

**Board of Commissioners**

Chair Clarence Moriwaki

Vice Chair Ed Stern

Katie Walters

Rob Putaansuu

Brittany Dunklin

Christine Rolfes

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/kdRegPZIZI>

*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](mailto: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

February 24, 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. Public Comment (Please limit comments to 3 minutes)
4. 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. January 27, 2026, Meeting Minutes          | Page 4  |
| B. February 11, 2026, Special Meeting Minutes | Page 9  |
| C. January 2026 Disbursement Reports          | Page 11 |
| D. Updated Employee Handbook                  | Page 22 |

### 5. Discussion Items

- |                |         |
|----------------|---------|
| A. 502 Funding | Page 23 |
|----------------|---------|



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## 6. 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 34
B. Finance Division Update (Roan Blacker)	Page 36
C. Property Management Update (Jennifer Di Vitto and Maria Stitzel)	Page 41
D. Compliance Department Update (Freddy Linares)	Page 44
E. Single Family Program Update (Dean Nail)	Page 45
F. Procurement & Administration Updates (Laura Auerbach)	Page 47

## 7. 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.

## 8. Adjourn



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**HOUSING KITSAP BOARD OF COMMISSIONERS  
BOARD MEETING  
JANUARY 27, 2026  
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 Ed Stern

**Attending Staff:** Executive Director Heather Blough, Director of Finance Roan Blacker, Director of Compliance Freddy Linares, Director of Procurement and Administration Laura Auerbach, Director of Acquisition and Development Dean Nail, Executive Assistant and Office Manager Katie Loehrs, Property Management Records Clerk Kitty Eaton, Regional Director of Property Management Maria Stitzel, Information Systems Manager Troy Broucker, Human Resources Specialist Kristie Opp-Hermida, Property Manager Jenny Harsin, Property Manager LorAine Harden, Program Manager Gloria Devery

**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. Swearing in of Mayor of Poulsbo, Ed Stern**

Ed Stern recited and signed the Oath of Commissioner of Kitsap County Consolidated Housing Authority, dba Housing Kitsap.

**4. Public Comments:**

Jenny Harsin read an email received from an HK Homes resident regarding how thankful they were for their new home.

## 5. Consent Agenda:

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

## 6. Discussion Items

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

Heather Blough informed the Board that the PHA Plan is required every year and the Capital Fund Plan every 5 years. Heather explained that since the PHA Program wasn't closed, there are capital funds that can be spent on acquisition and development. Heather added that they are looking at ways to spend those funds. Heather explained that both plans require a public comment period and a Resident Advisory Board meeting before being approved in March.

## 7. Action Items

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

Roan Blacker informed the Board that there are approximately 25 former tenant accounts equaling approximately \$135,000 that are being requested to write off. Commissioner Putansuu asked why most of the balances are from one property. Roan explained that they are focusing on processing each property as they go.

Commissioner Moriwaki moved to approve Resolution 2026-01. The motion was seconded by Commissioner Putansuu. *The motion carried unanimously.*

### B. Discussion and possible action regarding Resolution 2026-02 approving the Purchase Card Policy

Roan Blacker informed the Board that the auditors recommended having a Purchase Card Policy. While there were procedures already in place, nothing had been approved by the Board.

Commissioner Stern moved to approve Resolution 2026-02. The motion was seconded by Commissioner Moriwaki. *The motion carried unanimously.*

### C. Discussion and possible action regarding Resolution 2026-03 approving the updated Records Retention Policy

Katie Loehrs explained that the updated policy changes job titles to match the current organizational chart and adds a reference to the Scan and Toss Policy.

Commissioner Putansuu moved to approve Resolution 2026-03. The motion was seconded by Commissioner Moriwaki. *The motion carried unanimously.*

### D. Discussion and possible action regarding Resolution 2026-04 approving Megan Nail's participation in the Self-Help Program

Heather Blough explained that Megan Nail, daughter of Director of Acquisition and Development Dean Nail, has been pulled for Riverstone Group 4 in the Self-Help Program. Heather explained that disclosure is required due to the close relationship with an employee and Board approval is needed for her to move forward in the Program. Heather added that approval of Megan as a participant is also determined by USDA.

Commissioner Putaansuu moved to approve Resolution 2026-04. The motion was seconded by Commissioner Stern. *The motion carried unanimously.*

**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**

Roan Blacker explained that the electrical repairs for Heritage, Viewmont East, and Windsong were more expensive than what was originally approved. Roan added that the requested loans from the sales proceeds will reflect in the FY 2027 budget.

Commissioner Moriwaki moved to approve Resolution 2026-05. The motion was seconded by Commissioner Dunklin. *The motion carried unanimously.*

**F. Discussion and possible action regarding Resolution 2026-06 approving the Electronic Fund Transfer (EFT) Policy**

Roan Blacker informed the Board that the State Auditors Office recommended having an EFT Policy.

Commissioner Moriwaki moved to approve Resolution 2026-06. The motion was seconded by Commissioner Stern. *The motion carried unanimously.*

**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**

Dean Nail explained that Housing Kitsap will cover 1/3 of the cost upfront, but will be reimbursed. The rest of the funds are covered by a grant.

Commissioner Stern moved to approve Resolution 2026-07. The motion was seconded by Commissioner Moriwaki. *The motion carried unanimously.*

**H. Discussion and possible action regarding nomination and election of Board Officers for calendar year 2026**

Commissioner Putaansuu moved to nominate Commissioner Moriwaki as Board Chair and Commissioner Stern as Vice Chair for calendar year 2026. The motion was seconded by Commissioner Walters. *The motion carried unanimously.*

**8. Executive Session**

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

At 9:30 am, Chair Walters stated that the Board will be entering into executive session until 9:50 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 Jessica Clawson.

At 9:52 am, Chair Walters called the regular meeting back in session. No action was taken.

## **9. Program Updates**

### **A. Executive Director/Executive Committee:**

Heather Blough informed the Board that \$3.6 million was awarded for Stone Ridge. Heather added that the Harborside permit was finalized.

### **B. Finance Division:**

Roan Blacker informed the Board that the State Auditors Office 2024 audit is at the tail end and the Novogradac audit will be closed by the end of March.

### **C. Property Management:**

Jennifer Di Vitto noted the information in the report and offered to answer any questions. There were no further questions.

### **D. Compliance Department:**

Freddy Linares noted the information in the report and offered to answer any questions. There were no further questions. