Min./Max. start voltage	V	21/63			
Max. DC continuous current (module I_{mp})	A	14			
Max. input DC short-circuit current	A	25			
Max. DC short-circuit current (module I_{sc})	A	20			
Overvoltage class DC ports	—	II			
DC port backfeed current	A	0			
PV array configuration	—	1 × 1 ungrounded array; no additional DC side protection required; AC side protection requires max. 20 A per branch circuit			
OUTPUT DATA (AC)	UNITS	IQ8P-3P-72-E-US/IQ8P-3P-72-E-DOM-US ¹		IQ8H-3P-72-E-US ²	
Peak output power	VA	480		384	
Maximum continuous output power	VA	475		380	
Nominal (L-L) voltage/range ⁴	V	208/183–229	220/198–242	208/183–229	220/198–242
Maximum continuous output current	A	2.28	2.16	1.83	1.73
Nominal frequency	Hz	60			
Extended frequency range	Hz	47–68			
Maximum microinverters per 20 A three-phase branch circuit ⁵	—	12		15	
Overvoltage class AC port	—	III			
Power factor setting	—	1.0			
Power factor (adjustable)	—	0.85 leading ... 0.85 lagging			
Total harmonic distortion	%	<5			
EFFICIENCY	UNITS	IQ8P-3P-72-E-US/IQ8P-3P-72-E-DOM-US ¹		IQ8H-3P-72-E-US ²	
Peak efficiency	%	97.8		97.7	
CEC weighted efficiency	%	97.5		96.5	
MECHANICAL DATA		IQ8P-3P-72-E-US/IQ8P-3P-72-E-DOM-US ¹		IQ8H-3P-72-E-US ²	
Ambient temperature range		–40°F to 149°F (–40°C to 65°C)			
Relative humidity range		4% to 100% (condensing)			
DC connector type ⁶	Enphase EN4 bulkhead; ECA-EN4-S22-12:EN4 (TE PV4-S SOLARLOK) 150 mm/5.9" to Stäubli MC4 adapter cable pair (default supply) ⁷				
Dimensions (H × W × D)		10.4" × 7.9" × 1.4" (265 mm × 200 mm × 35 mm) without bracket			
Weight		3.5 lb (1.6 kg)			
Cooling		Natural convection			
Approved for wet locations		Yes			
Enclosure		Class II double-insulated, corrosion-resistant polymeric enclosure			
Environmental category/UV exposure rating		Outdoor—NEMA Type 6/IP67			

DSH-00236-7.0-EN-US-2025-11-03

25 kW-208 V, 1000 Vdc String Inverters for North America

The CPS 25 kW-208V three-phase string inverters are designed for rooftop and carport applications. The units are high performance, advanced, and reliable inverters designed specifically for the North American environment and grid. High efficiency at 97.0% peak and 96.5% CEC, wide operating voltages, broad temperature ranges, and a NEMA Type 4X enclosure enable this inverter platform to operate at high performance across many applications. The CPS 25KTL-208V product ships with the Rapid Shutdown wire box, fully integrated and separable with touch-safe fusing, monitoring, and AC and DC disconnect switches. The integrated PLC transmitter in the Rapid Shutdown wire box enables PVRSS-certified module-level rapid shutdown when used with APS RSD-S-PLC/RSD-D products. The CPS FlexOM Gateway enables monitoring, controls, and remote product upgrades.

Key Features

- NEC 2017/2020 PVRSS-certified rapid shutdown
- NEC 2017-compliant and UL-listed arc-fault circuit protection
- UL 1741-SB and IEEE 1547-2018 certified
- 15-90° mounting orientation for low-profile roof installs
- Optional FlexOM Gateway enables remote firmware upgrades
- Integrated AC and DC disconnect switches
- 3 MPPTs with 2 inputs each for maximum flexibility
- Copper- and Aluminum-compatible AC connections
- NEMA Type 4X outdoor rated, tough tested enclosure
- UL 1741-SA certified to CA Rule 21, including SA8-SA18
- Separable wire-box design for fast service
- Standard 10-year warranty with extensions to 20 years
- Generous 1.8 DC/AC inverter load ratio



CPS SCA25KTL-DO/US-208



SCA25KTL (208V) Rapid Shutdown Wire-box



Model name	CPS SCA25KTL-DO/US-208
DC Input	
Max. PV power	45 kW (17 kW per MPPT)
Max. DC input voltage	1000 Vdc
Operating DC input voltage range	200-950 Vdc
Startup DC input voltage / power	330 V / 80 W
Number of MPPTs	3
MPPT voltage range for P _{nom} @ PF>0.99	480-850 Vdc
Max. PV short circuit current ¹	108 A (36 A per MPPT)
Number of DC inputs	6 inputs, 2 per MPPT
DC disconnection type	Load-rated DC switch
DC surge protection	Type II MOV
AC Output	
Rated AC output power @ PF>0.99	25 kW
Max. AC apparent power	25 kVA
Rated output voltage	208 Vac
Output voltage range ²	183-228 Vac
Grid connection type	3Φ / PE / N (neutral optional)
Max. AC output current @ 208 Vac	69.5 A
Rated output frequency	60 Hz
Output frequency range ²	57-63 Hz
Power factor	>0.99 (±0.8 adjustable)
Current TRD @ rated load	< 3%
Max. fault current contribution (1 cycle RMS)	64.1 A (0.92 PU)
Max. OCPD rating	125 A
AC disconnection type	Load-break rated AC switch
AC surge protection	Type II MOV
System and Performance	
Topology	Transformerless
Max. efficiency	97.0%
CEC efficiency	96.5%
Standby / night consumption	< 3 W
Environment	
Enclosure protection degree	NEMA 4X
Cooling method	Variable speed cooling fans
Operating temperature range ³	-22°F to 140°F (-30°C to 60°C)
Non-operating temperature range ⁴	-40°F to 158°F (-40°C to 70°C)
Operating humidity	0-100%
Operating altitude	13123 ft / 4000 m (derating from 9843 ft / 3000 m)
Audible noise	<60 dBA @ 1 m and 77°F (25°C)
Display and Communication	
User interface and display	LCD+LED
Inverter monitoring	SunSpec, Modbus RS485
Site-level monitoring	CPS FlexOM Gateway (1 per 32 inverters)
Modbus data mapping	CPS
Remote diagnostics / firmware upgrade functions	Standard / (with FlexOM Gateway)
Mechanical	
Dimensions (H x W x D)	39.4 x 23.6 x 10.2 in (1000 x 600 x 260 mm)
Weight	Inverter: 123.5 lb (56 kg) Wire box: 33 lb (15 kg)
Mounting / installation angle ⁵	15 to 90 degrees from horizontal (vertical or angled)
AC termination	M8 stud type terminal block (wire range: #6-3/0 AWG CU/AL; lugs not supplied)
DC termination ⁶	Screw clamp, negative busbar ⁶ wire range: #14-#6 AWG CU
Fused string inputs (5 per MPPT)	20 A fuses provided (fuse values up to 30 A acceptable)
Safety	
Certifications and standards	UL 1741-SA/SB Ed. 3, UL 1699B, UL 1998, CSA-C22.2 NO.107.1-01, IEEE 1547-2018, FCC Part 15
Selectable grid standards	IEEE 1547a-2014, IEEE 1547-2018, CA Rule 21, ISO-NE, HECO
Smart-grid features	Volt-RideThru, Freq-RideThru, Ramp-Rate, Specified-PF, Volt-VAR, Freq-Watt, Volt-Watt
Warranty	
Standard	10 years
Extended terms	15 and 20 years

1) The sum of parallel-connected PV module short-circuit currents.

2) The "output voltage range" and "output frequency range" may differ according to the specific grid standard.

3) Active power derating begins at 45°C when PF=1 and MPPT≥V_{min}, and at 50°C when PF=1 and MPPT≥700 Vdc.

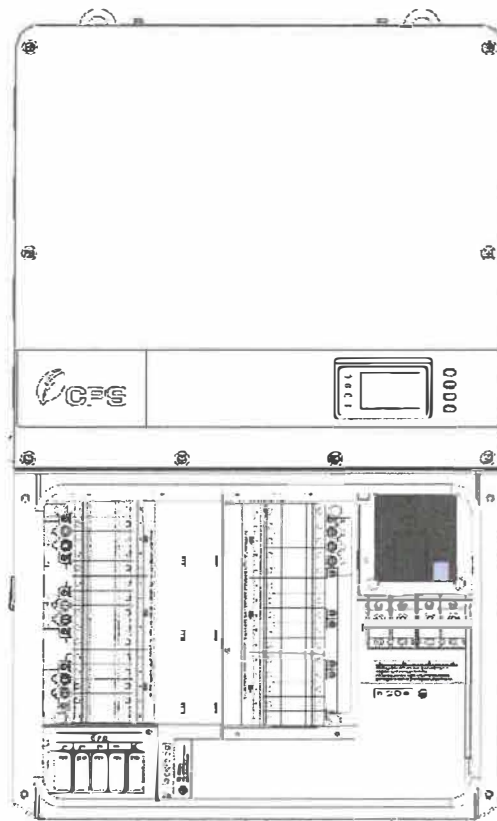
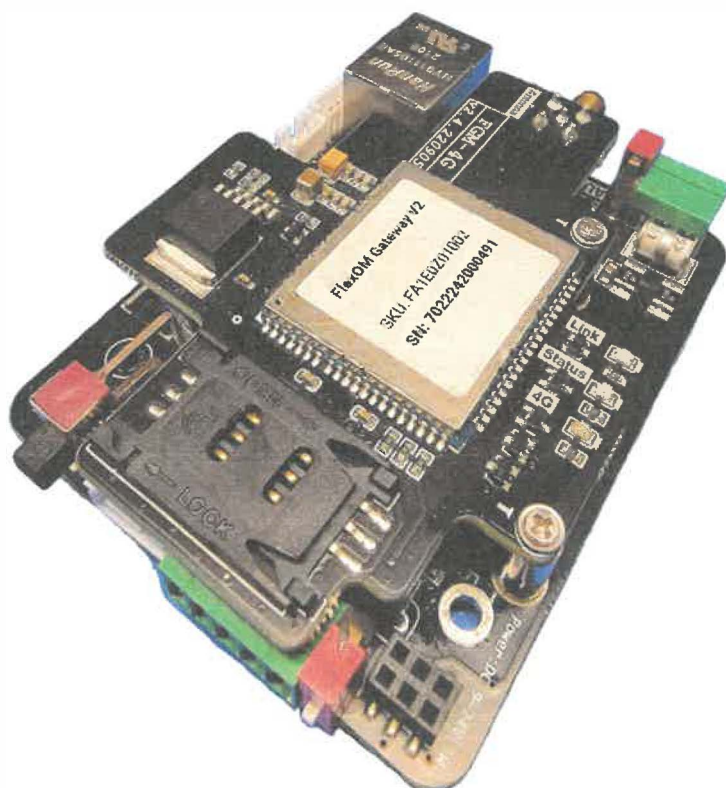
4) See user manual for further requirements regarding non-operating conditions.

5) Shade Cover accessory required for installation angles of 75 degrees or less.

6) RSD wire-box only includes fuses and fuse holders on the positive polarity, compliant with NEC 2017/2020 Section 690.9(C).

7) Firmware version 4.0 or later required.

CPS FlexOM Gateway



The CPS FlexOM Gateway is an advanced communications and controls solution for the CPS 25, 36, 50, 60, 100, 125, 275, and 350 kW inverters. The gateway is a Modbus client data logger and communications device. This flexible solution enables fast, efficient field service for CPS inverters via remote diagnostics and troubleshooting, setting adjustments, and firmware upgrades facilitated by the CPS Service team.

FlexOM Portal Bundles are offered by CPS with web portal data access to features such as data charting, monitoring alerts, remote resetting, kiosk view, and more!

Key Features

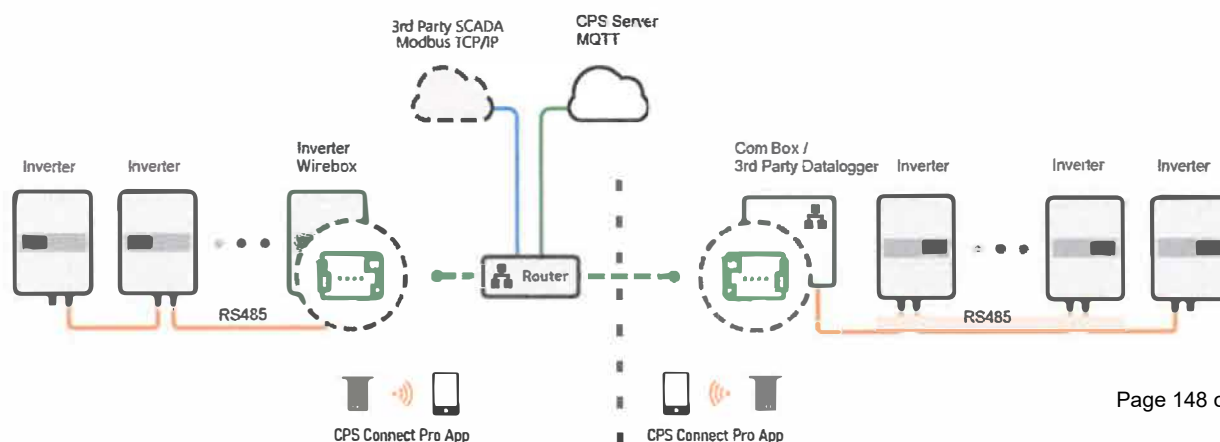
- Can be installed in a single inverter wire-box with no power or extra equipment required*
- Modbus communications input (up to 32 devices per card) - Modbus RS485
- Complete controls functionality via Modbus (per inverter or broadcast command)
- Flexible outbound communications
- Remote firmware update solution reduces the need for a truck roll
- Pass-through data via aux port for local third-party solutions (Modbus RTU via RS485)
- Includes WiFi or Bluetooth capability for use with "CPS Connect Pro" iOS or Android smart phone app
- Accessory enclosure allows for DIN rail mounting in third-party communication enclosures
- Distinguishable from the previous FlexOM card by its black printed circuit board

**Excluding legacy CPS 36 kW wire-boxes and 250/275 kW inverters*

Model Name	CPS FlexOM Gateway	CPS FlexOM Portal Bundle	CPS FlexOM-4G Portal Bundle
Hardware			
FlexOM Gateway card	X	X	X
DIN rail enclosure	X	X	X
Cellular antenna with 3 m cable, mounting bracket, and cable gland (for 4G pkgs only)			X
Misc. connectors and standoff screws	X	X	X
Pre-installed 4G SIM card			X
Software Performance Packages			
5 years of web portal access		X	X
Asset portfolio feature		X	X
Monitoring alerts		X	X
On/off reset remotely		X	X
Arc-fault clearing remotely		X	X
Active power setting remotely		X	X
Fault code observation		X	X
Public kiosk view		X	X
5 years of rolling data storage		X	X
"End user" account admin		X	X
Communications			
Inverter to gateway	RS485		
Internet access	Ethernet	Ethernet	4G cellular ¹
Inverter connections per gateway	32		
Protocol	SunSpec XML, DHCP, DNS Resolution, CPS Modbus RTU, TCP		
Setup and Programming			
Local Programming	CPS Connect Pro app (iOS and Android)		
Remote programming	CPS Service		
Datalogging Specifications			
Data sampling rate	Programmable data sampling (1- to 20-minute sample rate)		
Local data storage	30 days based on 20-minute intervals ²		
Data parameters	Modbus ID, Inverter S/Ns, Model, TYield/DYield(kWh), RunT(min), Mode, Upv(V), Ipv(A), Pac(kW), PF, Freq(Hz), Uabc(V), Iabc(A)		
Power Supply			
DC input voltage	9-24 V _{DC} max. (provided when installed in inverter wire box)		
Power consumption	< 6 W		
Environmental Parameters			
Ambient temperature range	-22°F to 185°F / -30°C to 85°C, natural convection cooling		
Environmental protection	Installed in NEMA 4X inverter wire box or external enclosure (CPS Legacy 36 kW and 250/275 kW inverters require gateway installation in a separate NEMA4 enclosure - not included)		
Relative humidity	< 85% non-condensing		
Mechanical Parameters (per unit)			
FlexOM gateway card dimensions (H × W × D)	3.97 × 2.71 × 0.83 in (101 × 69 × 21 mm)		
FlexOM gateway enclosure dimensions (H × W × D)	4.1 × 3.0 × 1.3 in (103 × 77 × 32 mm)		

1) 4G cellular network coverage in US and Canada locations.

2) FlexOM Gateway only stores data when the Gateway card is continuously powered.





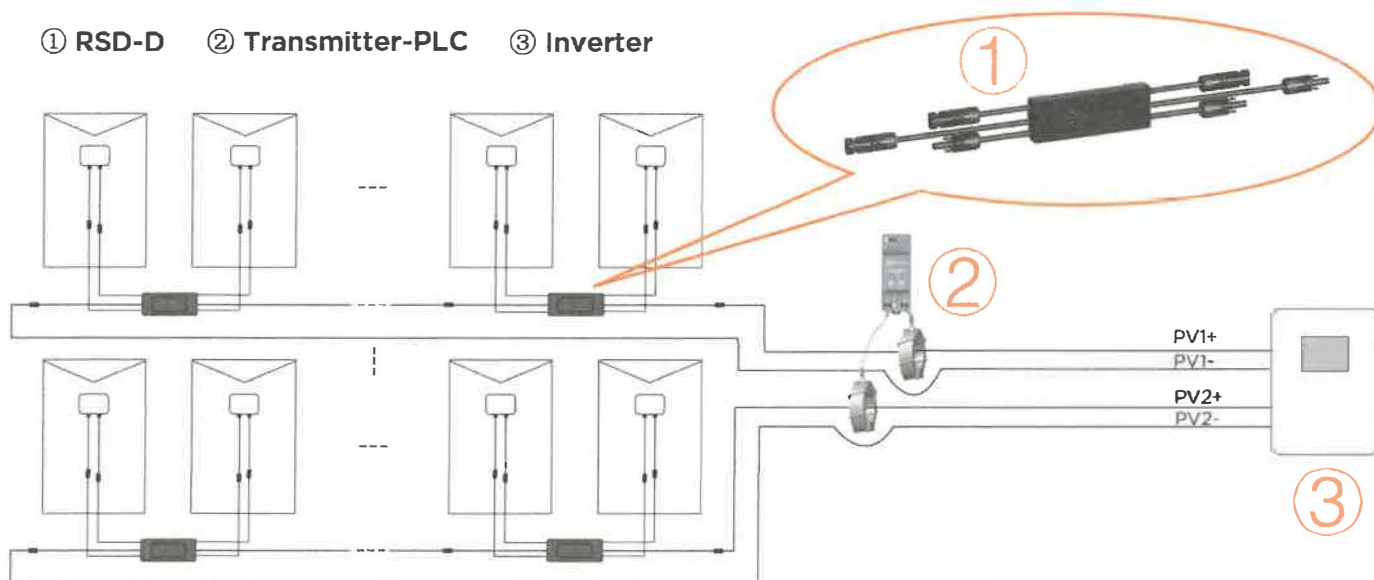
RSD-D

RAPID SHUTDOWN DEVICE

- ✓ Meets NEC 2017, 2020&2023 (690.12) requirements
- ✓ Executes rapid shutdown of system when Transmitter signal is absent
- ✓ Meets SunSpec requirements
- ✓ Dual-input channel

WIRING DIAGRAM

① RSD-D ② Transmitter-PLC ③ Inverter



*Homerun only PV+ cable through core.

*If the inverter includes an integrated SunSpec-certified Rapid Shutdown Transmitter, remove the external transmitter-PLC in the wiring diagram.

RSD-D meets SunSpec requirements, maintaining normal function by continually receiving a heartbeat signal from the APsmart Transmitter. The RSD-D executes rapid system shutdown when the Transmitter signal is absent. Users can manually execute rapid shutdown using Transmitter breaker switch.*⁽¹⁾⁽²⁾

*⁽¹⁾ RSD-D does not have automatic shutdown function for arc detection. When the system is abnormal, the transmitter signal is cut off by pulling the gate, which triggers shutdown.

*⁽²⁾ RSD-D is designed to reduce the risk of fire suppression but does not solve the risk of a arc fire.

TECHNICAL DATA

MODEL

RSD-D-20

INPUT DATA (DC)

Range of Input Operating Voltage	8-65V Per Channel
Maximum Cont. Input Current (Imax)	20A Per Channel
Maximum Short Circuit Current (Isc)	25A

OUTPUT DATA (DC)

Range of Output Operating Voltage	16-130V
Maximum Cont. Output Current	20A
Maximum System Voltage	1000V/1500V
Maximum Series Fuse Rating	30A

MECHANICAL DATA

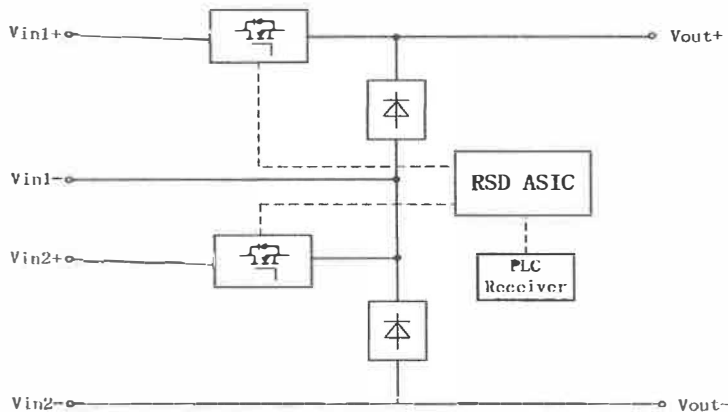
Operating Ambient Temperature Range	-40 oF to +167 oF (-40 °C to + 75 °C)
Dimensions (without cable & connectors)	5.5" x 2" x 0.8"(140 mm x 50.6 mm x 20 mm)
Cable Length	Input 500mm/Output 2400mm
Cable Cross Section Size	TUV:4mm²/UL:12AWG
Connector	Input: Stäubli MC4 PV-KBT4&KST4 or Customize Output: APsystems specified or Customized
Enclosure Rating	NEMA Type 6P/IP68
Protection Temperature	100°C

FEATURES & COMPLIANCE

Communication Compliance	PLC
Safety Compliance	NEC 2017, 2020&2023 (690.12); UL1741;
EMC Compliance	CSA C22.2 No. 330-17; IEC/EN62109-1 FCC Part15; ICES-003

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WORKING SCHEMATIC DIAGRAM



ORDERING INFORMATION

446101	1500V UL/1000V TUV, 20A, 2.4m cable, Stäubli MC4 PV-KBT4&KST4
4461xx*	20A, 2.4m cable, Customize connector

*please see the RSD Series Ordering Information

APsmart

8627 N Mopac Expy, Suite 150, Austin, TX 78759 | +1-737-218-8486 | +1-866-374-8538 | support@APsmartGlobal.com | APsmartGlobal.com



EXCEPTIONS AND ASSUMPTIONS FORM

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383
Procurement@housingkitsap.org

Must Be Submitted With Your Bid

Bidder's Name: Forecast Energy Invitation for Bid #: 2026-IFB-SOL-2

Housing Kitsap does not intend to make changes to the terms and conditions of the Invitation for Bid, unless necessary to clarify the Scope of Work and technical requirements. Failure to accept the terms and conditions may result in a Bid being deemed nonresponsive. Bidders shall identify all Exceptions and/or Assumptions taken to any terms, conditions, and specifications of the Invitation for Bid and associated documents, including the proposed contract terms. Exceptions and/or Assumptions must be clearly identified on the table below and returned with the Bid. Unallowable or questionable Exceptions and/or Assumptions may cause a Bid to be non-responsive. Exceptions or Assumptions noted elsewhere in the Invitation for Bid and not specified on this form will be considered void and may disqualify the offer. All cells below must be completed for each Exception and Assumption.

SPECIFICALLY DESCRIBE ALL EXCEPTIONS AND ASSUMPTIONS *(attach additional pages if needed)*:

Identify All Exceptions and Deviations <i>(check one)</i>					
<input checked="" type="checkbox"/> No Exceptions Requested: Bidder is not requesting exceptions to the Invitation for Bid and associated documents.					
<input type="checkbox"/> Bidder requests the exceptions and/or assumptions identified below:					
No	Section, Page, and Reference	Language To Which An Exception or Assumption taken	Provide Basis For All Exceptions and Assumptions	Proposed Language	Price and Schedule Impact
1.					
2.					
3.					
4.					
5.					

Invitation to Bid (IFB) No. 2026-2026-IFB-SOL-2
Solar Project for Housing Kitsap (HK)

6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Bidder's Signature (Authorized Representative): 
Print Name and Title of Signer: Morgan Zehrung, Owner
Dated this 19th day of January, 2026

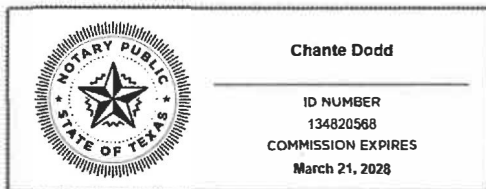
NON-COLLUSION AFFIDAVIT

STATE OF ~~WASHINGTON~~ ^{Texas}
COUNTY OF ~~KITSAP~~ ^{Travis}) SS.

Morgan Zehrung
(Printed name of person signing)

(Title) of Forecasat Roofing, LLC
(Company Name)

the party making the forgoing bid that the bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, organization, or corporation that such bid is genuine not collusive or sham that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding that the bidder has not in any manner, directly or indirectly, sought by contract, communication, or conference with anyone to the bid price of the bidder or of any other bidder, or to any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against Housing Kitsap to anyone interested in the proposed contract that all statements contained in the bid are true and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee to any corporation, partnership, company, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.



Morgan Zehrung
Signed By

Owner
Title
01/04/2026
Date

Subscribed and sworn to before me this 4th day of January, 2026
by Morgan Zehrung.

Chante Dodd
Notary Public in and for the State of ~~Washington~~ ^{Texas},
Residing at Texas

Electronically signed and notarized online using the Proof platform. My commission expires: 03/21/2028

	IDENTIFICATION OF SUBCONTRACTORS	Housing Kitsap 2244 NW Bucklin Hill Rd. Silverdale, WA 98383 Procurement@housingkitsap.org
---	---	---

PROPOSERS'S NAME: Forecast Energy

PROPOSERS: Provide the following information for all proposed subcontractors that may provide services of any kind for the Contract. Additional pages may be attached if necessary.
If no subcontractors will be used in the execution of these services, indicate that and sign below.

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

SIGNATURE (Authorized Representative): 

Print Name and Title: Morgan Zehrung, Owner

Dated this 19th day of January, 2026

ATTACHMENT E

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
5. Contractor, Forecast Roofing, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Morgan Zehrung, Owner

Name and Title of Contractor's Authorized Official

1/19/2026

Date

BID FOR: Solar Installation for Housing Kitsap (HK)

PROJECT #: 2026-IFB-SOL-2

TO: Kitsap County Consolidated Housing Authority
dba Housing Kitsap
2244 NW Bucklin Hill Road
Silverdale, WA 98383

Pursuant to and in compliance with the Advertisement for Bids or the Instructions to Bidder, issued by the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK) for this Project, the undersigned bidder, by submitting this Bid, hereby certifies that they are in compliance with the responsible bidder criteria requirement:

(a) it has personally and carefully examined all of the Bid Documents, as defined in the Instructions to Bidder, including without limitation the Addenda, if any, referenced below, and

(b) it is in compliance with the responsible bidder criteria requirements listed in the Bid Documents, and

(c) Bidder has taken steps reasonably necessary to ascertain the nature and location of the Work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the Work or its cost and hereby also makes the additional certifications and acknowledgements set forth the Instructions to Bidder. Based on the foregoing examinations, inspection, certifications and acknowledgements, the undersigned bidder hereby proposes to furnish all labor, materials, equipment, services, taxes & fees necessary to complete the work in strict accordance with the Contract Documents, as included in the Bid Documents, for the following sum (hereinafter known as the "Basic Bid"):

TOTAL BASIC BID: \$: 298,748

Name of Firm: Forecast Energy

The Basic Bid set forth above include all taxes that are the bidder's responsibility under the terms of the Bid Documents or at law, including without limitation all sales tax or use tax due upon sales and rentals of tools, equipment, and material intended primarily for use with this Project. The bidder's attention is directed to the Bid Documents for further information regarding the treatment of sales tax or use taxes.

ADDENDA

Receipt of the following addenda is acknowledged:

Addendum No.	<u>1</u>	Date:	<u>January 19, 2026</u>
Addendum No.	<u>2</u>	Date:	<u>January 19, 2026</u>
Addendum No.	<u> </u>	Date:	<u> </u>
Addendum No.	<u> </u>	Date:	<u> </u>

If awarded the contract for the foregoing work, the undersigned bidder hereby agrees within ten (10) days of HK's delivery of the formal construction contract agreement to bidder, to execute and return to HK the performance and payment bond and evidence of all required insurance. If the bidder, in the event of acceptance of its bid by HK, fails to execute the construction contract agreement, fails to furnish the payment or performance bond (if required) or to provide proof of all required insurance within the time specified herein, HK may reject the bid

By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm that is debarred, suspended or otherwise ineligible to be awarded contracts by the United States Government.

The undersigned bidder further agrees that should this Bid be accepted; it will complete all of the work covered by these Contract Documents within the agreed upon calendar days after the notice to proceed has been issued by HK. Furthermore, once started, the undersigned bidder will proceed on an uninterrupted basis with the Work, except as otherwise authorized by the HK.

The above Bid will be honored by the undersigned bidder for sixty (60) days after the formal bid opening date.

Respectively submitted,


Signature

By: Morgan Zehrung

Title: Owner

Address: 3429 132nd Ave Sw
Lynnwood, Wa 98087

Phone #: 425-487-6000

Contract License # FORECRS883DG

Federal ID # 68-0610507

If awarded a Contract, our surety company will be:

Name: Lexon Insurance Company

Address: 12890 Lebanon Rd, Mt. Juliet, TN 37122

The Contractor agrees that for the duration of the Morgan Zehrung shall

Project be its Project Manager and Morgan Zehrung shall be its Project Superintendent.

Project Manager Contact #: 425-487-6000

Project Superintendent Contact #: 425-487-6000

NOTE: FOR THIS BID TO BE COMPLETE AND RESPONSIVE, THE FOLLOWING CHECKED DOCUMENTS NEED TO BE FULLY COMPLETED, EXECUTED AND ATTACHED TO THIS BID:

- ☒ W-9
- ☒ Copy of Current Contractor License and Business Registration
- ☒ Bid Bond in the amount of 5% of the aggregate Basic Bid

Bond Number: NA

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned Principal and Surety are held and firmly bound unto
Housing Kitsap, 2244 NW Bucklin Hill Rd., Silverdale, WA 98383

As Obligee in the penal sum of – **Five Percent (5%)** – of the total amount bid, the payment of which the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

WHEREAS, the Principal has submitted a bid for
**NO. 2026-IFB-SOL
GT2 Solar Project**

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, then this obligation shall be null and void, otherwise to remain in full force and effect. Provided, however, that if the Principal's bid would otherwise be declared non-responsive by the Obligee solely because the wording in this bond varies from that which is specified in the call for bids, then this document is hereby amended to include the wording so specified.

SIGNED, SEALED AND DATED THIS **2nd** DAY OF **January**, 2026 .

PRINCIPAL:
Forecast Roofing LLC dba Forecast Solar

SURETY:
Lexon Insurance Company

By: 
Morgan Zehrung, Managing Member

By: 
Thomas D Rossetto , Attorney in Fact



KNOW ALL BY THESE PRESENTS, that Endurance Assurance Corporation, a Delaware corporation ("EAC"), Endurance American Insurance Company, a Delaware corporation ("EAIC"), Lexon Insurance Company, a Texas corporation ("LIC"), and/or Bond Safeguard Insurance Company, a South Dakota corporation ("BSIC"), each, a "Company" and collectively, "Sompo International," do hereby constitute and appoint: **Bryan P. Welch, Dean Foster, Jennifer W. Peterson, Thomas D. Rossetto, Ryan Wiita** as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million Dollars (\$100,000,000.00)**.

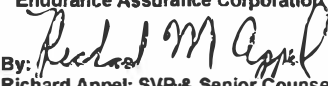

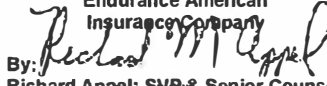

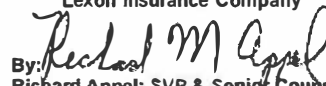

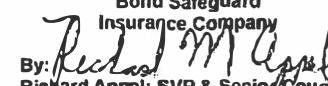

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 25th day of May, 2023.

Endurance Assurance Corporation  By: Richard Appel; SVP & Senior Counsel 	Endurance American Insurance Company  By: Richard Appel; SVP & Senior Counsel 	Lexon Insurance Company  By: Richard Appel; SVP & Senior Counsel 	Bond Safeguard Insurance Company  By: Richard Appel; SVP & Senior Counsel 
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ACKNOWLEDGEMENT

On this 25th day of May, 2023, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: 
 Amy Taylor, Notary Public - My Commission Expires 3/9/27


CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the board of directors of each Company by unanimous written consent effective 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: **RICHARD M. APPEL, MATTHEW E. CURAN, MARGARET HYLAND, SHARON L. SIMS, CHRISTOPHER L. SPARRO,**

and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 2nd day of January, 2026.

By: 
 Daniel S. Lurie, Secretary

NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. Please read this Notice carefully.

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimsAdministration@sompo-intl.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Forecast Roofing LLC, DBA Forecast Energy

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)..... **S**

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

3429 132nd St SW

6 City, state, and ZIP code

Lynnwood, Wa 98087

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

6 8 - 0 6 1 0 5 0 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of **Morgan Zehrung GM**
U.S. person Morgan Zehrung GM (Mar 3, 2025 13:20:41)

Date **3/3/2025**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Invitation for Bid (IFB)

NEW **2026-IFB-SOL-2**

GT2 Solar Project (Reissued 1/6/2026)

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383



Small, Minority, and Women-Owned businesses
are encouraged to apply.

TO OBTAIN A COPY OF THE SOLICITATION DOCUMENTS GO TO:

<https://www.housingkitsap.org/procurement>

Materials and/or Service Requested: The Kitsap County Consolidated Housing Authority, dba Housing Kitsap, is seeking a contractor to install solar to a multifamily apartment building, Golden Tides II, in Silverdale, WA.

Schedule of Events: The following is Housing Kitsap's best estimate of the schedule of events. The schedule is subject to change as deemed necessary by Housing Kitsap.

ITEM	DUE DATE & TIME
Issuance of Request for Proposal	Tuesday, January 6, 2026
Written Questions & Clarifications Due	Wednesday, January 14, 2026 at 10:00am
Proposal Due Date	Monday, January 19, 2026 at 10:00am
Public Bid Opening *	Tuesday, January 20, 2026 at 9:00am
Project Completion Date	By December 31, 2026

Housing Kitsap Point Of Contact. All questions and clarifications regarding the Solicitation shall be emailed to:

auerbachl@housingkitsap.org

Subject Line: 2026-IFB-SOL-2

No phone calls will be accepted.

Bid Submission.

Mail/Courier/Hand Delivery three (3) copies to:

Housing Kitsap

Attn: Laura Auerbach, Director of Procurement

"No. 2026-IFB-SOL-2"

2244 NW Bucklin Hill Rd.

Silverdale, WA 98383

Sealed Bid Opening*: Bids will be opened and publicly read aloud on **Tuesday, January 20, 2026 at 9:00am**

Housing Kitsap

2244 NW Bucklin Hill Rd.

Silverdale, WA 98383

Prospective Bidders are hereby notified they are solely responsible for ensuring timely delivery of their Bid prior to the due date and time.

PROPOSERS ARE REQUIRED TO READ AND UNDERSTAND ALL INFORMATION CONTAINED IN THE ENTIRE SOLICITATION PACKAGE. BY SUBMITTING A PROPOSAL IN RESPONSE TO THIS SOLICITATION, THE PROPOSER AGREES THAT HE/SHE HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH ALL REQUIREMENTS BY SUBMITTING A PROPOSAL AND DOCUMENTS IN THE INVITATION FOR BID. NEGLIGENCE IN PREPARING A BID CONFERS NO RIGHT OF WITHDRAWAL AFTER THE BID DUE DATE AND TIME.

SECTION 1 GENERAL INFORMATION

- 1.1 Contracting Agency.** This Invitation for Bid is issued by KCCHA dba. Housing Kitsap (HK).
- 1.2 Purpose.** It is the intent and purpose of this Invitation for Bid to award a single qualified, licensed and insured contractor for the design, procurement, installation, and commissioning of a micro-inverter solar project in Silverdale, WA.
- 1.3 Point of Contact and Communication.** The person responsible for managing this Bid process from beginning to end is *Laura Auerbach, Director of Procurement*. All communication concerning this Invitation for Bid must be directed via email only to the *Director of Procurement* auerbachl@housingkitsap.org
- 1.4** Bidders may only rely on written answers issued by the *Director of Procurement*. Oral communications are unofficial and non-binding on Housing Kitsap. Contact with other Housing Kitsap employees or personnel regarding this Invitation for Bid is not permitted during the procurement process and may be considered sufficient cause for rejection of a Bid and disqualification of the Bidder. Questions asked during a walk-through must also be emailed.

Unless instructions are specifically provided elsewhere in this Invitation for Bid, any questions or clarifications concerning the subject matter of the Invitation for Bid document(s) shall be submitted **via e-mail** (no phone calls) to the *Director of Procurement* listed above.

All correspondence related to this Invitation for Bid should refer to the project number and any applicable page(s). Bidders are responsible for asking any questions they may have; failure to do so will not relieve the Bidders of any responsibilities under this Invitation for Bid or any subsequent contract.

If a Bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this Invitation for Bid, the Bidder has a duty to immediately notify Housing Kitsap of such concern and request modification or clarification of the Invitation for Bid documents.

Requests for Modification to Supplemental Bidder Criteria and Pre-Award Protests must be submitted per the requirements specified in Section 2 below.

- 1.5 Housing Kitsap Right to Withdraw or Amend.** Housing Kitsap in its sole discretion retains the right, without penalty, to withdraw, amend, cancel, or reissue all or any portion of the Invitation for Bid at any time, up to contract execution, for a sound documented reason when it is in the best interest of Housing Kitsap.
- 1.6 Bid Documents & Addenda.** All documentation for this project may be viewed online at <https://www.housingkitsap.org/procurement>.

Bidders are responsible for checking for addenda, which will be posted on Housing Kitsap's website. Housing Kitsap will issue an addendum if it modifies the Invitation for Bid or responds to questions. Bidders are to acknowledge receipt of all addenda on the ***Bidder Questionnaire*** form and submit all signed addenda and completed exhibits with their Bid. If there is any conflict between the addenda, or between the addenda and the Bid documents, the document issued last in time controls.

- 1.7 Supplementations & Deviations.** Any documents supplementing or deviating from the expressed requirements of the Invitation for Bid and the other Bid documents may result in the rejection of the Bid as non-responsive.
- 1.8 Price Clarifications.** Housing Kitsap reserves the right to clarify any pricing discrepancies related to assumptions on the part of Bidders. Such clarifications will be solely to provide consistent assumptions from which an accurate cost comparison can be achieved.
- 1.9 Errors and Omissions.** Housing Kitsap reserves the right to waive non-material irregularities and/or omissions. If a unit price does not compute to the extended total price, the unit price shall govern.
- 1.10 Reference Checks.** Housing Kitsap may conduct reference checks to verify and validate a Bidder's past performance. Reference checks indicating poor or failed performance is cause for rejection. Housing Kitsap may also contact references, in addition to those references provided by a Bidder, when relevant to the project requirements and prospective working relationship with Bidder.
- 1.11 Acceptance Does Not Bind Housing Kitsap.** Acceptance of a Bid does not bind Housing Kitsap until it is approved by the appropriate Housing Kitsap level of authority and a Contract is executed by the parties.
- 1.12 Public Records, Confidential Information.** All Bids and other materials submitted are Housing Kitsap property and subject to release pursuant to the Public Records Act (Act), Chapter 42.56 RCW.
- 1.13 Non-Exclusive Contract.** Any contract resulting from the Invitation for Bid is not an exclusive service agreement. Housing Kitsap reserves the right to contract for the same or similar services with other providers.
- 1.14 No Obligation to Purchase.** Housing Kitsap will not guarantee to purchase any specific quantity or dollar amount. Bids that stipulate that Housing Kitsap shall guarantee a specific quantity or dollar amount (e.g., "all-or-none") will be disqualified.
- 1.15 Conflict Of Interest.** Bidder shall disclose whether the Bidder is an immediate family member of or engaged in any business enterprise with a Housing Kitsap employee or elected or appointed official with authority to award the contract. Such disclosure shall be identified in writing in the Bid proposal.
- 1.16 Gratuities And Kickbacks.** Bidders and any employee or agent thereof is prohibited from soliciting, accepting, offering, or giving, or agreeing to solicit, accept, offer, or give, any gratuity, service, or reward, including an offer of employment, with the purpose of or in a manner that would influence any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or purchase request, to influence the content of any specification or procurement standard, or to influence any investigation, audit, proceeding or application, request for ruling, determination on a claim or controversy, or other matter related to or associated with this Invitation for Bid.

- 1.17 Notice.** Washington law imposes civil and criminal penalties for violation of purchasing guidelines, bribes, gratuities, and kickbacks.
- 1.18 Personnel.** It is essential the Bidder provide adequate experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed in this Invitation For Bid. The Bidder agrees that those persons identified in their submittal shall not be removed or replaced without a written request to and approval from Housing Kitsap.
- 1.19 Minority And Women Owned Business Enterprise Participation.** Pursuant to federal and state law, it is the policy of Housing Kitsap to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Housing Kitsap reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises. Bidders are encouraged to utilize qualified, local businesses in Housing Kitsap and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).
- 1.20 Section 3 Required Efforts.** Consistent with existing federal, state, and local laws and regulations, Bidders must make best efforts to award subcontracts to business concerns that provide economic opportunities to Section 3 workers. 24 CFR §75.9(b).

SECTION 2 PREPARING AND SUBMITTING A BID

- 2.1 General Instructions.** Failure to conform to the Bid specifications and respond to each of the submittal requirements may be the basis for rejection of a bid. A complete bid proposal shall include the following forms. Please sign all attachments in **BLUE** ink.

ATTACHMENT	DESCRIPTION	SIGN & RETURN WITH PROPOSAL
A	Proposal Certification	Yes
B	Exceptions & Assumptions	Yes
C	Cost Proposal (add detailed breakdown)	Yes
D	Contractor References	Yes
E	Identification of Subcontractors	Yes
F	Sample Contract (Ref. Sec 4.25)	Yes

- 2.2 Contract Terms.** The Contract attached to this Invitation for Bid is an example of Housing Kitsap contracts and may be subject to change at HK's sole discretion. Objections to any of the Contract provisions are to be clearly and expressly set out in the ***Contract Exceptions and Assumptions*** form. No alterations of the ***Contract*** will be permitted without prior written approval of Housing Kitsap. Failure to identify an exception on the ***Contract Exceptions and Assumptions*** form is considered acceptance.
- 2.3 Prohibition of Bidder Terms and Conditions.** Other than the process identified in Section 2.3, a Bidder may not submit its own contract terms and conditions in a response to this Invitation for Bid. If a Bid contains such terms and conditions, Housing Kitsap, at its sole discretion, may determine the Bid to be a nonresponsive counteroffer, and the Bid may be rejected.
- 2.4 Liability For Errors.** While Housing Kitsap has used considerable efforts to ensure the information in the Invitation for Bid is accurate, Housing Kitsap does not guarantee or warrant the information to be accurate nor is it necessarily comprehensive or exhaustive. Nothing in this Invitation for Bid is intended to relieve the Bidder from forming their own opinions and conclusions with respect to the matters addressed in the Invitation for Bid.
- 2.5 Modification to Supplemental Bidder Criteria.** A potential Bidder may request that Housing Kitsap modify the Supplemental Bidder Criteria stated in the Invitation for Bid. In response, Housing Kitsap will evaluate the information submitted by the potential Bidder and respond before the bid submittal deadline. If the evaluation results in a change of the criteria, Housing Kitsap will issue an addendum to the Invitation for Bid identifying the new criteria. A request for modification must be submitted via e-mail (no phone calls) to the *Director of Procurement* listed above, a minimum of five (5) business days prior to the Bid due date. RCW 39.04.350.
- 2.6 Pre-Award Protests.** Prior to the bid closing date any prospective Bidder may file a pre-award protest regarding the terms, conditions, or requirements in the Invitation for Bid. Pre-award protests must be submitted in writing via email (Procurement@housingkitsap.org) to the *Director of Procurement*. The pre-award protest will include the following: 1) name, address, and phone number of protester; 2) name and number of the IFB; 3) a detailed description of pre-award protest issue and any supporting documentation. It is the responsibility of the protester to supplement his/her pre-award protest with any subsequently discovered documents prior to a decision by Housing Kitsap; 4) and specific relief requested.

Pre-award protests must be received no later than 4:30 pm seven (7) business days prior to the close date in the IFB. If the seventh (7th) business day is a Housing Kitsap holiday, the pre-award protest must be received by 4:30 pm the following business day. The pre-award protest shall be deemed received based on the email receipt date and time in Housing Kitsap's email system. Pre-award protests which do not contain the required information or are not submitted within required timelines will not be considered.

Upon receipt of a timely written pre-award protest, the Director of Procurement, in consultation with the Executive Director, will review the issues presented in the pre-award protest and respond in writing prior to the IFB closing date. If the review results in a change to the terms, conditions, or requirements in the IFB, Housing Kitsap will either issue an addendum identifying the change or withdraw the IFB.

- 2.7 Brand Names and Equivalents.** (If applicable) References to manufacturers, trade names, brand names or catalog numbers in the Invitation for Bid are intended to be descriptive, not restrictive, restrictive, unless otherwise stated, and are intended to indicate the level of quality, design, or performance desired. Any Bid which proposes equal or greater quality, design or performance may be considered. Bids based on equivalent products must clearly describe the alternate offered and indicate how it differs from the product specified; and, include complete and sufficient descriptive literature and/or specifications to enable a full and fair determination as to whether the proposed alternate will be equal to or better than the product named in the Invitation for Bid. Housing Kitsap has the sole authority to accept or reject any like item and may require a Bidder to provide additional information and/or samples. If Bidder does not specify otherwise, it is understood that the referenced brand will be supplied.
- 2.8 Incurring Costs.** Housing Kitsap is not liable for any cost incurred by a Bidder in the process of responding to this Invitation for Bid, including but not limited to the cost of preparing and submitting a response, in the conduct of a presentation, in facilitating site visits, or any other activities related to responding to this Bid.
- 2.9 Points Not Addressed.** Bidders are encouraged to list any points not addressed in these specifications that they feel improve or enhance the operation of their units.
- 2.10 Bid Bond.** A Bid must be accompanied by a surety bond (bid bond) made payable to Housing Kitsap in an amount equal to five percent (5%) of the amount of such Bid. Should the successful Bidder fail to enter into a contract and furnish a performance bond within ten (10) days after notice of the award, the bid bond shall be forfeited to Housing Kitsap. The bid bond of an unsuccessful Bidder shall be returned after a contract is executed and Housing Kitsap has accepted the successful Bidder's contractor's bond.
- 2.11 Withdrawal Of Bid.** Any Bidder may withdraw its Bid, either personally or by written request, at any time prior to the time set for the bid submittal deadline. If a previously submitted Bid is withdrawn before the bid due date and time, the Bidder may submit another Bid at any time up to the bid closing date and time. After the bid closing date and time, all submitted Bids shall be irrevocable until contract award.
- 2.12 Offer in Effect for Sixty (60) Days.** A Bid may not be modified, withdrawn, or canceled by the Bidder for a sixty (60) day period following the Bid due date.

SECTION 3 EVALUATION AND CONTRACT AWARD

- 3.1 Housing Kitsap Right to Reject Bids.** Housing Kitsap may reject any or all bids if there is a sound documented reason.
- 3.2 Bid Evaluation.** The evaluation and selection of a Bidder will be based on the information submitted in the Bid. Award will be made to a responsible Bidder with the lowest responsive Bid. RCW 39.04.350.
- A. Bid Responsiveness. Evaluation and determination of Bid responsiveness shall be based on Bidder's compliance with this Invitation for Bid, including providing all required documentation by the submittal due date and time and fully responding to the Bid specifications. Bids which do not comply with the Invitation to Bid may be rejected as unresponsive.

- B. Bidder Responsibility. Evaluation and determination of Bidder responsibility shall be based on 1) meeting the Bidder Responsibility Criteria of RCW 39.04.350, 2) meeting any required Supplemental Criteria stated in this Invitation for Bid, and 3) Housing Kitsap's past experience with Bidder.

3.3 Award Announcement. The *Director of Procurement* shall announce the successful Bidder via Website, e-mail, fax, regular mail, or by any other appropriate means. Once the Award is released by Housing Kitsap, the protest time frame begins. The protest timeframe is not based upon when a Bidder receives the information, but rather when the announcement is issued by Housing Kitsap.

3.4 Post-Award Protests. A Bidder may file a written protest to an award by Housing Kitsap. The protest must be submitted in writing via email (Procurement@housingkitsap.org) to the *Director of Procurement*. The protest will include the following: 1) name, address, and phone number of Protester; 2) name and number of the IFB; 3) a detailed description of protest issue and any supporting documentation. It is the responsibility of the Bidder to supplement his/her protest with any subsequently discovered documents prior to a decision by Housing Kitsap; and 4) specific relief requested. The protest must be filed within the timelines specified in RCW 39.04.104. Protests that do not contain the required information or are not submitted within required timelines will not be considered.

3.5 Contract & Required Documents. The Successful Bidder will be required to enter into a contract within in ten (10) days after notice of award, unless otherwise specified by Housing Kitsap due to extenuating circumstances. Contractor must provide required insurance documents, Statement of Intent to pay prevailing wage, and a performance bond along with the signed Contract.

SECTION 4 GENERAL PROJECT REQUIREMENTS

4.1 Federal Contract Requirements. Contracts for projects using federal funds must comply with the bonding and contracting requirements of 2 CFR §200.326 and 2 CFR Part 200, Appendix II as applicable.

4.2 Prevailing Wage. This project is a Public Work as defined in RCW 39.04.010. The awarded Contractor shall comply with all state laws relating to employment and wages. The hourly wages to be paid laborers, workers, or mechanics shall not be less than the prevailing rates for an hour's work in the same trade or occupation. The State of Washington prevailing wage rates applicable for this public works project may be found at the following website address of the Department of Labor and Industries, and is made part of this contract: <http://www.lni.wa.gov/Licensing-permits/public-works-projects/Prevailing-wage-rates/>
The applicable effective date for prevailing wages for this project is the bid submittal date.

4.3 Compliance with the Davis-Bacon Act. If federal funds are used for this project, then the awarded Contractor will conduct all transactions in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. Contractor will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. Contractor will be required to pay wages not less than once a week.

- 4.4 Contractor's Bond.** Upon entering into a contract with Housing Kitsap, the successful Bidder will be required to provide a contractor's bond (performance bond) for 100 percent (100%) of the total bid price shown in the bid schedule. Bidder must provide the performance bond to Housing Kitsap within ten (10) days after notice of the award. Chapter 39.08 RCW; RCW 39.04.152.
- 4.5 Price.** Pricing shall remain firm for the duration of the contract. The Contractor will have the option to request a rate increase consistent with the terms of the Contract. Housing Kitsap has no obligation to agree to a rate increase.
- 4.6 Exceptions to Specifications.** Specifications of the materials, services, and/or work bid shall be equal to or better than the specifications stated herein. Any and all exceptions to these specifications shall be so listed on a separate sheet headed "Exceptions to The Specifications". Any Bid submitted without exceptions will be required to meet every detail of the project specifications regardless of cost to the successful Bidder. Proposed changes that will be more cost effective are acceptable with explanation.

Where "No Exceptions" are shown, none will be allowed. No exceptions will be considered that may tend to devalue the equipment or give an individual Bidder who is offering a lesser item a distinct advantage.

SECTION 5 TECHNICAL REQUIREMENTS

- 5.1 Bidder Responsibility Criteria.** It is the intent of Housing Kitsap to award a Contract to the lowest responsible Bidder. Before award, the Bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. RCW 39.04.350.

The Bidder must:

- A. Have a current certificate of registration in compliance with Chapter 18.27 RCW, Chapter 18.106 RCW, Chapter 70.87 RCW, or Chapter 19.28 RCW.
- B. Have a current Washington Unified Business Identifier (UBI) number.
- C. If applicable:
 - Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
 - Have a Washington Employment Security Department number, as required in Title 50 RCW;
 - Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW.
- D. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
- E. For public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of this Invitation for Bid;
- F. Per RCW 39.04.350 and RCW 39.06.020, unless exempt, must have received training on requirements related to public work and prevailing wage from the Department of Labor and Industries (L&I).

- G. Within the three-year period immediately preceding the date of this Invitation for Bid, not have been determined by a final and binding citation and notice of assessment issued by L&I or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
- H. The work to be performed on this project is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701 U (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance shall to the greatest extent feasible, be directed to low-and very low-income persons. Section 3 businesses are encouraged to submit bid proposals.
- I. Subcontractor Verification: Bidder must verify responsibility criteria for each first-tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in RCW 39.04.350(1) and possesses all licenses required by law. RCW 39.04.350.

Bidder must submit the ***Bidder Responsibility Criteria Certification*** form, demonstrating compliance with these criteria. RCW 39.04.350.

SECTION 6 SITE VISIT

- 6.1 No walkthrough is offered.

SECTION 7 PROJECT SPECIFICATIONS

- 7.1 Please refer to Attachment A – Scope of Work (SOW)

2026-IFB-SOL-2 Scope of Work

Golden Tides II Apartments
9239 Bayshore Drive NW
Silverdale WA 98383

Housing Kitsap has approved funding for a micro-inverter solar installation project to be completed by 12/31/2026. The new roof is 17,000 sq. ft and has been deemed structurally adequate to bear the weight of a system.

Project Overview

This project involves the design, procurement, installation, and commissioning of a grid-tied solar photovoltaic system with an estimated annual energy output of 119,199 kWh and a minimum system size of 117.92 kW DC. The system will utilize microinverter technology to optimize performance and monitoring at the module level.

System Specifications

- **System Type:** Grid-tied solar PV system
- **Annual Output:** 119,199 kWh
- **DC Capacity:** Minimum 117.92 kW
- **Inverter Type:** Microinverter (one per module)
- **Mounting Type:** Roof-mounted
- **Modules:** High-efficiency monocrystalline solar panels
- **Monitoring:** Module-level monitoring via microinverter platform

Scope of Work

1. Site Assessment & Design

- Conduct detailed site survey and shading analysis
- Confirm structural integrity of mounting surface
- Design system layout for optimal solar exposure
- Electrical design and interconnection plan

2. Permitting & Approvals

- Prepare and submit applications for local building permits
- Coordinate with utility for interconnection approval
- Ensure compliance with local codes and regulations

3. Procurement

- Source and deliver solar modules, microinverters, racking, wiring, and BOS components
- Verify equipment certifications and warranties

4. Installation

- Install racking system and secure modules
- Mount and wire microinverters to each module
- Route electrical wiring to combiner boxes and main service panel
- Install safety disconnects and labeling per code

5. Commissioning

- Perform system testing and verification
- Activate monitoring platform
- Submit final inspection request and utility interconnection documents
- Provide system documentation and user training

Deliverables

- Fully operational solar PV system with 117.92 kW DC capacity
- Monitoring access with real-time performance data
- As-built drawings and warranty documentation
- Final inspection and utility approval

Timeline

Project to be completed by 12/2026

Please Note:

- The roof is was replaced in early 2025.
- The roof was engineered to support the weight of the Solar equipment.
- We have a letter from our engineer to verify the roof is adequate.
- An interconnection plan is available.
- The apartment units are billed individually to the residents.
- There are 2 funding sources: PSE* and WSU.**
- Proposals may include same or better alternative solutions with reasoning provided.

PSE* = Puget Sound Energy

WSU** = Washington State University

PROPOSAL EVALUATION

Evaluation Factors: The following factors will be utilized by HK to evaluate each submittal received; award of Points for each listed factor will be based upon the documentation that the proposer submits within his/her submittal. A bid will be awarded by a Low Bid Basis while providing value to the Agency.

Evaluation Criteria		Factor Type	Max Point Value
1	Proposed Pricing	Objective	45
2	Capacity and Capability to Perform the Work Described in the SOW including Schedule	Subjective (Technical)	10
3	Firm's Qualifications	Subjective (Technical)	20
4	Demonstrated Experience and Successful Past Performance	Subjective (Technical)	20
5	Overall Quality and Appearance of Proposal and Evidence of Directions Followed	Subjective (Technical)	5
<u>MAXIMUM TOTAL POINTS</u>			100

Proposal Format, Contents.

SECTION 1. COMPANY OVERVIEW, CERTIFICATIONS

- A. Cover Letter/Company Profile. All Proposals must be accompanied by a cover letter and/or an executive summary.
- B. Bidder Questionnaire
- C. Bidder Responsibility Criteria
- D. Business License(s)/Registration(s)

SECTION 2. QUALIFICATIONS, PROJECT TEAM

- A. Qualifications, Experience
 - 1. Describe experience, capabilities, and other qualifications to provide the goods and services requested in the Solicitation for projects of similar size, scope, and nature.
 - 2. Provide an overview of Proposer's company, including years and nature of experience.
- B. Project Team
 - 1. Describe the experience and qualifications of the persons that will be assigned to the project.

C. References.

1. Provide at least three (3) references for which the Proposer has provided or is providing the same or similar goods and/or services.
2. Please include any experience with government entities in your proposal.

SECTION 3. TECHNICAL APPROACH, PROJECT SCHEDULE_

A. Technical Project

1. Describe the procedures and methods to be used to meet the objectives and specifications identified in the Solicitation.
2. Address your quality control procedures.
3. Provide a detailed schedule for completion to include a project schedule by task, including material availability, seasonal restrictions.


SECTION 4. PRICE, PROPOSED PAYMENT SCHEDULE

- A. Submit the Cost Proposal in a clear and reasonable manner.
- B. Include any desired/necessary payment requirements, schedule, requests.

SECTION 5. DOCUMENTATION_

- A. Provide addenda documents with original signatures.
- B. Provide all additional signed documentation attached to this solicitation.

***PLEASE BE SURE TO INCLUDE WITH YOUR BID:** Bid Bond in the amount of 5% of the aggregate Basic Bid*

	BIDDER QUESTIONNAIRE	<p>Housing Kitsap 2244 NW Bucklin Hill Rd. Silverdale, WA 98383 Procurement@housingkitsap.org</p>
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Must Be Submitted With Your Bid

INSTRUCTIONS: Provide the requested information. If Housing Kitsap requires further description, Housing Kitsap may request Bidder provide such information within a mandatory due date. This completed form must be submitted with your Bid. Failure to submit this form fully complete, may result in disqualification of Bid.

Bidder And Representative Information	
Legal Name of Bidder: (Provide <i>full legal</i> name)	
Bidder's Trade Names:	
Bidder's Street Address:	
Bidder's Website:	
Bidder Organization Type: (Check applicable box)	Corporation: <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign
	Limited Liability Company (LLC): <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign
	Partnership: <input type="checkbox"/> Domestic <input type="checkbox"/> Foreign
	Sole Proprietorship: <input type="checkbox"/>
State and Date of Formation: Identify the state where the corporation, LLC, or partnership is formed – e.g., 'Washington' if domestic and the name of the state if 'Foreign' (i.e., not Washington)	
Is your firm a subsidiary, parent, holding company, or affiliate of another firm? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain.	
Federal Tax ID No.	
Washington State UBI No.	
State Industrial Acct ID No.	
Name/Title of Bidder's Representative:	
Representative's Address:	
Representatives Phone #:	Representative's Email Address:
Did an outside individual/agency assist with the bid preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please identify the individual/agency:	
Identify all Addenda received by Bidder:	Addendum No/Date Addendum No/Date Addendum No/Date Addendum No/Date

Bidder's Signature (Authorized Representative): _____

Print Name and Title of Signer: _____

Dated this _____ day of _____, 20____ Invitation for Bid #: _____

	BIDDER RESPONSIBILITY CRITERIA	<p>Housing Kitsap 2244 NW Bucklin Hill Rd. Silverdale, WA 98383 Procurement@housingkitsap.org</p>
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Must Be Submitted With Your Bid

All information requested below must be provided. Failure to properly complete, sign and return this Bidder's Certification form may cause the bid to be rejected. Bidder, through the duly authorized undersigned representative ("Representative") makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief, that the following are true, complete, correct, and made in good faith:

Bidder's Name: _____ Invitation for Bid #: _____

1. Bidder currently has a certificate of registration in compliance with the following: (Check all that apply)
- | | |
|---|--|
| <input type="checkbox"/> Chapter 18.27 RCW – General Contractor | <input type="checkbox"/> Chapter 70.87 RCW – Elevator Contractor |
| <input type="checkbox"/> Chapter 18.106 RCW – Plumbing Contractor | <input type="checkbox"/> Chapter 19.28 RCW – Electrical Contractor |

Certificate #:	Effective Date:	Expiration Date:
Certificate #:	Effective Date:	Expiration Date:

2. Bidder currently has a Washinton Unified Business Identifier (UBI) number. UBI # _____

3. Check all that apply:

- ☐ Bidder Industrial Insurance (workers' compensation) coverage for Bidder's employees working in Washington, as required in Title 51 RCW.
- ☐ Bidder has Washington Employment Security Dept number, as required in Title 50 RCW;
- ☐ Bidder has a Washington Dept of Revenue state excise tax registration number, as required in Title 82 RCW.

4. Is Bidder disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065? ☐ Yes ☐ No

5. For public works projects subject to the apprenticeship utilization requirements of RCW 39.04.320 – Has Bidder been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the first date of advertising for Invitation for Bid? ☐ Yes ☐ No

6. Per RCW 39.04.350 and RCW 39.06.020, has Bidder received training on requirements related to public work and prevailing wage from the Department of Labor and Industries (L&I) or Bidder is exempt? ☐ Yes ☐ No ☐ Exempt

7. Within the three-year period immediately preceding the date of this Invitation for Bid, has Bidder been determined by a final and binding citation and notice of assessment issued by L&I or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW? ☐ Yes ☐ No

Bidder's Signature (*Authorized Representative*): _____

Print Name and Title of Signer: _____

Dated this _____ day of _____, 20__



EXCEPTIONS AND ASSUMPTIONS FORM

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383
Procurement@housingkitsap.org

Must Be Submitted With Your Bid

Bidder's Name: _____ Invitation for Bid #: _____ NEW 2026-IFB-SOL

Housing Kitsap does not intend to make changes to the terms and conditions of the Invitation for Bid, unless necessary to clarify the Scope of Work and technical requirements. Failure to accept the terms and conditions may result in a Bid being deemed nonresponsive. Bidders shall identify all Exceptions and/or Assumptions taken to any terms, conditions, and specifications of the Invitation for Bid and associated documents, including the proposed contract terms. Exceptions and/or Assumptions must be clearly identified on the table below and returned with the Bid. Unallowable or questionable Exceptions and/or Assumptions may cause a Bid to be non-responsive. Exceptions or Assumptions noted elsewhere in the Invitation for Bid and not specified on this form will be considered void and may disqualify the offer. All cells below must be completed for each Exception and Assumption.

SPECIFICALLY DESCRIBE ALL EXCEPTIONS AND ASSUMPTIONS (*attach additional pages if needed*):

Identify All Exceptions and Deviations (<i>check one</i>)					
<input type="checkbox"/> No Exceptions Requested: Bidder is not requesting exceptions to the Invitation for Bid and associated documents.					
<input type="checkbox"/> Bidder requests the exceptions and/or assumptions identified below:					
No	Section, Page, and Reference	Language To Which An Exception or Assumption taken	Provide Basis For All Exceptions and Assumptions	Proposed Language	Price and Schedule Impact
1.					
2.					
3.					
4.					
5.					

Invitation to Bid (IFB) No. NEW-2026-IFB-SOL-2
Solar Project for Housing Kitsap (HK)

6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Bidder’s Signature (*Authorized Representative*): _____

Print Name and Title of Signer: _____

Dated this ____ day of _____, 20__



COST PROPOSAL

Housing Kitsap
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383
Procurement@housingkitsap.org

Must Be Submitted With Your Bid

Bidder's Name: _____ Invitation For Bid #: _____

Please provide the total cost for the goods and services as identified in the Invitation for Bid. Bids must include all direct and indirect costs associated with the performance of the Contract, including but not limited to, various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time developed to the project, and profit.

Attach Additional Pages As Needed

Bidder's Signature (*Authorized Representative*): _____

Print Name and Title of Signer: _____

Dated this ____ day of _____, 20__

TOTAL PROJECT COST

COST BREAKDOWN

	IDENTIFICATION OF SUBCONTRACTORS	Housing Kitsap 2244 NW Bucklin Hill Rd. Silverdale, WA 98383 Procurement@housingkitsap.org
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PROPOSERS'S NAME: _____

PROPOSERS: Provide the following information for all proposed subcontractors that may provide services of any kind for the Contract. Additional pages may be attached if necessary.

If no subcontractors will be used in the execution of these services, indicate that and sign below.

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

Full Legal Name:
Address:
Contact Person:
Telephone No. and Email Address:
Service(s)/items Solicited:

SIGNATURE (*Authorized Representative*): _____

Print Name and Title: _____

Dated this _____ day of _____, 2026

DRAFT FOR REFERENCE ONLY (pages 21-37)

PUBLIC WORKS CONTRACT

CONTRACT NUMBER -

This Contract ("Contract") is entered into between Kitsap Consolidated Housing Authority, dba Housing Kitsap, with its principal offices at 2244 NW Bucklin Hill Rd., Silverdale, Washington 98383 ("Housing Kitsap") and [Contractor Name], a [Contractor Type] having its principal offices at [Contractor Address] ("Contractor").

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

SECTION 1. DURATION OF CONTRACT

The term of this Contract shall commence upon the effective date set forth below. Contractor shall substantially complete all work required under this Contract within a period of **NUMBER OF DAYS** working days from the Start Date stated in the written Notice to Proceed referenced in Section 7. Final completion and closeout of this Contract shall occur **NUMBER OF DAYS** working days after timely substantial completion, except as provided in Section 6 below. Time is of the essence in the performance of this Contract.

SECTION 2. DESCRIPTION OF THE WORK

- 2.1 Contractor shall do all work necessary to complete **TYPE OF SERVICE (EX. ROOFING SERVICES)** in accordance with Attachment A (Scope of Work), attached hereto and made a part hereof by this reference.
- 2.2 Contractor shall do all work and furnish and pay for all materials, equipment, and labor in accordance with the attached Project Documents, including, but not limited to any drawings, specifications, and any addenda thereto, all terms and conditions in the Invitation for Bid and Contractor's bid documents. A list of such Project Documents is attached hereto as Attachment B (Project Documents) and made part by this reference. Further, the Contractor shall perform any alterations in or additions to the work covered by this Contract, and any extra work which may be ordered as provided for in this Contract if requested to do so by Housing Kitsap pursuant to Section 12.
- 2.3 Procurement of Recovered Materials. In the performance of this contract, Contractor shall make maximum use of products containing recovered materials that are Environmental Protection Agency (EPA)-designated items unless the product cannot be acquired: i) competitively within a timeframe providing for compliance with the contract performance schedule; ii) meeting contract performance requirements; or iii) at a reasonable price. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>. Contractor agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.
- 2.4 Domestic Preferences for Procurements. As appropriate and to the extent consistent with law, Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but

not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

SECTION 3. CONTRACT AMOUNT

Housing Kitsap hereby agrees to pay Contractor in the amount of **\$AMOUNT**, according to the Contractor's bid (including accepted alternates), at the time and manner and upon the conditions provided for in this Contract.

SECTION 4. PREVAILING WAGE

- 4.1 Pursuant to RCW Chapter 39.12 and WAC 296-127, Contractor shall pay not less than the prevailing rate of per diem wages to its employees and provide documentation to Housing Kitsap of its compliance with prevailing wage laws and regulations. A copy of such prevailing rates of per diem wages shall be posted by Contractor at the work site.
- 4.2 A "Statement of Intent to Pay Prevailing Wages" (hereinafter "Statement of Intent") must be submitted to and approved by the State Department of Labor and Industries prior to beginning work by Contractor. The Statement of Intent shall include the Contractor's registration number, the prevailing wage for each classification of workers, and an estimate of the number of workers in each classification. An 'Affidavit of Wages Paid' must be submitted to and approved by the State Department of Labor and Industries by Contractor prior to release of the retained percentage. Copies of these documents shall be provided to Housing Kitsap prior to any payment being made to Contractor. The fee for each of these documents shall be paid by Contractor.
- 4.3 Compliance with the Davis-Bacon Act. All transactions regarding this Contract shall be done in compliance with the Davis-Bacon Act (40 USC §3141- 3144, and 3146-3148) and the requirements of 29 CFR §5 as may be applicable. Contractor shall comply with 40 USC §3141-3144, and 3146- 3148 and the requirements of 29 C.F.R. pt. 5 as applicable. Contractor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. Contractor is required to pay wages not less than once a week.

SECTION 5. PAYMENT

- 5.1 At monthly intervals, unless determined otherwise by Housing Kitsap, Contractor submit to Housing Kitsap an invoice or billing statement. Within thirty (30) calendar days of receiving an invoice or billing statement, Housing Kitsap shall pay ninety-five (95) percent of the invoice if such invoice or statement is acceptable to Housing Kitsap. Five (5) percent of the invoice or statement amount shall be retained in accordance with RCW Chapter 60.28. No invoice or

billing statement will be paid until all schedules for the previous month have been met and other documentation required by the Project Documents have been submitted.

- 5.2 In the event Contractor has failed to perform any substantial obligation to be performed by Contractor under this Contract and such failure has not been cured within ten (10) working days following notice from Housing Kitsap, then, in its sole discretion and upon written notice to Contractor, Housing Kitsap may withhold any and all monies due and payable to Contractor without penalty until such failure to perform is cured or otherwise adjudicated.
- 5.3 Unless otherwise provided for in this Contract or any of the Project Documents, Contractor will not be paid for any billings or invoices presented for payment prior to the execution of this Contract and the Notice to Proceed or for work performed after the Contract's termination.
- 5.4 No payment shall be made for any work performed by Contractor, except for work identified and set forth in this Contract or the Project Documents.

SECTION 6. PERFORMANCE AND PAYMENT BOND & RETAINED PERCENTAGE

- 6.1 Pursuant to RCW Chapter 39.08, Contractor shall make, execute, and deliver to Housing Kitsap a performance and payment bond for the total contract amount of \$**CONTRACT AMOUNT**. This bond shall also cover any and all approved change orders. The bond must be submitted within ten (10) days after notice of the award, unless otherwise agreed to, exclusive of the day of notice.
- 6.2 In accordance with RCW Chapter 60.28, Housing Kitsap shall release any retained percentage withheld in the manner set forth in Section 5.1., if after sixty (60) calendar days of final completion and acceptance of all contract work, no liens or claims are filed against the project, and after receipt of the Department of Revenue's Certificate designating taxes due or to become due are discharged and receipt by Housing Kitsap of an "Affidavit of Wages Paid."
- 6.3 Neither Housing Kitsap nor Housing Kitsap's Representative shall have an obligation to pay or ensure the payment of money to any subcontractor except as may otherwise be required by law.

SECTION 7. NOTICE TO PROCEED

Housing Kitsap shall issue a Notice to Proceed after the execution of the Contract and receipt of all necessary required documents, including, where applicable, Performance and Payment Bond, a copy of insurance policies, and/or any and all Certificates of Insurance and Additional Insured Endorsements. The Notice to Proceed shall provide the Start Date.

SECTION 8. STANDARDS, ACCEPTANCE, RISK OF LOSS, WARRANTY

- 8.1 Warranties. Contractor warrants and represents to Housing Kitsap as follows:

A. Contractor has free and encumbered title and the right to sell the Goods to Housing Kitsap.

- B. All Goods will: i) be free from defects, and errors or omissions in design, materials, and workmanship; ii) comply in every respect with any relevant specification, industry standards, samples, drawings, and the Contract; iii) be newly manufactured, of first quality and not end of life; iv) adequately marked, labeled, contained, and packaged to prevent damage or deterioration during transport; v) be able to be used, assembled, handled, stored, dismantled, decommissioned, and disposed of without risk to the health or safety of any person; vi) be of good and merchantable quality; and vii) of satisfactory quality and fit for the purpose for which Housing Kitsap has made known to Contractor, or, where Housing Kitsap does not make any purpose known to Contractor, for the purpose for which the Goods are normally used.
- C. All Services will: i) be performed with due care, diligence, and skill, in a professional, efficient and safe manner, and to best industry standards; ii) be performed by appropriately qualified and experienced personnel; iii) be fit for the ordinary purpose for which they are intended; and iv) comply with every relevant specification, industry standards, and the Contract. Contractor shall devote such time, energy, attention, and efforts to the Services provided under this Contract in order to promptly, efficiently, and satisfactorily provide all Services.
- D. Contractor will do all acts, matters, and things that may be necessary for and incidental to the proper and efficient supply of the Goods and Services. Contractor and any persons employed by Contractor will comply with all laws and standards relating to the supply of the Goods and Services, including Housing Kitsap's standards, policies, procedures, and directions, and obtain all necessary licenses, consents, permits, and approvals to supply the Goods and Services. Contractor shall keep Housing Kitsap informed of the progress of the Goods and Services in the manner, method, and intervals requested by Housing Kitsap.
- E. Contractor and any persons employed by Contractor: i) are competent and have all necessary and appropriate skills, training, background, and valid qualifications to carry out the duties and responsibilities of their positions and the tasks allocated to them; ii) will behave in a professional and responsible manner at all times and perform the Services with due care and skill and in accordance with best industry practice; iii) understand and agree to the requirements of this Contract which are relevant to them; and iv) when accessing Housing Kitsap locations, will comply with any security, occupational health, and safety and other policies and procedures specified by Housing Kitsap from time to time.
- F. Contractor will ensure that Housing Kitsap will obtain the benefit of all warranties given by all manufacturers, subcontractors, suppliers, and other relevant third parties in relation to the Goods and Services; and that the supply, and use, of any Goods and Services does not and will not contravene any laws or infringe the rights of a third party (including any Intellectual Property Rights). During any applicable Warranty Period, Contractor shall, at no additional charge to Housing Kitsap and without prejudice to any other rights or remedies of Housing Kitsap, repair or replace any Goods or Services that do not comply with any of the applicable warranties.

8.2 Inspection, Testing, and Acceptance. Prior to delivery of any Goods, Contractor must conduct pre-installation testing to confirm that all Goods have no apparent defects. All Goods and Services are subject to final inspection and acceptance by Housing Kitsap. In the event of

nonconforming Goods and/or Services, Housing Kitsap may elect to do any or all of the following: a) waive the non-conformance; b) stop the work immediately; c) require Contractor to bring Goods and Services into compliance; and/or d) terminate the Contract and seek all remedies available in law and in equity. Contractor agrees to diligently correct any work and replace any Goods and Services or make alternations necessary to meet specification requirements free of cost to Housing Kitsap. Inspection, testing, acceptance, or use of the Goods and Services will not affect Contractor's obligation under the warranty. All warranties shall survive inspection, testing, acceptance, and use.

- 8.3 Title and Risk of Loss. Title to all Goods and Services will vest in Housing Kitsap upon delivery to Housing Kitsap unless expressly agreed otherwise. Risk of loss for Goods will pass to Housing Kitsap when Housing Kitsap actually receives and accepts the Goods at the point of delivery. All work shall be performed at Contractor's own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work. All Goods failing to conform to the Contract shall be held at Contractor's risk and may be returned to Contractor.
- 8.4 Damage to Housing Kitsap Property. Contractor shall perform all work so that no damage to any Housing Kitsap buildings or property results. Contractor shall at its sole expense repair any damage caused to the satisfaction of Housing Kitsap. Contractor shall take care to avoid damage to adjacent finished materials that are to remain. If finished materials are damaged, Contractor shall at its sole expense, repair and finish in a manner which matches existing material as approved by Housing Kitsap.
- 8.5 Product Discontinuance. Should a product or model identified in the Contract be subsequently discontinued by the manufacturer, Housing Kitsap at its sole discretion may allow Contractor to provide a substitute for the discontinued item. Contractor shall request prior permission from Housing Kitsap to substitute a new product or model and shall provide Housing Kitsap with documentation from the manufacturer confirming that the product or model has been discontinued and identifying the names of the replacement product or model. All replacements shall meet or exceed all Contract specifications, be compatible with all the functions or uses of the discontinued product or model, and be at a price equal to or less than the discontinued product or model.
- 8.6 Guarantee. All Goods and Services shall be guaranteed for a minimum period of one (1) year from the date of acceptance by the Housing Kitsap against defects in material and workmanship. Contractor at its sole expense shall be responsible for the repair or replacement of any defects identified during that period, unless the defect was caused solely by misuse of Housing Kitsap.

SECTION 9. NOTICE AND CONTRACT REPRESENTATIVES

Any notices, demands, and other communications required by the Contract will be effective if personally served upon the other party or if mailed by registered or certified mail, postage prepaid, return receipt requested, to the other party's Contract Representative at the address below. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three (3) days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day. Each party will designate a "Contract Representative", which may be changed by providing fifteen (15) days prior notice to the other party.

For Contractor:
Name of Representative:
Title:
Address:
Telephone Number:
E-mail Address:

For Housing Kitsap:
Name of Representative:
Title:
Address:
Telephone Number:
E-mail Address:

SECTION 10. INDEMNIFICATION

- 10.1 To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless Housing Kitsap and its elected and appointed officials, officers, employees, and agents (collectively "Indemnitees") from and against all Claims resulting from or arising out of the performance of the Contract, whether such Claims arise from the acts, errors, or omissions of the Contractor, its Personnel, third parties, or anyone directly or indirectly employed by any of them, or anyone for whose acts, errors, or omissions for which any of them may be liable. It is the specific intent of the parties that the Indemnitees shall, in all instances except Claims arising from the sole negligence or willful misconduct of the Indemnitees, be indemnified by Contractor from and against any and all Claims.
- 10.2 With regard to any Claim against any Indemnitee by any of Contractor's Personnel, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, Contractor's indemnification obligation shall not be limited in any way by a limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or Contractor's Personnel under workers compensation acts, disability benefit acts, or other employee benefit acts. Solely for the purposes of this indemnification provision, Contractor expressly waives its immunity under Title 51 RCW (Industrial Insurance) and acknowledges this waiver was mutually negotiated by the parties.
- 10.3 Claim. "Claim" means all losses, claims, suits, actions, liabilities, damages, demands, judgments, settlements, expenses, fines, or other liabilities of any kind or nature whatsoever, including without limitation, all costs including costs of Claim processing, investigation, reasonable attorneys' fees, consequential damages, and punitive damages, for any personal or bodily injury, sickness, disease, disability, or death, or loss or damage to tangible or intangible business or property, including the loss of use. Claim includes any infringement, violation, or misappropriation of copyright, patent, trademark, or other proprietary rights of any third parties.
- 10.4 Obligations/Notice of Claim. Housing Kitsap will provide Contractor notice of the assertion of liability by a third party that may give rise to a Claim by Housing Kitsap against Contractor based on the indemnity contained herein. Contractor shall respond to Housing Kitsap's tender of defense of a claim in writing within fourteen (14) calendar days from the notice date and will advise Housing Kitsap if Contractor accepts or denies tender of the claim. Housing Kitsap may in its discretion withhold all or part of any payment due Contractor under the Contract until Contractor responds to such notice. Contractor shall keep Housing Kitsap timely and fully informed through all stages of the defense and promptly respond to and comply with Housing Kitsap's requests for information. Housing Kitsap at all times reserves the right but has no obligation to participate in the defense and settlement of any Claim. Such participation shall not

constitute a waiver of Contractor's indemnity and defense obligations under the Contract. Contractor shall not settle or compromise any Claim in any manner that imposes any obligations upon Housing Kitsap without the prior written consent of Housing Kitsap. Contractor shall promptly advise the Housing Kitsap of any occurrence or information known to Contractor that could reasonably result in a Claim against Housing Kitsap. The violation of any provisions of Section 9, including improper refusal to accept tender, is a material breach.

SECTION 11. INSURANCE

- 11.1 Minimum Insurance Required. Contractor and its subcontractors, if any, shall procure and maintain, until all of Contract obligations have been fully discharged, including any warranty period, all insurance required in Section 10 with an insurance company duly licensed in Washington State with an A.M. Best Company ratings of not less than A-VIII and a category rating of not less than "8", with policies and forms satisfactory to Housing Kitsap. Use of alternative insurers requires prior written approval from Housing Kitsap. Coverage limits shall be at minimum the limits identified in Section 10, or the limits available under the policies maintained by Contractor without regard to the Contract, whichever is greater.

- 11.2 Commercial General Liability: Contractor shall maintain Commercial General Liability coverage for bodily injury, personal injury, and property damage, subject to limits of not less than \$1 million per loss. The general aggregate limit shall apply separately to this Contract and shall be not less than \$2 million.

Contractor will provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of Contractor will be deemed equivalent, provided coverage is no more restrictive than would be provided under a standard Commercial General Liability policy, including contractual liability coverage.

- 11.3 Automobile Liability: If applicable, Contractor shall maintain automobile liability insurance to be described as follows: (check the answer that applies)

☐ Contractor shall maintain Business Automobile Liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each accident combined Bodily Injury and Property Damages and an aggregate limit of at least \$2,000,000.00. Coverage shall include owned, hired and non-owned automobiles. - OR -

☐ Contractor shall maintain Automobile Liability insurance or equivalent form with a limit of not less than \$100,000.00 each accident combined Bodily Injury and Property Damage. The aggregate limit shall be at least \$300,000.00. If a personal lines Auto Liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of this Contract and the certificates of insurance must evidence these conditions have been met. If Contractor will use non-owned vehicles in performance of this Contract, the coverage shall include owned, hired and non-owned automobiles. - OR -

☐ Not Applicable.

- 11.4 **Umbrella or Excess Liability.** Contractor may satisfy the minimum liability limits required for the CGL and Automobile Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the annual aggregate limit shall not be less than the highest "Each Occurrence" limit for either CGL or Automobile Liability. Contractor agrees to an endorsement naming Housing Kitsap as an additional insured as provided in Section 7, unless the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- 11.5 **Workers' Compensation and Employer Liability.** If applicable, Contractor shall maintain workers' compensation insurance as required under the Title 51 RCW (Industrial Insurance), for all Contractor's Personnel eligible for such coverage. If the Contract is for over \$50,000, then Contractor shall also maintain employer liability coverage with a limit of not less than \$1,000,000.
- 11.6 **Primary, Non-Contributory Insurance/Subcontractors.** Contractor's and its subcontractors' insurance policies and additional named insured endorsements will provide primary insurance coverage and be non-contributory. Any insurance or self- insurance programs maintained or participated in by the Housing Kitsap will be excess and not contributory to such insurance policies. All Contractor's and its subcontractors' liability insurance policies must be endorsed to show as primary coverage. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All subcontractors shall comply with all insurance and indemnification requirements herein.
- 11.7 **Review of Policy Provisions.** Upon request, Contractor shall provide a full and complete copy of all requested insurance policies to Housing Kitsap. Housing Kitsap reserves the right without limitation, but has no obligation to revise any insurance requirement, or to reject any insurance policies that fail to meet the requirements of the Contract. Housing Kitsap also has the right, but no obligation to review and reject any proposed insurer providing coverage based upon the insurer's financial condition or licensing status in Washington. Housing Kitsap has the right to request and review the self-insurance retention limits and deductibles, and Contractor's most recent annual financial reports and audited financial statements, as conditions of approval. Failure to demand evidence of full compliance with the insurance requirements or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver, of its obligation to maintain all the required insurance at all times as required herein.
- 11.8 **Waiver of Subrogation.** In consideration of the Contract award, Contractor agrees to waive all rights of subrogation against Housing Kitsap, its elected and appointed officials, officers, employees, and agents. This waiver does not apply to any policy that includes a condition that expressly prohibits waiver of subrogation by the insured or that voids coverage should Contractor enter into a waiver of subrogation on a pre-loss basis.
- 11.9 **Additional Insured, Endorsement, and Certificate of Insurance.** All required insurance coverage, other than the workers' compensation and professional liability, shall name Housing Kitsap, its elected and appointed officials, officers, employees, and agents, as additional insureds and be properly endorsed for the full available limits of coverage maintained by Contractor and its subcontractors. Endorsement is not required if Contractor is a self-insured government entity, or insured through a government risk pool authorized by Washington State.

The Certificate of Insurance and endorsement shall identify the Contract number and shall require not less than thirty (30) days' prior notice of termination, cancellation, nonrenewal, or reduction in coverage. At the time of execution, Contractor shall provide the Certificate of Insurance, endorsement, and all insurance notices to Housing Kitsap.

- 11.20 No Limitation on Liability. The coverage limits identified herein are minimum requirements only and will not in any manner limit or qualify the liabilities or obligations of Contractor under the Contract. All insurance policy deductibles and self-insured retentions for policies maintained under the Contract shall be paid by Contractor. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Housing Kitsap, its elected and appointed officials, officers, employees, or agents. Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, subject to the limits of the insurer's liability.
- 11.21 Claims-Made. If Contractor's liability coverage is written as a claims-made policy, Contractor shall purchase an extended-reporting period or "tail" coverage for a minimum of three (3) years following completion of the performance or attempted performance of the provisions of this Contract.

SECTION 12. CHANGES IN WORK

- 12.1 All instructions, modifications, and changes to the Contract shall be conveyed to Contractor through the Housing Kitsap's Representative. Any work executed upon the direction of any person or entity other than Housing Kitsap's Representative may be considered defective and will be performed without reimbursement for said work to the Contractor. Housing Kitsap's Representative shall have the authority to reject any and all nonconforming or defective work under the Project Documents.
- 12.2 Housing Kitsap may, at any time, without notice to Contractor's surety, order additions, deletions, revisions, or other changes in the work. Contractor agrees to fully perform any such changes in the work. Contractor shall proceed with the work upon receiving a written change order approved by Housing Kitsap, or an oral order from Housing Kitsap before actually receiving the written change order. All such changes in the work shall be incorporated into the Contract documents through the execution of change orders. If any change hereunder causes an increase or decrease in Contractor's cost of, or time required for, the performance or any part of the work under this Contract, an equitable adjustment will be made and the Contract modified in writing accordingly. Change Orders shall not be used to materially alter the Scope of Work.
- 12.3 If Contractor intends to assert a claim for an equitable adjustment hereunder, it shall within ten (10) days after receipt of a written change order from Housing Kitsap, submit to Housing Kitsap a written statement setting forth the general nature and monetary extent of such claim. Contractor shall supply such supporting documents and analysis for the claims as Housing Kitsap may require in order to determine if the claims and costs have merit. No claim by Contractor for an equitable adjustment hereunder will be allowed if asserted after final payment under this Contract.
- 12.4 If Housing Kitsap and Contractor are unable to reach agreement on the terms of any change to the work, Contractor shall pursue resolution of the disagreement pursuant to Section 18.

SECTION 13. INSPECTION

Housing Kitsap shall have the right (a) to inspect and obtain copies of all written licenses, permits, or approvals issued by any governmental entity or agency to Contractor, its delegates, or subcontractors, which are applicable to the performance of this Contract; and (b) to inspect all work and materials for conformity with the Contract terms. Contractor shall be responsible for ensuring the work and materials conform to the Contract terms even if the Housing Kitsap conducts an inspection of the same.

SECTION 14. TERMINATION

- 14.1 For Convenience. Housing Kitsap may terminate this Contract upon giving ten (10) days written notice to the Contractor.
- 14.2 For Funding Issues. If any funding for this project is not available, withdrawn, reduced, or limited in any way, or if additional or modified conditions are placed on the funding after the Contract becomes effective, Housing Kitsap may in its discretion: (1) accept a decreased price offered by Contractor; (2) terminate the Contract; or (3) terminate the Contract and re-solicit the requirements.
- 14.3 Termination for Breach. If Contractor breaches any of its obligations hereunder, and fails to cure the breach within ten (10) days of written notice to do so by Housing Kitsap, Housing Kitsap may terminate this Contract, in which case Housing Kitsap shall pay Contractor only for the costs of work performed and accepted by Housing Kitsap, in accordance with Sections 5 and 6 of this Contract. Upon such termination, Housing Kitsap, at its discretion, may obtain performance of the work elsewhere, and Contractor shall bear all costs and expenses incurred by Housing Kitsap in completing the work and all damage sustained by Housing Kitsap by reason of the Contractor's breach.
- 14.4 Procedures. Upon receipt of notice of termination, Contractor shall stop all services as directed in the notice and minimize further costs. Termination of this Contract shall not relieve Contractor of any responsibilities under the Contract for work performed. Nor shall termination of the Contract relieve the Surety or Sureties of obligations under the Performance and Payment Bond or any Retainage Bond for work performed. Housing Kitsap shall pay Contractor for all cost incurred by Contractor in performing the Contract up to the date of notice of termination. Payment shall be made in accordance with Sections 5 and 6 of this Contract. No costs incurred after the effective date of termination will be paid.

SECTION 15. SUSPENSION AND DEBARMENT

- 15.1 This Contract is a covered transaction for purposes of 2 CFR §180 and 2 CFR §3000. As such, Contractor is required to verify that none of Contractor's principals (defined at 2 CFR §180.995) or its affiliates (defined at 2 CFR §180.905) are excluded (defined at 2 CFR §180.940) or disqualified (defined at 2 CFR §180.935).
- 15.2 Contractor must comply with 2 CFR §180, subpart C and 2 CFR §3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

- 15.3 This certification is a material representation of fact relied upon by Housing Kitsap. If it is later determined that Contractor did not comply with 2 CFR §180, subpart C and 2 CFR §3000, subpart C, in addition to remedies available to Housing Kitsap, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

SECTION 16. AMENDMENT, SUBCONTRACT, INDEPENDENT CONTRACTOR

- 16.1 Amendment. No amendment or modification to the Contract will be effective without the prior written consent of the authorized representatives of the parties.
- 16.2 Successors and Assigns. To the extent permitted by law, the Contract is binding on the parties' respective partners, successors, assigns, executors, and legal representatives.
- 16.3 Assignments. Neither party shall assign or transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law, any right, duty, obligation, or remedy under the Contract without the prior written consent of the other.
- 16.4 Subcontracts. Contractor shall provide Housing Kitsap a list of all subcontractors and the subcontractors' proposed responsibilities. "Subcontract" means any contract, express or implied, between Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any Good or Service for the performance of the Contract. All subcontracts shall incorporate by reference the terms and conditions of this Contract. Contractor is solely responsible for the performance and payment of its subcontractors.
- 16.5 Independent Contractor.
- A. Contractor shall perform this Contract as an Independent Contractor and not as an agent, employee or servant of Housing Kitsap. Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed work in accordance with the specifications set out in this Contract and the Project Documents.
 - B. Contractor acknowledges that payment for work performed under this Contract does not include any Housing Kitsap benefits, including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental, or other insurance benefits, fringe benefits, or any other rights or privileges afforded to Housing Kitsap employees.
 - C. Contractor shall have and maintain complete responsibility and control over all of its subcontractors, employees, agents, and representatives. No subcontractor, employee, agent, or representative of Contractor shall be or deem to be or act or purport to act as an employee, agent, or representative of Housing Kitsap, unless otherwise directed by the terms of this Contract.
 - D. Contractor agrees to immediately remove any of its employees or agents from assignment to perform work under this Contract upon receipt of a written request to do so from Housing Kitsap's Contract Representative or designee.

SECTION 17. NON-WAIVER OF RIGHTS

The parties agree that the excuse or forgiveness of performance, or waiver of any provision(s) of this Contract does not constitute a waiver of such provision(s) or future performance, or prejudice the right of the waiving party to enforce any of the provisions of this Contract at a later time.

SECTION 18. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable federal, state and local laws, rules, and regulations in performing this Contract.

SECTION 19. REPRESENTATIONS AND RECORDS

- 19.1 No Fee. Contractor certifies it has not received, nor paid or agreed to pay another person or entity, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Contract.
- 19.2 Compliance with the Copeland "Anti-Kickback" Act. Contractor shall comply with 18 USC §874, 40 USC §3145, and the requirements of 29 CFR §3 as may be applicable, which are incorporated by reference into this contract. Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as Housing Kitsap may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment.
- 19.3 Licenses, Permits, and Taxes. Contractor shall, at its own expense, have and maintain all licenses, registrations, permits, and approvals necessary for the performance of the Contract, including without limitation, registration with the Washington State Department of Revenue. Contractor shall pay all fees (including licensing fees) and applicable federal, state, and local taxes.
- 19.4 Nondiscrimination. Contractor and its Personnel shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and the Americans with Disabilities Act, and as amended, in the performance of the Contract.
- 19.5 Equal Employment Opportunities. The Parties agree to the language in Attachment C (Nondiscrimination), attached hereto and made a part hereof by this reference.
- 19.6 Public Records. Contractor acknowledges the Contract and all records associated with the Contract shall be available to Housing Kitsap for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW ("Act"). To the extent that records in the custody of Contractor are needed for Housing Kitsap to respond to a request under the Act, as determined by Housing Kitsap, Contractor shall make them promptly available to Housing Kitsap at no cost to Housing Kitsap. If Contractor considers any portion of any record, whether

electronic or hard copy, to be protected from disclosure under the law, Contractor shall clearly identify all specific information it claims to be confidential or proprietary. If Housing Kitsap receives a request under the Act to inspect or copy the information that has been identified by Contractor as protected from disclosure and Housing Kitsap determines that release of the information is required by the Act or otherwise appropriate, Housing Kitsap's sole obligation will be to make a reasonable effort to notify Contractor of the request and the date that such protected information will be released to the requester unless Contractor obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If Contractor fails to timely obtain a court order enjoining disclosure, Housing Kitsap will release requested information on the date specified. Housing Kitsap has no obligation on behalf of Contractor to claim any exemption from disclosure under the Act. Housing Kitsap will not be liable to Contractor for releasing records in compliance with the Act, this subsection or court order.

- 19.7 Advertising. Contractor shall not advertise or use the name, trademark, or logo of Housing Kitsap, without Housing Kitsap's prior written consent.
- 19.8 Audit and Record Retention. Contractor and its Personnel shall retain all records relating to performance of the Contract for six (6) years after completion of the Contract or longer if requested by Housing Kitsap. All records shall be subject to inspection and audit by Housing Kitsap. Upon request, the Contractor shall promptly make all records available to Housing Kitsap at no cost to Housing Kitsap.
- 19.9 Additional Requirements. As applicable, Contractor agrees to the additional requirements stated in Attachment D, attached hereto and made a part hereof by this reference.

SECTION 20. GOVERNING LAW, DISPUTES

- 20.1 Governing Law; Venue. The Contract will be governed in all respects by the laws of the Washington State, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050.
- 20.2 Disputes. Conflicts and disagreements between the parties related to the Contract will be promptly brought to the attention of Housing Kitsap.

SECTION 21. GENERAL PROVISIONS

- 21.1 Force Majeure. Neither party shall be liable to the other or be deemed to be in breach of contract by reason of any delay in performing, or any failure to perform any of their respective obligations in relation to the Contract, if the delay or failure was due to any cause beyond said party's reasonable control including, but not limited to, any act of God, government or state action, war, fire, civil commotion, insurrection, or industrial action of third parties out of Contractor's control.
- 21.2 Implied Contract Terms. Each provision of law and any terms required by law to be in the Contract are made a part of the Contract as if fully stated in it.

- 21.3 Headings/Captions. Headings and captions are for convenience only and are not a part of the Contract and do not limit or amplify the terms and provisions hereof.
- 21.4 No Party the Drafter. The Contract is the product of negotiation between the parties, and no party is deemed the drafter of the Contract.
- 21.5 No Third-Party Beneficiary. No provision of the Contract is intended to, nor will it be construed to, create any third-party beneficiary or provide any rights or benefits to any person or entity other than Housing Kitsap and Contractor.
- 21.6 Severability. If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid, or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
- 21.7 Precedence. The Contract documents consist of this Contract and its attachments and exhibits. In the event of a conflict between or among the Contract documents, the order of precedence shall be this Contract, scope of work, documents referenced or included in the invitation for bid, Contractor's bid accepted by Housing Kitsap.
- 21.8 Counterparts/Electronic Signature. The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. A facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and deemed to constitute duplicate originals.
- 21.9 Non-Exclusive Contract. Housing Kitsap may obtain the same or similar goods or services that are the subject of this Contract from another source or have its own employees perform the same or similar services contemplated by the Contract.
- 21.10 Survival. Those provisions of this Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, without limitation: Sections 8 (Standards, Acceptance, Risk of Loss, Warranty), 10 (Indemnification), 11 (Insurance), 16 (Amendment, Subcontract, and Independent Contractor), 20 (Governing Law, Disputes), and 21 (General Provisions).
- 21.11 Entire Agreement. The parties acknowledge the Contract is the product of negotiation between the parties and represents the entire agreement of the parties with respect to its subject matter. All previous agreements, oral or written, are hereby revoked and superseded by the Contract.
- 21.12 Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Contract on behalf of the party for whom they sign.

This Contract is executed by the persons signing below who warrant that they have the authority to execute the Contract. The parties to this Contract have executed this Contract to take effect as of the date written below.

Signature Page to Follow

DATED this ____ day of _____, 202__

DATED this ____ day of _____, 202__

CONTRACTOR

HOUSING KITSAP

Signature

Signature

Printed Name

Printed Name

Title

Title

Federal Tax ID No.

Contractor Registration No.

DRAFT

ATTACHMENT A
SCOPE OF WORK

DRAFT

ATTACHMENT B
PROJECT DOCUMENTS

DRAFT

ATTACHMENT C EQUAL EMPLOYMENT OPPORTUNITIES

During the performance of this Contract, Contractor agrees as follows:

1. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

2. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
3. Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. Contractor will comply with all provisions of [Executive Order 11246](#) of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. Contractor will furnish all information and reports required by [Executive Order 11246](#) of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
7. In the event of Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or

suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in [Executive Order 11246](#) of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in [Executive Order 11246](#) of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

8. Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of [Executive Order 11246](#) of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Housing Kitsap further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if Housing Kitsap is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

Housing Kitsap agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

Housing Kitsap further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

**ATTACHMENT D
ADDITIONAL REQUIREMENTS**

For Contracts over the amount of \$100,000, Contractor will comply with the following:

Contract Work Hours and Safety Standards Act

1. Overtime requirements. No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section, Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
3. Withholding for unpaid wages and liquidated damages. Housing Kitsap shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

1. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in

connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

2. Required Certification. Contractor must sign and submit to HOUSING KITSAP the Certification document in Attachment D-1, attached hereto and made a part hereof by this reference.

For Contracts over the amount of \$150,000, Contractor will comply with the following:

Clean Air Act

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. Contractor agrees to report each violation to Housing Kitsap and understands and agrees that Housing Kitsap will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal funding.

Federal Water Pollution Control Act

Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. Contractor agrees to report each violation to Housing Kitsap and understands and agrees that Housing Kitsap will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal funding.

ATTACHMENT E

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
5. Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

BID FOR: Solar Installation for Housing Kitsap (HK)

PROJECT #: 2026-IFB-SOL

TO: Kitsap County Consolidated Housing Authority
dba Housing Kitsap
2244 NW Bucklin Hill Road
Silverdale, WA 98383

Pursuant to and in compliance with the Advertisement for Bids or the Instructions to Bidder, issued by the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK) for this Project, the undersigned bidder, by submitting this Bid, hereby certifies that they are in compliance with the responsible bidder criteria requirement:

(a) it has personally and carefully examined all of the Bid Documents, as defined in the Instructions to Bidder, including without limitation the Addenda, if any, referenced below, and

(b) it is in compliance with the responsible bidder criteria requirements listed in the Bid Documents, and

(c) Bidder has taken steps reasonably necessary to ascertain the nature and location of the Work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the Work or its cost and hereby also makes the additional certifications and acknowledgements set forth the Instructions to Bidder. Based on the foregoing examinations, inspection, certifications and acknowledgements, the undersigned bidder hereby proposes to furnish all labor, materials, equipment, services, taxes & fees necessary to complete the work in strict accordance with the Contract Documents, as included in the Bid Documents, for the following sum (hereinafter known as the "Basic Bid"):

TOTAL BASIC BID: \$: _____

Name of Firm: _____

The Basic Bid set forth above include all taxes that are the bidder's responsibility under the terms of the Bid Documents or at law, including without limitation all sales tax or use tax due upon sales and rentals of tools, equipment, and material intended primarily for use with this Project. The bidder's attention is directed to the Bid Documents for further information regarding the treatment of sales tax or use taxes.

ADDENDA

Copies of all Addenda shall be included the proposal

Please sign each Addendum in **BLUE INK**.

If awarded the contract for the foregoing work, the undersigned bidder hereby agrees within ten (10) days of HK's delivery of the formal construction contract agreement to bidder, to execute and return to HK the performance and payment bond and evidence of all required insurance. If the bidder, in the event of acceptance of its bid by HK, fails to execute the construction contract agreement, fails to furnish the payment or performance bond (if required) or to provide proof of all required insurance within the time specified herein, HK may reject the bid

By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm that is debarred, suspended or otherwise ineligible to be awarded contracts by the United States Government.

The undersigned bidder further agrees that should this Bid be accepted; it will complete all of the work covered by these Contract Documents within the agreed upon calendar days after the notice to proceed has been issued by HK. Furthermore, once started, the undersigned bidder will proceed on an uninterrupted basis with the Work, except as otherwise authorized by the HK.

The above Bid will be honored by the undersigned bidder for sixty (60) days after the formal bid opening date.

Respectively submitted,

Signature

By: _____

Title: _____

Address: _____

Phone #: _____

Contract License # _____

Federal ID # _____

If awarded a Contract, our surety company will be:

Name: _____

Address: _____

The Contractor agrees that for the duration of the Project _____ shall

be its Project Manager and _____ shall be its Project Superintendent.

Project Manager Contact #: _____

Project Superintendent Contact #: _____

NOTE: FOR THIS BID TO BE COMPLETE AND RESPONSIVE, THE FOLLOWING CHECKED DOCUMENTS NEED TO BE FULLY COMPLETED, EXECUTED AND ATTACHED TO THIS BID:

- ☒ W-9
- ☒ Copy of Current Contractor License and Business Registration
- ☒ **Bid Bond in the amount of 5% of the aggregate Basic Bid**

State of Washington
Department of Labor & Industries
Prevailing Wage Section - Telephone 360-902-5335
PO Box 44540, Olympia, WA 98504-4540

Washington State Prevailing Wage

The PREVAILING WAGES listed here include both the hourly wage rate and the hourly rate of fringe benefits. On public works projects, worker's wage and benefit rates must add to not less than this total. A brief description of overtime calculation requirements are provided on the Benefit Code Key.

Journey Level Prevailing Wage Rates for the Effective Date: 1/6/2026

Kitsap County

Trade ^	Job Classification ^	Wage ^	Holiday	Overtime	Note	Risk Class
Laborers	Air, Gas Or Electric Vibrating Screed	\$67.39	15J	11P	8Y	View
Laborers	Airtrac Drill Operator	\$69.37	15J	11P	8Y	View
Laborers	Ballast Regular Machine	\$67.39	15J	11P	8Y	View
Laborers	Batch Weighman	\$57.66	15J	11P	8Y	View
Laborers	Brick Pavers	\$67.39	15J	11P	8Y	View
Laborers	Brush Cutter	\$67.39	15J	11P	8Y	View
Laborers	Brush Hog Feeder	\$67.39	15J	11P	8Y	View
Laborers	Burner	\$67.39	15J	11P	8Y	View

Laborers	Caisson Worker	\$69.37	15J	11P	8Y	View
Laborers	Carpenter Tender	\$67.39	15J	11P	8Y	View
Laborers	Cement Dumper-paving	\$69.37	15J	11P	8Y	View
Laborers	Cement Finisher Tender	\$67.39	15J	11P	8Y	View
Laborers	Change House Or Dry Shack	\$67.39	15J	11P	8Y	View
Laborers	Chipping Gun (30 Lbs. And Over)	\$68.56	15J	11P	8Y	View
Laborers	Chipping Gun (Under 30 Lbs.)	\$67.39	15J	11P	8Y	View
Laborers	Choker Setter	\$67.39	15J	11P	8Y	View
Laborers	Chuck Tender	\$67.39	15J	11P	8Y	View
Laborers	Clary Power Spreader	\$68.56	15J	11P	8Y	View
Laborers	Clean-up Laborer	\$67.39	15J	11P	8Y	View
Laborers	Concrete Dumper/Chute Operator	\$69.37	15J	11P	8Y	View
Laborers	Concrete Form Stripper	\$67.39	15J	11P	8Y	View
Laborers	Concrete Placement Crew	\$69.37	15J	11P	8Y	View
Laborers	Concrete Saw Operator/Core Driller	\$68.56	15J	11P	8Y	View
Laborers	Crusher Feeder	\$57.66	15J	11P	8Y	View

Laborers	Curing Laborer	\$67.39	15J	11P	8Y	View
Laborers	Demolition: Wrecking & Moving (Incl. Charred Material)	\$67.39	15J	11P	8Y	View
Laborers	Ditch Digger	\$67.39	15J	11P	8Y	View
Laborers	Diver	\$69.37	15J	11P	8Y	View
Laborers	Drill Operator (Hydraulic, Diamond)	\$68.56	15J	11P	8Y	View
Laborers	Dry Stack Walls	\$67.39	15J	11P	8Y	View
Laborers	Dump Person	\$67.39	15J	11P	8Y	View
Laborers	Epoxy Technician	\$67.39	15J	11P	8Y	View
Laborers	Erosion Control Worker	\$67.39	15J	11P	8Y	View
Laborers	Faller & Bucker Chain Saw	\$68.56	15J	11P	8Y	View
Laborers	Fine Graders	\$67.39	15J	11P	8Y	View
Laborers	Firewatch	\$57.66	15J	11P	8Y	View
Laborers	Form Setter	\$69.37	15J	11P	8Y	View
Laborers	Gabian Basket Builders	\$67.39	15J	11P	8Y	View
Laborers	General Laborer	\$67.39	15J	11P	8Y	View
Laborers	Grade Checker & Transit Person	\$71.09	15J	11P	8Y	View

Laborers	Grinders	\$67.39	15J	11P	8Y	View
Laborers	Grout Machine Tender	\$67.39	15J	11P	8Y	View
Laborers	Groutmen (Pressure) Including Post Tension Beams	\$68.56	15J	11P	8Y	View
Laborers	Guardrail Erector	\$67.39	15J	11P	8Y	View
Laborers	Hazardous Waste Worker (Level A)	\$69.37	15J	11P	8Y	View
Laborers	Hazardous Waste Worker (Level B)	\$68.56	15J	11P	8Y	View
Laborers	Hazardous Waste Worker (Level C)	\$67.39	15J	11P	8Y	View
Laborers	High Scaler	\$69.37	15J	11P	8Y	View
Laborers	Jackhammer	\$68.56	15J	11P	8Y	View
Laborers	Laserbeam Operator	\$68.56	15J	11P	8Y	View
Laborers	Maintenance Person	\$67.39	15J	11P	8Y	View
Laborers	Manhole Builder-Mudman	\$68.56	15J	11P	8Y	View
Laborers	Material Yard Person	\$67.39	15J	11P	8Y	View
Laborers	Mold Abatement Worker	\$67.39	15J	11P	8Y	View
Laborers	Motorman-Dinky Locomotive	\$71.19	15J	11P	8Y	View
Laborers	nozzleman (concrete pump, green cutter when using	\$71.09	15J	11P	8Y	View

combination of high pressure
air & water on concrete & rock,
sandblast, gunite, shotcrete,
water blaster, vacuum blaster)

Laborers	Pavement Breaker	\$68.56	15J	11P	8Y	View
Laborers	Pilot Car	\$57.66	15J	11P	8Y	View
Laborers	Pipe Layer (Lead)	\$71.09	15J	11P	8Y	View
Laborers	Pipe Layer/Tailor	\$68.56	15J	11P	8Y	View
Laborers	Pipe Pot Tender	\$68.56	15J	11P	8Y	View
Laborers	Pipe Reliner	\$68.56	15J	11P	8Y	View
Laborers	Pipe Wrapper	\$68.56	15J	11P	8Y	View
Laborers	Pot Tender	\$67.39	15J	11P	8Y	View
Laborers	Powderman	\$69.37	15J	11P	8Y	View
Laborers	Powderman's Helper	\$67.39	15J	11P	8Y	View
Laborers	Power Jacks	\$68.56	15J	11P	8Y	View
Laborers	Power Washer	\$67.39	15J	11P	8Y	View
Laborers	Railroad Spike Puller - Power	\$68.56	15J	11P	8Y	View
Laborers	Raker - Asphalt	\$71.09	15J	11P	8Y	View
Laborers	Re-timberman	\$69.37	15J	11P	8Y	View

Laborers	Remote Equipment Operator	\$68.56	15J	11P	8Y	View
Laborers	Rigger/Signal Person	\$68.56	15J	11P	8Y	View
Laborers	Rip Rap Person	\$67.39	15J	11P	8Y	View
Laborers	Rivet Buster	\$68.56	15J	11P	8Y	View
Laborers	Rodder	\$69.37	15J	11P	8Y	View
Laborers	Scaffold Erector	\$67.39	15J	11P	8Y	View
Laborers	Scale Person	\$67.39	15J	11P	8Y	View
Laborers	Sloper (Over 20")	\$68.56	15J	11P	8Y	View
Laborers	Sloper Sprayer	\$67.39	15J	11P	8Y	View
Laborers	Spreader (Concrete)	\$69.37	15J	11P	8Y	View
Laborers	Stake Hopper	\$67.39	15J	11P	8Y	View
Laborers	Stock Piler	\$67.39	15J	11P	8Y	View
Laborers	Swinging Stage/Boatswain Chair	\$57.66	15J	11P	8Y	View
Laborers	Tamper & Similar Electric, Air & Gas Operated Tools	\$68.56	15J	11P	8Y	View
Laborers	Tamper (Multiple & Self- propelled)	\$68.56	15J	11P	8Y	View
Laborers	Timber Person - Sewer (Lagger, Shorer & Cribber)	\$68.56	15J	11P	8Y	View

Laborers	Toolroom Person (at Jobsite)	\$67.39	15J	11P	8Y	View
Laborers	Topper	\$67.39	15J	11P	8Y	View
Laborers	Track Laborer	\$67.39	15J	11P	8Y	View
Laborers	Track Liner (Power)	\$68.56	15J	11P	8Y	View
Laborers	Traffic Control Laborer	\$61.41	15J	11P	9C	View
Laborers	Traffic Control Supervisor	\$64.86	15J	11P	9C	View
Laborers	Truck Spotter	\$67.39	15J	11P	8Y	View
Laborers	Tugger Operator	\$68.56	15J	11P	8Y	View
Laborers	Tunnel Work-Compressed Air Worker 0-30 psi	\$225.32	15J	11P	9B	View
Laborers	Tunnel Work-Compressed Air Worker 30.01-44.00 psi	\$230.35	15J	11P	9B	View
Laborers	Tunnel Work-Compressed Air Worker 44.01-54.00 psi	\$234.03	15J	11P	9B	View
Laborers	Tunnel Work-Compressed Air Worker 54.01-60.00 psi	\$239.73	15J	11P	9B	View
Laborers	Tunnel Work-Compressed Air Worker 60.01-64.00 psi	\$241.85	15J	11P	9B	View
Laborers	Tunnel Work-Compressed Air Worker 64.01-68.00 psi	\$246.95	15J	11P	9B	View
Laborers	Tunnel Work-Compressed Air Worker 68.01-70.00 psi	\$248.85	15J	11P	9B	View

Laborers	Tunnel Work-Compressed Air Worker 70.01-72.00 psi	\$250.85	15J	11P	9B	View
Laborers	Tunnel Work-Compressed Air Worker 72.01-74.00 psi	\$252.85	15J	11P	9B	View
Laborers	Tunnel Work-Guage and Lock Tender	\$71.19	15J	11P	8Y	View
Laborers	Tunnel Work-Miner	\$71.19	15J	11P	8Y	View
Laborers	Vibrator	\$69.37	15J	11P	8Y	View
Laborers	Vinyl Seamer	\$67.39	15J	11P	8Y	View
Laborers	Watchman	\$52.73	15J	11P	8Y	View
Laborers	Welder	\$68.56	15J	11P	8Y	View
Laborers	Well Point Laborer	\$68.56	15J	11P	8Y	View
Laborers	Window Washer/Cleaner	\$52.73	15J	11P	8Y	View

"General Decision Number: WA20260109 01/02/2026

Superseded General Decision Number: WA20250109

State: Washington

Construction Type: Building

County: Kitsap County in Washington.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Modification Number Publication Date
0 01/02/2026

ASBE0007-007 06/01/2025

	Rates	Fringes
HEAT & FROST INSULATOR (Includes Duct, Pipe and Mechanical Systems).....	\$ 75.37	18.82

BRWA0001-013 06/01/2025

	Rates	Fringes
TILE FINISHER.....	\$ 40.98	18.17
TILE SETTER.....	\$ 49.70	18.62

BRWA0001-015 06/01/2025

	Rates	Fringes
BRICKLAYER.....	\$ 55.34	20.05

CARP0206-007 06/01/2025

	Rates	Fringes
CARPENTER (Includes Drywall Hanger).....	\$ 63.98	19.13

ELEC0046-003 08/04/2025

	Rates	Fringes
ELECTRICIAN.....	\$ 75.96	33.48

ENGI0302-098 06/01/2025

	Rates	Fringes
OPERATOR: Blade Finish.....	\$ 60.14	27.57
OPERATOR: Bulldozer D9 & under.....	\$ 59.49	27.57
OPERATOR: Grader/Blade.....	\$ 60.93	27.57
OPERATOR: Paver (Asphalt, Aggregate, and Concrete).....	\$ 60.93	27.57

ENGI0302-101 06/01/2025

	Rates	Fringes
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OPERATOR:

Backhoe/Excavator/Trackhoe

15 to 30 metric tons.....\$ 60.14	27.57
Over 30 metric tons and up to 50 metric tons.....\$ 60.93	27.57
Under 15 metric tons.....\$ 59.49	27.57

OPERATOR: Concrete Pump

Truck mount with boom attachment over 42M.....\$ 60.93	27.57
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OPERATOR: Crane

100 tons through 199 tons, or 150' of boom (including jib with attachments).....\$ 61.83	27.57
20 tons through 44 tons with attachments; Truck Crane Oiler/Driver: 100 tons.....\$ 60.14	27.57
45 tons through 99 tons, under 150' of boom (including jib with attachments).....\$ 60.93	27.57

OPERATOR: Loader

Overhead 6 yards but not including 8 yards.....\$ 60.93	27.57
Overhead under 6 yards.....\$ 60.14	27.57

OPERATOR: Oiler

Drill Oilers: auger type, truck or crane mount; Truck Crane Oiler/Driver: under 100 tons.....\$ 60.14	27.57
Truck Crane Oiler/Driver: 100 tons and over.....\$ 59.49	27.57

OPERATOR: Roller

Other than plant mix.....\$ 55.68	27.57
Plant mix or multi-lift materials.....\$ 59.49	27.57

IRON0086-006 07/07/2025

Rates Fringes

IRONWORKER.....\$ 57.94	34.52
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LAB00242-015 06/01/2025

Rates Fringes

LABORER: Form Stripping.....\$ 50.38	16.96
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LAB00242-017 06/01/2025

Rates Fringes

LABORER: Grade Checker.....\$ 52.31	17.01
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LAB00242-018 06/01/2025

Rates Fringes

LABORER: Jackhammer.....\$ 51.52	16.99
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LAB00242-019 06/01/2025

Rates Fringes

LABORER: Mason Tender - Cement/Concrete.....\$ 50.38	16.96
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LAB00242-020 06/01/2025

	Rates	Fringes
LABORER: Nozzle Person.....	\$ 52.31	17.01

LAB00252-015 06/01/2025

	Rates	Fringes
LABORER: Concrete Saw Chain.....	\$ 51.52	16.99

LAB00252-017 06/01/2025

	Rates	Fringes
Laborer, Mason Tender Brick.....	\$ 50.38	16.96

LAB00335-007 06/01/2025

	Rates	Fringes
LABORER: Fire Watch.....	\$ 40.56	15.60

PAIN0300-003 07/01/2025

	Rates	Fringes
PAINTER.....	\$ 41.24	14.70

PAIN0364-001 07/01/2025

	Rates	Fringes
DRYWALL FINISHER/TAPER.....	\$ 53.59	23.65

PLAS0528-009 06/01/2024

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 54.16	21.27

PLAS0528-010 06/01/2024

	Rates	Fringes
PLASTERER.....	\$ 52.50	20.67

PLUM0026-015 06/01/2025

	Rates	Fringes
PIPEFITTER.....	\$ 60.72	34.15

PLUM0026-018 06/01/2025

	Rates	Fringes
PLUMBER.....	\$ 60.72	34.15

ROOF0153-006 02/01/2024

	Rates	Fringes
ROOFER.....	\$ 48.01	16.44

SFWA0699-004 07/01/2025

	Rates	Fringes
SPRINKLER FITTER.....	\$ 68.89	33.80

SHEE0066-014 06/01/2025		

	Rates	Fringes
SHEET METAL WORKER.....	\$ 69.86	33.39

TEAM0174-009 06/01/2025		

	Rates	Fringes
TRUCK DRIVER: Concrete Truck....	\$ 55.43	27.52

* UAVG-WA-0002 03/01/2024		

	Rates	Fringes
OPERATOR: Drill.....	\$ 56.42	21.15

SUWA2018-009 03/01/2024		

	Rates	Fringes
LABORER: Asbestos Abatement (Removal from Floors, Walls, & Ceilings).....	\$ 35.54	10.89
LABORER: Asphalt, Includes Raker, Shoveler, Spreader and Distributor.....	\$ 42.25	0.00
LABORER: Common or General.....	\$ 36.24	10.89
LABORER: Pipelayer.....	\$ 35.83	10.89
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 40.53	9.56
OPERATOR: Mechanic.....	\$ 45.17	19.20
TRUCK DRIVER: Dump Truck.....	\$ 45.47	7.05

WELDERS - Receive rate prescribed for craft performing
operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic

violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Note: Executive Order 13658 generally applies to contracts subject to the Davis-Bacon Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. Executive Order 13658 does not apply to contracts subject only to the Davis-Bacon Related Acts regardless of when they were awarded. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than "SU", "UAVG", "SA", or "SC" denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE: UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024

in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The ""SU"" identifier indicates that either a single non-union rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

?SU? wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The ""SA"" identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ?SA? identifier took effect under state law in the state from which the rates were adopted.

WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.

Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210.

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END OF GENERAL DECISION

"

**KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY,
dba HOUSING KITSAP**

RESOLUTION 2026-07

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE PUBLIC WORKS
CONTRACT NO. 2026-GT2-SOL FOR AN AMOUNT NOT TO EXCEED \$328,623**

WHEREAS, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), through an Invitation for Bids (IFB) process, selected a contractor to install solar panels at Golden Tides II; and

WHEREAS, Housing Kitsap seeks to reduce operational costs and environmental impact through the installation of clean, renewable energy systems; and

WHEREAS, a portion of the financial benefit generated from surplus power will be allocated to residents on an ongoing basis; and

WHEREAS, the installation of solar energy will reduce Housing Kitsap's overhead and support the long-term sustainability of the property; and

WHEREAS, the total contract amount exceeds the Executive Director's authorized spending limit of \$250,000;

NOW, THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the maximum compensation under Contract No. 2026-GT2-SOL in an amount not to exceed, including contingency \$328,623 for the term of the agreement.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 27th day of January 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

BY: _____
Katherine Walters, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Executive Director/Committee Update

AGENDA ITEM: 9. A.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

1. Executive Committee/General:

- Received notice of award of \$3.6 Million from the Washington State Department of Commerce for the purchase of the Stoneridge townhomes. This brings total awards from this grant cycle to \$5.499 Million, between the state and County Coordinated Grant awards.
- Harborside planting permit FINALIZED.
- Continuing Kitsap Mental Health Services Board, including one committee.
- Will begin, again, attending bi-weekly “Housing Updates from Washington” National Association of Housing and Redevelopment Officials call.
- Norm Dicks Government Center – no movement
- Held initial meetings with Development Consultant
- Attended funding webinar for non-profits to request predevelopment funding up to \$50,000. Hopeful Kingston Cares will apply for Howerton.
- Working to submit legislative request for \$350,000 for predevelopment funding for Howerton
- Attended Kingston Affordable Housing Working Group meeting.
- Scheduled Housing Authorities Risk Retention Pool (HARRP) to provide risk management training for the Leadership team.
- Met with Kitsap Central School District regarding possible partnership for Stoneridge townhomes
- First Artificial Intelligence (AI) HK Committee meeting met. End goal is to implement an AI policy and identify acceptable use for HK business activities.

2. Finance:

- Meeting weekly with Finance Director
- FYE 6/30/2025 Audit underway with Novogradac
- Continuing bi-weekly meetings between property management and property accounting
- Meeting almost weekly with The Office of the Washington State Auditor for FYE 2024 audit.
- Received notice of funding for Housing Choice Voucher for Jan, Feb, March 2026.
- BASIC reinstatement processing – working to secure necessary Errors & Omissions coverage for the Board
- Identified gap in Housing Assistance Processing, working with the finance team to close.

3. Housing (Property management, Compliance, Housing Choice Voucher):

- Nordic Cottages: 7 occupied, 1 pending application.
- Occupancy: HK Homes: 121 leased, 114 Occupied, 19 available, 14 pending applications.
- Maintenance:
 - Normal operations throughout HK portfolio
 - Scheduling of work orders is delayed, however regular work order days have been implemented
- Reviewing hearing processes for applicants and residents to develop a more structured process
- Attended meeting with Veterans Administration. If more HUD VASH are awarded, it will likely be for 5 additional vouchers.
- First billing is in process for management of Nordic Cottages, meeting with City of Poulsbo staff to develop acceptable process.
- Draft PHA plan and 5-Year action plan for the Capital Fund Program under discussion item
- Met with HUD Technical Assistance provider for “Retore Rebuild” assistance

4. Administration/Procurement:

- Staff ambassadors made breakfast for staff as a thank you for the hugely successful toiletry drive.
- Winter event was wonderful, many staff commented that it was one of the best they have attended. Kiana Lodge does a great job, and there is talk of holding the event there next year, as well.
- Working on Procurement calendar
- Computer replacement schedule on going
- Held a records day on December 10, 2025
- Great meeting with an HK team regarding Artificial Intelligence (AI) and draft policy. More to come.
- Reviewing vehicle policy – expect to update this year.

5. Development/Single Family

- Howerton Place – Kingston Cares – HK has entered into a Letter of Intent to purchase the site for a nominal fee (\$10,000) with a use restriction for affordable housing, and the intent for HK to develop into 10-12 units.
- Received a draft Letter of Intent (non-binding) to work with Crossroads Neighborhood Church on their development of housing on their current site.
- Hostmark – no update. The Tax Credit expires in 2031.
- Southern Cross – executive session scheduled in case there is an update.
- Vikings Crest Boundary Line Adjustment and lot sale may be finalized by the meeting date.

From: [HCV-Updates](#)
To: [Heather Blough](#)
Subject: An Important Note on PHA Budget Management in 2026 for WA036
Date: Monday, December 22, 2025 2:16:54 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

December 22, 2025

Dear Executive Director,

Thank you for your continued partnership in administering the Housing Choice Voucher (HCV) program, especially as the program has navigated historic levels of funding shortfalls. As I wrote to you back in June, it is critically important that you prudently manage your HCV program budget and now I am writing to emphasize that this remains an essential responsibility of PHAs as we head into 2026.

While rent inflation has been historically high over recent years, it has moderated significantly nationally. Unfortunately, HUD has not seen corresponding moderation in national HCV program costs, and many PHAs are now on pace to see significant funding shortfalls again in 2026. **PHAs must take measures now to reduce program costs** to ensure that expenditures do not exceed their anticipated 2026 funding.

Although PHAs will not know their full 2026 housing assistance payments (HAP) funding allocation until Congress passes a full year appropriations bill, the decisions made now will heavily influence whether your PHA will be in shortfall. To help your PHA plan, HUD has provided in the attachment below your PHA's estimated 2026 inflation factor and our calculation of your per unit cost inflation for the prior six months. HUD also encourages PHAs to use the two year projection tool to assist with understanding their potential shortfall in 2026. Your agency should immediately take steps to stay within your projected annual funding allocation, and not rely on excess HAP reserves to fund your program.

HUD's tools to address funding shortfalls in 2026 are limited, and HUD cannot guarantee that funding will be available to your PHA to resolve any shortfall. HUD is currently assessing its 2026 shortfall funding eligibility criteria, and potentially will consider whether the PHA has continued or newly implemented cost-savings measures after receipt of this letter. Additionally, HUD is considering establishing a policy, once there is a full year appropriations bill, that would take into account the number of previous shortfall awards a PHA has received in determining eligibility, prioritization, and/or the amount of any 2026 shortfall award.

To avoid terminations of assistance, we are recommending all PHAs implement cost savings measures, including, but not limited to:

- Cease issuance of new vouchers (with the exception of HUD-VASH participants and newly awarded Foster Youth to Independence (FYI) vouchers)
- Pause entering into new project-based voucher agreements and commitments (with the exception of public housing repositioning efforts)
 - HUD strongly encourages PHAs to consider the most cost-effective methods of responsibly repositioning, including the Section 18 program
- Reduce payment standards, including ending the use of any approved exception payment

and remain within the basic range except for reasonable accommodations as necessary

- Assess rent reasonableness policies and procedures to ensure compliance with statutory and regulatory requirements
- Adopt other cost savings measures in [PIH Notice 2025-28](#), “Cost-Savings Measures in the Housing Choice Voucher (HCV) and Project-based Voucher program.”

All PHAs that received shortfall awards in 2025 are currently considered to be at-risk of a funding shortfall in 2026, and must continue to adhere to the Action Plan created with the Shortfall Prevention Team. This means that your PHA **may not issue vouchers** except in the very limited circumstances allowable under the Action Plan, and also must continue to implement cost-savings measures. PHAs that do not continue adherence to their Action Plan may be ineligible for shortfall funds in 2026.

HUD is making available technical assistance throughout 2026 to help PHAs plan for prudent budget management. Please email shortfallinquiries@hud.gov to request assistance. Thank you for everything that you and your staff do to serve your community.

Respectfully,



Benjamin Hobbs
Principal Deputy Assistant Secretary
Office of Public and Indian Housing

Attachment: Program Estimates for 2026

This attachment provides various program estimates that may be helpful for PHAs in estimating their overall HAP funding eligibility for 2026. HUD cautions that these are only estimates. As a reminder, PHAs will not learn their 2026 funding levels until after Congress passes a final full year appropriations bill.

In the annual appropriations act, Congress directs HUD how to calculate HAP renewal eligibility, and these factors are subject to change. Typically, however, the appropriations act requires HUD to rebenchmark HAP renewal formula eligibility based on validated Voucher Management System (VMS) leasing and cost data for the prior CY (January 1 – December 31). HUD then applies a renewal funding inflation factor (RFIF) to each PHA’s prior year expenditures, along with any proration factor and funding offset. For further details please see [PIH Notice 2025-13](#) pages 4-6.

Each year HUD publishes final Renewal Funding Inflation Factors after the appropriations act is finalized. The RFIFs reflect the amount of inflation estimated for your per unit costs in 2026. Until the RFIFs are published, they are subject to change. However, HUD has estimated what your PHA’s RFIF will be in 2026:

PHA RFIF: 0.03%

Each PHA reports leasing and housing assistance payments (HAP) into VMS monthly, and from those data HUD estimates what the per unit cost (PUC) is for your HCV program. The amount of change in the PUC over recent months can be an indicator of whether your HAP expenses are aligned with estimated inflation or are increasing at a pace higher than inflation. HUD has examined your PHA's per unit cost trend based on VMS data reported on March and September 2025 and annualized that average monthly PUC growth for comparison purposes. If your PUC trend is higher than your RFIF above, your PHA is likely at high-risk of funding shortfall in 2026. While the RFIF is not yet final, it is not appealable. HUD strongly recommends immediate cost-savings measures if your per unit cost inflation exceeds the RFIF or if there are other good reasons to believe that your PHA faces elevated shortfall risks in 2026. In addition, if you believe that HUD's estimated PUC trend is incorrect, please review your reported monthly HAP and Unit Months Leased (UML) in VMS and make any necessary corrections.

-2.50%

PHA Projected Annualized PUC growth:



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: January 27, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: Finance Update

AGENDA ITEM: 9. B.

SUBMITTED BY: Roan Blacker

TITLE: Finance Director

1. General

- Processed property-based grant subsidy payments from HUD and USDA; and, grant reimbursements and expenditures from: Rural Development 523 Technical Assistance Grant; Rural Development 502 loans; and Kitsap County Block Grant (CDBG REHAB).
- Received and processed HUD's December 2025 Housing Assistance Payments (HAP) grant funds for HK's Housing Choice Voucher program:

HAP – Rent and utilities	\$ 616,786
HAP - FSS (Family Self Sufficiency)	1,514
Administrative Fee	<u>46,654</u>
TOTAL	\$ 664,954

- Submitted the December 2025 Voucher Management System (VMS) Data Report inclusive of ongoing retroactive adjustments required.
- Completed regular accounting duties including entering and reviewing deposits, payroll, and processing disbursements.
- Currently engaged in the WA State Auditor Office FY 2024 Accountability Audit.
- Currently engaged in our FY 2025 Audit preparation with our accountant Novogradac.

2. Financial Statements, and Tenant Charges and Receivables:

- Attached are the draft Financial Statements through December 2025 and the FY 2026 Cash Flow Projection.
- Attached are the monthly trailing tenant charges, collections, and aged account receivables for the most recent eight months.

Kitsap Consolidated Housing Authority
Unaudited - Statement of Net Position - For Management Purposes Only
December 31, 2025
HK BUSINESS TYPE ACTIVITIES ONLY (Note Consolidated to include Component Units)

Assets and Deferred Outflow of Resources

Current Assets

Cash & Cash Equivalents	\$ 7,430,364
Tenant Security Deposits	543,323
Accounts Receivable, Net	1,468,154
Notes Receivable, Current	(82,556)
Government Grants Receivable	239,477
Prepaid Expense & Other Assets	481,517
Construction in Progress	3,095,334
Total Current Assets	<u>13,175,613</u>

Non-Current Assets

Restricted Cash	8,161,923
Notes Receivable, Non-Current	29,032,303
Net Pension Asset	629,745
Capital Assets, Net	42,508,083
Investment In Limited Partnerships	2,473,750
Total Non-Current Assets	<u>82,805,805</u>

Deferred Outflows of Resources (PERS - Pension) 1,176,184

Total Assets and Deferred Outflow of Resources \$ 97,157,602

Liabilities, Deferred Inflows of Resources and Net Position

Current Liabilities

Accounts Payable	\$ 234,625
Accrued Expenses	328,553
Tenant Security Deposits Payable	547,899
Unearned Revenue	281,441
Accrued Compensated Absences, Current	237,173
Notes Payable, Current	878,530
Accrued Interest Payable	158,920
Total Current Liabilities	<u>2,667,140</u>

Non-Current Liabilities

Accrued Compensated Absences, Non-Current	79,057
Accrued Pension Liabilities	260,325
Notes Payable, Non-Current	39,928,398
Accrued Interest Payable, Non-Current	6,309,018
Other Non-Current Liabilities	79,188
Total Non-Current Liabilities	<u>46,655,986</u>

Deferred Inflows of Resources (PERS-Pension) 307,834

Net Position

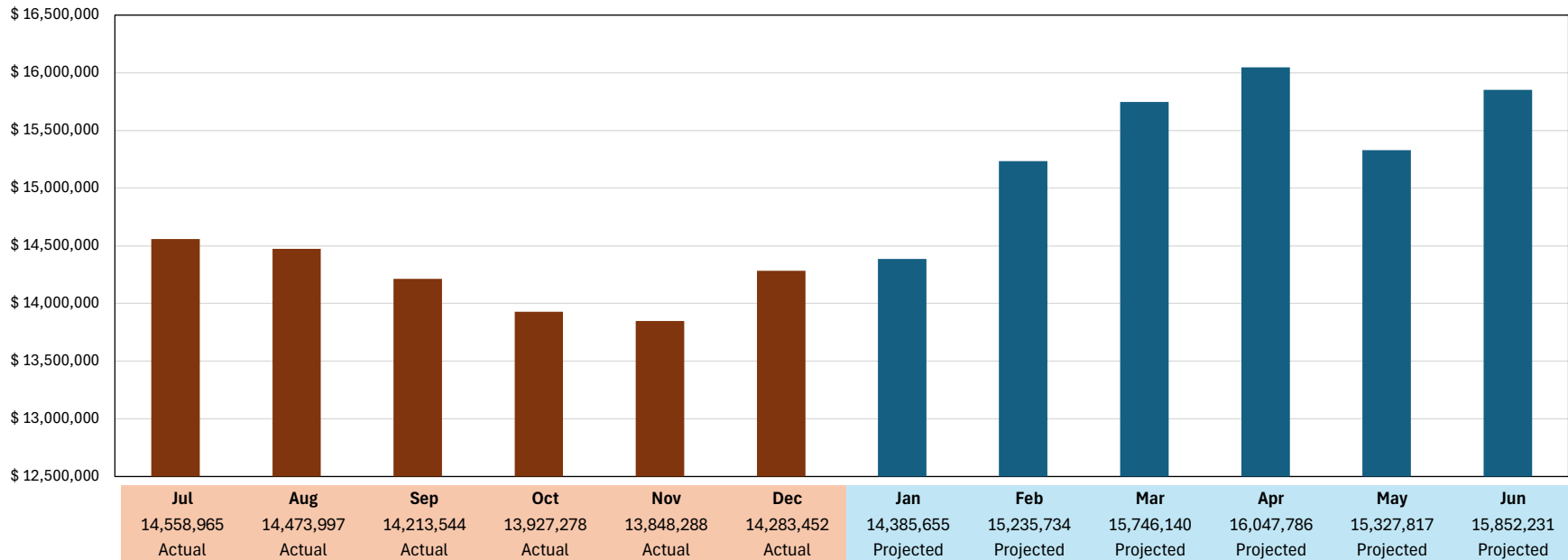
Restricted	1,599,016
Unrestricted	45,927,626
Total Net Position	<u>47,526,642</u>

Total Liabilities, Deferred Inflows of Resources and Net Position \$ 97,157,602

Kitsap Consolidated Housing Authority
Unaudited Statement of Revenue, Expense & Change in Net Position - For Management Purposes Only
Current Month and Year to Date as of 12/31/2025
HK BUSINESS TYPE ACTIVITIES ONLY (Consolidated to include Component Units)

	Current Month				Year to Date			
	Dec-2025 <u>Actual</u>	Dec-2025 <u>Budget</u>	<u>Variance</u>	<u>var %</u>	6 months <u>Actual</u>	6 months <u>Budget</u>	<u>Variance</u>	<u>var %</u>
Income								
Rent and Other Tenant Related Income	\$ 1,239,658	\$ 1,366,568	\$ (126,910)	-9.3%	\$ 7,503,025	\$ 8,199,408	\$ (696,382)	-8.5%
Self Help Sales and Other Income	-	95,000	(95,000)	-100.0%	115,990	570,000	(454,010)	-79.7%
Grant Income	779,566	803,500	(23,934)	-3.0%	4,412,990	4,820,998	(408,008)	-8.5%
Interest Income	40,302	53,244	(12,942)	-24.3%	248,892	319,464	(70,572)	-22.1%
Total Income	2,059,526	2,318,312	(258,785)	-11.2%	12,280,898	13,909,870	(1,628,972)	-11.7%
Expense	413,212.57	18,228.01						
Payroll/Labor Expense	394,985	508,129	(113,144)	-22.3%	2,492,078	3,048,772	(556,694)	-18.3%
Property Expense	69,708	189,000	(119,291)	-63.1%	966,932	1,133,999	(167,067)	-14.7%
Utilities	136,868	139,180	(2,312)	-1.7%	882,663	835,078	47,585	5.7%
Marketing/Advertising Expense	3,301	2,344	957	40.8%	11,289	14,064	(2,775)	-19.7%
Office Expense	38,989	32,513	6,476	19.9%	154,109	195,075	(40,966)	-21.0%
Operational/Professional	105,169	238,907	(133,738)	-56.0%	998,489	1,433,445	(434,956)	-30.3%
Grant Expense	675,031	718,319	(43,288)	-6.0%	4,938,891	4,309,911	628,980	14.6%
Self Help Lot Sales & Other Costs	-	79,167	(79,167)	-100.0%	106,363	475,002	(368,639)	-77.6%
Insurance/Tax Expense	53,909	53,458	451	0.8%	327,630	320,750	6,880	2.1%
Depreciation & Amortization	116,741	117,701	(960)	-0.8%	676,125	706,205	(30,080)	-4.3%
Interest on Debt	98,373	97,433	941	1.0%	603,463	584,595	18,868	3.2%
Total Expense	1,693,073	2,176,149	(483,077)	-22.2%	12,158,031	13,056,895	(898,865)	-6.9%
Net Income (Loss)	\$ 366,454	\$ 142,162	\$ 224,291	158%	\$ 122,867	\$ 852,974	\$ (730,107)	-86%

Housing Kitsap Cash Flow Projection



Expected Cash Inflow and Outflows include the following:

January 2026:

- a. RD 523 TA/ REHAB Grants - \$79,000
- b. Rents and Subsidies
- a. REHAB Expenses and Program Income Returns - \$24,000
- b. Port of Bremerton Loan P&I Payment - \$3,038
- c. Windsong First Security Bank Loan Payment - \$6,163
- d. Novogradac Audit Fees - \$35,000
- e. Program Income Return - \$47,000

February 2026:

- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$94,000
- b. Rents and Subsidies
- c. Riverstone Group 4 Land Sales (9 lots) - \$810,000
- a. REHAB Expenses - \$12,000
- b. Windsong First Security Bank Loan Payment - \$6,163
- c. Finch Place HOME Loan Payment - \$6,534
- d. Novogradac Audit Fees - \$35,000

March 2026:

- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$106,000
- b. Rents and Subsidies
- a. Orchard Bluff Department of Commerce Loan - \$15,000
- b. REHAB Expenses - \$12,000
- c. Windsong First Security Bank Loan Payment - \$6,163
- d. Heritage Exterior Stairs Project - \$75,000
- e. Kingston Roof Replacement Project - \$50,000

April 2026:

- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$102,000
- b. Rents and Subsidies
- a. REHAB Expenses and Program Income Returns - \$12,000
- b. Heritage Revenue Bond Interest Payment - \$ 24,553
- c. Viewmont Revenue Bond Loan Interest Payment - \$344,160
- d. Windsong First Security Bank Loan Payment - \$6,163
- e. Heritage Exterior Stairs Project - \$75,000
- f. Kingston Roof Replacement Project - \$100,000

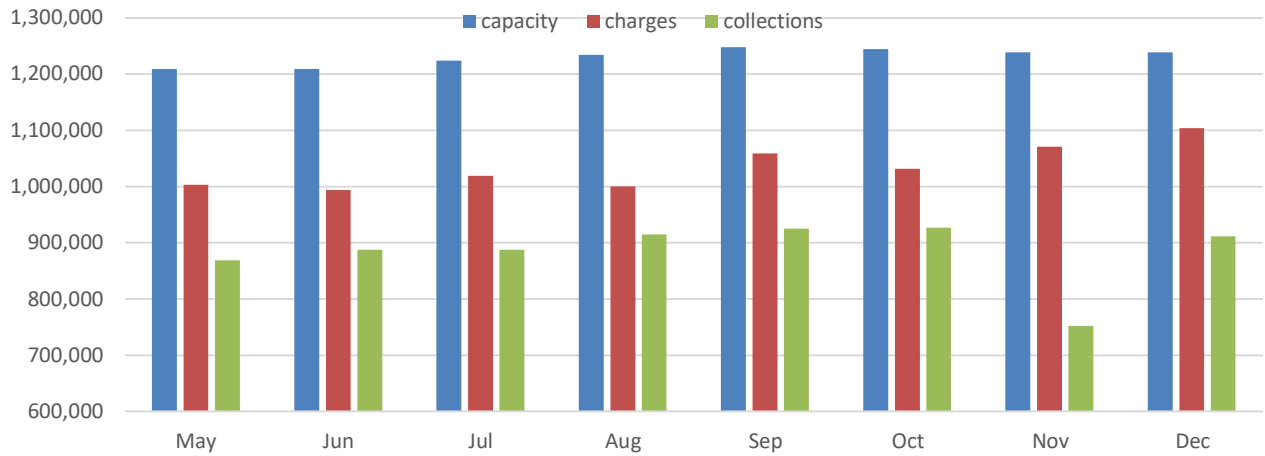
May 2026:

- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$89,000
- b. Rents and Subsidies
- a. REHAB Expenses - \$12,000
- b. Windsong First Security Bank Loan Payment - \$6,163
- c. Finch Place HOME Loan Payment - \$6,534
- d. Heritage Exterior Stairs Project - \$39,205
- e. Kingston Roof Replacement Project - \$100,000

June 2026:

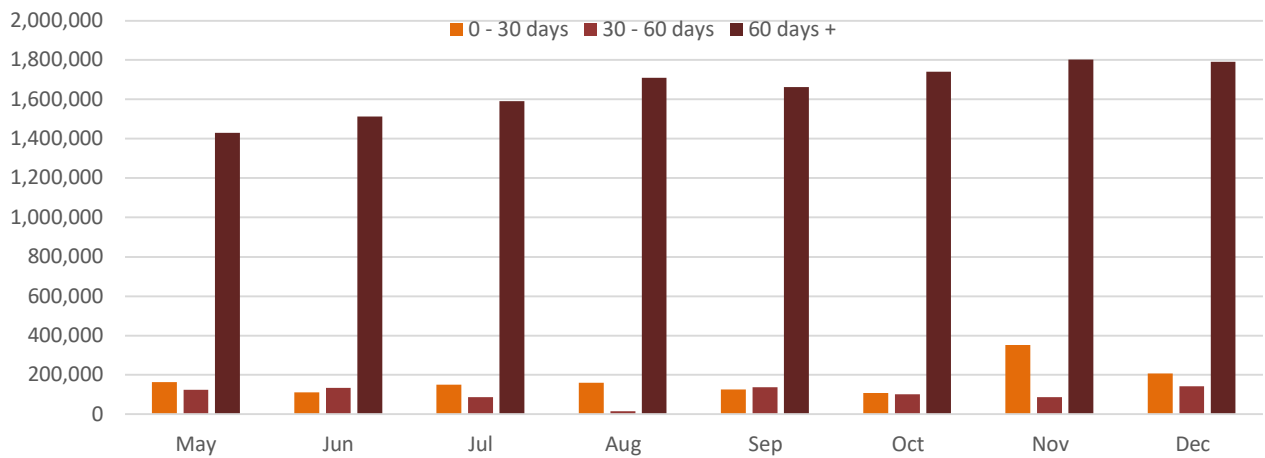
- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$135,000
- b. SHOP Loan Forgiveness - \$200,000
- c. Rents and Subsidies
- d. Reimbursement for Heritage Stairs Project - \$189,205
- e. Reimbursement for Kingston Roof Project - \$250,000
- a. Kitsap Apartments Bond Interest Payment - \$196,680.
- b. Golden Tides II HOME Loan Payment - \$53,659
- c. Orchard Bluff HTF Loan - \$15,016
- d. Windsong First Security Bank Loan Payment - \$6,163

Housing Kitsap rental charges and collections



capacity	1,209,166	1,209,166	1,223,715	1,234,250	1,247,977	1,244,703	1,238,506	1,238,506
charges	1,003,385	993,872	1,018,852	1,000,430	1,058,757	1,031,444	1,071,142	1,103,875
collections	868,770	887,305	887,206	914,575	924,835	926,381	752,444	911,112

Housing Kitsap tenant account receivables



0 - 30 days	162,100	110,731	149,514	158,965	125,158	107,549	350,480	207,349
30 - 60 days	123,623	134,482	85,637	15,938	137,610	100,523	85,822	141,992
60 days +	1,430,495	1,512,721	1,590,445	1,710,122	1,662,865	1,741,226	1,801,631	1,790,235



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: January 27, 2026

ESTIMATED TIME: 10 minutes

AGENDA TITLE: Property Management Update

AGENDA ITEM: 9. C.

SUBMITTED BY: Jennifer Di Vitto and Maria Stitzel, Regional Directors of Property Management

- Staffing Updates:
 - Currently recruiting for two Property Managers (Park Place and Rhododendron/Finch Place) and two Maintenance Technicians
- Operations Consistency Specialist led a training on documenting and following up on lease violations and the importance of the collaboration between the Maintenance Technicians and Property Managers when addressing property concerns.
- In preparation for planning upcoming Request for Proposals (RFPs) and upcoming budgets, the Physical Needs Assessments (PNAs) were reviewed to identify current property needs and budget availability. Ongoing meetings are scheduled to plan the completion of the identified tasks.
- The following spreadsheet provides an overview of current vacancy data across all properties. It includes the number of vacant units, applications in progress, and the total number of applicants on the waitlist for each property.

Property	Total Units	Vacant	On Notice	Eviction	Applications In Process	Number of Waitlist Applicants per Bedroom Size				Portfolio
						1	2	3	4	
Conifer Woods Apartments	72	2	-	1	2	-	70	31	-	South End
Finch Place Apartments	29	6	-	-	-	99	-	-	-	North End
Fjord Manor Apartments	38	4	-	-	3	281	35	-	-	North End
Fjord Vista II Apartments	16	-	-	-	-	-	287	141	-	North End
Golden Tides II	45	8	-	-	12	75	2	-	-	North End
Golden Tides III	18	-	-	-	1	90	-	-	-	North End
Heritage Apartments	56	6	-	-	3	38	50	32	-	South End
HK Homes	136	15	4	-	14	12	2	20	16	North End
Kingston Ridge Apartments	43	2	-	-	2	143	1	21	-	North End
Liberty Bay	16	1	-	-	-	-	-	-	-	North End
Madrona Manor	40	1	-	-	1	284	2	-	-	South End
Nordic Cottages	8	1	-	-	1	51	-	-	-	North End
Orchard Bluff Mobile Home Park	89	-	-	-	-	-	-	-	-	South End
Park Place Apartments	86	9	-	7	4	-	84	27	-	South End
Port Orchard Vista	42	2	-	-	1	232	9	-	-	South End
Rhododendron Apartments	50	6	-	-	-	595	275	-	-	North End
Time Square Apartments	16	1	-	-	-	36	22	-	-	North End
Viewmont East Apartments	76	4	2	3	5	33	54	41	-	South End
Windsong Apartments	36	1	-	3	-	250	185	-	-	North End
Totals	904	69	6	14	49	indicates bedroom size not available at this property				

- Regional Directors continue to meet with staff weekly to discuss performance and address any concerns, as well as discuss strategies for filling vacant units, increasing rent collection and occupancy, timely, accurate completion of recertifications, and Reasonable Accommodations.

12 Month Occupancy
January 2025 - December 2025

Property	Units	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Conifer Woods Apartments	72	85.84%	85.84%	85.52%	83.33%	83.94%	85.22%	84.86%	90.68%	92.27%	95.83%	97.22%	98.12%
Finch Place Apartments	29	86.21%	86.21%	86.21%	86.21%	86.21%	86.21%	86.09%	78.86%	79.31%	79.31%	79.31%	79.31%
Fjord Manor	38	99.58%	99.58%	100.00%	100.00%	99.91%	97.37%	97.19%	94.73%	97.20%	97.20%	98.33%	93.29%
Fjord Vista II	16	93.75%	93.75%	93.75%	93.75%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Golden Tides II	45	77.78%	77.78%	77.78%	76.56%	78.81%	77.78%	77.78%	80.32%	82.22%	82.22%	82.22%	82.22%
Golden Tides III	18	94.44%	94.44%	94.44%	87.63%	88.89%	88.89%	93.70%	100.00%	100.00%	100.00%	100.00%	100.00%
Heritage Apartments	56	90.49%	90.49%	91.23%	92.51%	92.86%	92.86%	92.86%	91.07%	87.50%	87.50%	88.93%	88.65%
HK Homes	136	79.52%	79.52%	81.54%	80.72%	79.75%	78.36%	78.87%	79.41%	79.71%	79.76%	79.83%	82.19%
Kingston Ridge Apartments	43	83.72%	83.72%	81.48%	83.42%	89.46%	86.57%	86.05%	90.92%	95.35%	95.20%	95.35%	95.35%
Liberty Bay Apartments	16	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	93.75%	93.75%	93.75%	93.75%	93.75%
Madrona Manor	40	96.53%	96.53%	98.30%	95.24%	95.00%	95.00%	97.17%	98.06%	98.87%	100.00%	96.55%	98.23%
Nordic Cottages	8	-	-	-	-	-	-	-	-	-	0.00%	50.00%	72.18%
Orchard Bluff	89	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Park Place Apartments	86	88.56%	88.56%	85.13%	84.92%	85.89%	84.96%	84.84%	90.06%	94.60%	92.95%	95.43%	94.56%
Port Orchard Vista	42	92.86%	92.86%	93.37%	95.93%	98.73%	93.40%	95.16%	97.23%	96.31%	96.07%	92.79%	96.16%
Rhododendron Apartments	51	84.25%	84.25%	83.82%	84.32%	84.53%	86.65%	86.93%	88.17%	88.24%	88.24%	88.24%	88.24%
Time Square Apartments	16	0.00%	-	-	-	93.75%	93.75%	93.75%	93.75%	93.75%	93.54%	93.75%	93.75%
Viewmont East	76	91.19%	91.19%	91.73%	90.20%	89.87%	86.64%	91.98%	90.78%	90.75%	89.88%	92.85%	92.70%
Windsong Apartments	36	91.85%	91.85%	94.35%	89.43%	94.26%	94.44%	97.04%	100.00%	100.00%	100.00%	97.22%	97.22%
Housing Kitsap Average	913	85.37%	90.39%	90.51%	89.66%	91.21%	90.45%	91.35%	92.10%	92.77%	87.97%	90.62%	91.89%

Resident Activity
July 1, 2025 - December 31, 2025

Property	Units	Move In	Move Out	Notice	Cancel Notice	Rented	Canceled Application	Denied	Re-Apply	On Site Transfer	Eviction	Cancel Eviction
Conifer Woods Apartments	72	13	2	2	2	11	5	4	2	0	3	2
Finch Place Apartments	29	0	1	1	0	0	0	0	0	0	0	0
Fjord Manor	38	4	3	4	1	6	0	0	1	0	0	0
Fjord Vista II	16	0	0	0	0	0	0	0	0	0	0	0
Golden Tides II	45	2	0	0	0	3	3	3	2	0	0	0
Golden Tides III	18	1	0	0	0	0	0	0	0	0	0	0
Heritage Apartments	56	4	7	5	0	5	1	1	1	0	1	0
HK Homes	136	12	7	7	2	24	8	28	5	1	1	0
Kingston Ridge Apartments	43	7	2	1	0	4	3	3	1	0	0	0
Liberty Bay Apartments	16	0	1	1	0	0	0	0	0	0	0	0
Madrona Manor	40	3	4	3	0	3	0	0	0	0	0	0
Nordic Cottage	8	7	0	0	0	8	2	3	0	0	0	0
Orchard Bluff	89	2	2	2	0	2	0	0	0	0	0	0
Park Place Apartments	86	14	7	7	0	10	9	6	2	1	7	3
Port Orchard Vista	42	6	4	4	0	5	1	0	1	0	0	0
Rhododendron Apartments	51	3	1	0	0	1	0	1	0	0	1	0
Time Square Apartments	16	2	2	0	0	0	0	0	0	2	0	0
Viewmont East	76	3	3	1	0	1	1	3	1	1	4	0
Windsong Apartments	36	1	1	3	1	0	0	0	0	0	0	0
Totals	913	84	47	41	6	83	33	52	16	5	17	5
Total Overall Percentage		9%	5%	4%	1%	9%	4%	6%	2%	1%	2%	1%



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Compliance Department update

AGENDA ITEM: 9. D.

SUBMITTED BY: Freddy Linares

TITLE: Director of Compliance

- Processed Viewmont and Heritage February 2026 Housing Assistance Payments request through the Tenant Rental Assistance Certification System. Both properties are currently at a 100% reporting rate.
- 12 Reasonable Accommodation Requests were submitted. 2 requests were approved, 1 was sent back for additional information, and 9 are pending review.
- 4 New Admission/move in files were received. 4 approved.
- 117 HCV certifications were submitted to HUD via PIC, all accepted.
- USDA Rural Development properties submitted required monthly certifications via MINC.
- Met biweekly with Property Management Regional Directors and Finance Director to discuss yardi software troubleshooting, as well as process changes to routine activities.
- Continued support for the ongoing lease up activities for Nordic Cottages. Final applicant in the review process. 7 units filled to date.
- Brittney Covey selected as the Housing Specialist and Daniel Sabel selected as the new Compliance Specialist. Both have started in their new roles and are undergoing training. One position still pending (Certification Specialist), offer made to candidate.
- Received Yardi Compliance Manager demonstration. We will be beginning implementation to the new module in the next couple of months.
- Ongoing communication with HUD regarding our shortfall funding. This has been an issue HK has been following up on repeatedly.
- Performed Quality Assurance inspections for HCV inspections completed by Manny Torres.
- Annual reporting for 13 properties that are Low-Income Housing Tax Credit (LIHTC) or HOME/Housing Trust Fund (HTF) is underway and on target to meet January 31, 2026, deadline.

HCV program update:

Total Vouchers leased as of January 20, 2025	452
Total units under agency ACC	553



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: January 27, 2026

ESTIMATED TIME: 15 minutes

AGENDA TITLE: Development Update

AGENDA ITEM: 9. E.

SUBMITTED BY: Dean Nail

TITLE: Director of Acquisition and Development

1. Mutual Self-Help Housing (MSH)

- General
 - a. USDA 523 Grant application has moved from RCAC to USDA for approval.
 - b. USDA 502 direct funding has been delayed since the government shutdown, program changes are in process. Currently, nationally, USDA has a backlog of approved files waiting to be funded including most of Riverstone group 4
- Riverstone Plat
 - a. Group 1 – Closed out
 - b. Group 2 – Project is wrapping up January 30, 2026. Key Ceremony is scheduled and currently 60 have RSVP'd
 - c. Group 3 – Roof framing is complete on 2 homes with various framing stages on 4 others.
 - d. Group 4 – 8 files are with USDA, one is nearly complete and ready to send for review. 7 files are approved and ready for funding.
 - e. Starting to work on the HOA election of officers and hand off to the owners. Working with legal to support the process.
- Lakeland Property (Allyn 2)
 - a. Working on final plat approval steps, construction is complete.
- Ives Mill
 - a. Waiting for Kitsap County Department of Community Development to schedule hearing examiner for preliminary plat approval.
- Stoneridge
 - a. Washington State awarded Housing Kitsap 3.6 million for the purchase of Stoneridge townhomes. Delivery of the townhomes has been delayed providing additional time to secure all funding when units are completed.

2. Housing Kitsap's Home Rehabilitation Program (CDBG Rehab)

- a. Contracts are complete and working on projects again. 2 homes have been renovated with new projects in qualifying stages.

3. Other Affordable Housing

- Southern Cross Rental Homes
 - a. Paused for counsel direction

4. Viking's Crest Phase 2 Sale

- At Pacific Northwest Title for closing on the sale. Discussions have started with the city to sell the resultant parcel, but conversations have stalled.

5. Sally's Place

- HK has procured an architectural firm with first meeting on January 22, 2026. We will work with COBI staff to determine the best use of the site and make a decision whether to use the existing building or demo. We have received conflicting information on possible number of units the site could support and want to revisit this before committing to a design.

6. Howerton Place

- Working with Kingston Cares to provide 12 units of affordable housing. Scheduling a pre-application meeting with Kitsap County to discuss next steps. A site plan and concept building are in the packet for discussion.

7. DNR/Markwick Silverdale Site

- I have spoken with the Markwick family about a potential sale of their property to Housing Kitsap as a future multifamily site. Their land would extend the county-owned DNR parcel on Ridgetop, expanding affordable housing opportunities and honoring Donna Markwick's legacy.

While the family's vision is compelling, the timing is early given the uncertainties surrounding the DNR site. Housing Kitsap could consider an initial payment to secure the property, with the understanding that both sites would need to become shared priorities for Kitsap County and HK within our development pipeline.

This item is intended for open discussion during my presentation. The county commissioners have additional background on the DNR and Markwick sites, and it is important for Housing Kitsap to understand the county's current interest in moving this property into our development pipeline. We are seeking direction to include this site in discussions with our consultants as a potential new project alongside the redevelopment of our existing properties.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: January 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Procurement and Administration Update

AGENDA ITEM: 9. F.

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

1. Procurement:

- Projects in Process:
 - Housing Development Consultant contract signed and kick off meeting took place
 - Solar Panels for Golden Tides II IFB evaluated and awarded to Forecast Energy. Amount exceeds \$250,000 requiring Board Approval
 - Calendar of bid issuance created; Landscaping and Gutter repair/cleaning next
- AI Usage and Policy
 - Kickoff meeting to discuss staff survey results
 - Reviewing draft policy
- Retention Committee introducing Employee of the Month

2. Records:

- 11 new Public Records Requests were received. Much of the Records Clerks' time has been spent processing these requests.

3. Information Services:

- Monitor upgrades in progress
- Aging inventory replacement is underway
- Researching & Training on AI

4. Human Resources:

- In support of Wellness Month, Staff Ambassadors have encouraged employees to prioritize both mental and physical health through weekly challenges
- The All-Staff Winter Event was held on December 17 at the Kiana Lodge in Poulsbo. All staff participated in Ethics training and collaborative creative projects.
- Open enrollment for employee benefit packages is complete with an overall average increase of just over 20%
- Vacant Positions:
 - Single Family - Construction Supervisor
 - Certification Specialist
 - Property Manager - Park Place & Finch/Rhody
 - Maintenance Operation Manager (new position)
 - Maintenance Leads (2) (new position)

- New Hires:
 - Compliance Specialist – Daniel Sabel
 - Maintenance Tech GT2&3 – Ross Madden
- Exits:
 - Ryan Hamilton – Property Manager Park Place
- Promotions
 - Brittney Covey – Housing Specialist

Housing Kitsap Properties

Property Name	Number of Units	Location	Bedroom Sizes	Subsidy Types
Bainbridge Island	79			
Finch Place Apartments	29	215 Finch Place SW, Bainbridge Island, WA 98110	1	USDA - RD, HOME State, Housing Choice Vouchers
Rhododendron Apartments	50	235 High School Road NW, Bainbridge Island, WA 98110	1, 2	USDA - RD, Housing Choice Vouchers
Kingston	59			
Kingston Ridge Apartments	43	26659 Myrtle Lane NE, Kingston, WA 98346	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Time Square Apartments	16	26234 Illinois Ave NE, Kingston, WA 98346	1, 2	Project Based Vouchers
Poulsbo	108			
Fjord Manor	38	19581 1st Avenue NE, Poulsbo, WA 98370	1, 2	USDA - RD, Housing Choice Vouchers
Fjord Vista II	16	Management Office - 19581 1st Avenue NE, Poulsbo, WA 98370	2, 3	Tax Credit units (30%, 40%, 60% unit split), Housing Choice Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
HK Homes - Austerbruin	10 (136 total HK Homes)	18445, 18447, 18451, 18459 NE Rudolph Loop, Poulsbo, WA 98370 & 1872, 1878, 1880, 1885, 1887, 1877 Curt Rudolph Rd NE, Poulsbo, WA 98370	3	Project Based Vouchers
Nordic Cottagea	8	609 NE Lincoln Rd, Poulsbo, WA 98370	1	Project Based Vouchers
Windsong Apartments	36	19880 3rd Avenue NW, Poulsbo, WA 98370	1, 2	USDA - RD, HOME State, Housing Choice Vouchers
Silverdale	83			
Golden Tides 2	45	9239 Bayshore Drive NW, Silverdale, WA 98383	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
Golden Tides 3	18	9225 Bayshore Drive NW, Silverdale, WA 98383	1	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
HK Homes - Golden Tides 1	15 (136 total HK Homes)	9265 Bayshore Drive Silverdale, WA 98383	1	Project Based Vouchers
HK Homes - Munson	5 (136 total HK Homes)	3930, 3934, 3938, 3940, 3944 Munson Street, Silverdale, WA 98383	2, 3, 4	Project Based Vouchers
Bremerton	200			
Liberty Bay Apartments	8	4010 & 4012 Petersville Road Bremerton, WA 98310	1,2	Tax Credit units, Project Based Vouchers, HOME State, HOME County

Park Place Apartments	86	110 NE Brookdale Lane, Bremerton, WA 98311	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
HK Homes - Boundry	4 (136 total HK Homes)	8801, 8811, 8825, 8835 Boundry Lane, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Coventry	8 (136 total HK Homes)	2600, 2603, 2607, 2608, 2616, 2626, 2631, 2907 Coventry Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fairside	11 (136 total HK Homes)	6817, 6833, 6849, 6842, 6865, 6881, 6897, 6890, 6856, 6824, 6874 Fairside Place, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fox Run	5 (136 total HK Homes)	1205, 1221, 1237, 1253, 1269 Fox Run, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Lester Court	4 (136 total HK Homes)	1270, 1275, 1290, 1295 Lester Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Nollwood Apartm	49 (136 total HK Homes)	385 Nollwood Lane Bremerton, WA 98312	2, 3, 4	Project Based Vouchers
HK Homes - Olson	1 (136 total HK Homes)	9796 Olson Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Roy Rd	4 (136 total HK Homes)	8890, 9048, 9068, 9088 Roy Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Strand	1 (136 total HK Homes)	2791 Strand Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Tibardis	13 (136 total HK Homes)	6800, 6801, 6820, 6825, 6840, 6845, 6860, 6865, 6880, 6885, 6955, 6975, 6995 Tibardis Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Wembly	6 (136 total HK Homes)	7391, 7397, 7405, 7411, 7415, 7416 Wembly Ave, Bremerton, WA 98311	3, 4	Project Based Vouchers
Port Orchard	383			
Conifer Woods Apartments	72	4698 SE Conifer Park Drive, Port Orchard, WA 98366	2, 3	Tax Credit units, Market rate units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Heritage Apartments	56	145 Lippert Drive West, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit
Liberty Bay Apartments	8	3331 & 3335 Harris Road Port Orchard, WA 98366	1, 2	Tax Credit units, HOME State, HOME County
Madrona Manor	40	3900 Madrona Drive SE, Port Orchard, WA 98366	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Orchard Bluff Mobile Home P	88	1345 SE Carl Pickel Drive, Port Orchard, WA 98366	N/A	Housing Trust Fund
Port Orchard Vista	42	900 Mitchell Avenue, Port Orchard, WA 98366	1, 2	Tax Credit (30%, 40%, 60% unit split), Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Viewmont Apartments	72	1904 Pioneer Lane SE, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit

Glossary of Acronyms

ACC	Annual Contributions Contract
AHMA	Affordable Housing Management Association - there are both state and national
AP	Accounts Payable
AR	Accounts Receivable or Annual Recertification/Reexamination
ARHC	Affordable Rural Housing Council
BGCOA	Bremerton Government Center Owners Association
BHA	Bremerton Housing Authority
CARES	Coronavirus Aid, Relief, and Economic Security
CDBG	Community Development Block Grant
CLA	County Loan Agreement
CMS	Contract Management Services, a division of BHA that is contracted by HUD to oversee the compliance for Multi-family Program properties.
CNA	Capital Needs Assessments
CPS	Child Protective Services
CW	Conifer Woods, an HK property located in Port Orchard.
DE&I	Diversity, Equity & Inclusion
DES	Washington State Department of Enterprise Services
EIV	Enterprise Income Verifications
FM	Fjord Manor, an HK property located in Poulsbo.
FP	Finch Place, an HK property located on Bainbridge Island.
FVII	Fjord Vista II, an HK property located in Poulsbo.
FY	Fiscal Year
GTI	Golden Tides I, an HK property part of the Public Housing program located in Silverdale.
GTII	Golden Tides II, an HK property located in Silverdale.
GTIII	Golden Tides III, an HK property located in Silverdale.
HAP	Housing Assistance Payment
HCV	Housing Choice Voucher, commonly referred to as a Section 8 voucher
HK	Housing Kitsap
HOME	The HOME Investment Partnerships Program- the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.
HSP	Housing Stabilization Program
HT	Heritage, an HK property located in Port Orchard.
HTF	Housing Trust Fund
HUD	United States Department of Housing and Urban Development
IC	Initial Certification
IFB	Invitation for Bids
IR	Interim Recertification
KCCHA	Kitsap County Consolidated Housing Authority - another name for Housing Kitsap
KCR	Kitsap Community Resources
KEPA	Kitsap Eviction Prevention Assistance
KR	Kingston Ridge, an HK property located in Kingston.
LB	Liberty Bay, an HK property located in Bremerton and Silverdale.
LIHTC	Low Income Housing Tax Credit

Glossary of Acronyms

MF	Multifamily Program- a HUD program
MM	Madrona Manor, an HK property located in Port Orchard.
MOR	Management and Occupancy Review
MOU	Memorandum of Understanding
MRI	Software used for accounting
NAHRO	National Association of Housing and Redevelopment Officials
OB	Orchard Bluff, an HK property located in Port Orchard.
PBRA	Project Based Rental Assistance
PBV	Project Based Voucher
PH	Public Housing
PHA	Public Housing Authority
PIH	Public and Indian Housing
PM	Property Management/Managers
PNRC	Pacific Northwest Regional Council
POVi	Port Orchard Vista, an HK property located in Port Orchard.
PP	Park Place, an HK property located in Bremerton.
RA	Reasonable Accommodation or Rental Assistance provided by USDA
RAD	Rental Assistance Demonstration
RD	Rural Development
REAC	Real Estate Assessment Center or Race Equity Advisory Committee
RFP	Request for Proposal
RFQ	Request for Qualifications
RH	Rhododendron, an HK property located on Bainbridge Island.
SAO	State Auditor's Office
SAR	Site Assessment Review
SHOP	Self-Help Home Ownership Program
SVC	Streamlined Voluntary Conversion
TC	Tax Credit (same thing as LIHTC)
TPV	Tenant Protection Voucher
USDA	United States Department of Agriculture
VASH	Veterans Affairs Supportive Housing
VT	Viewmont, an HK property located in Port Orchard.
WS	Windsong, an HK property located in Poulsbo.
WSHFC	Washington State Housing Finance Commission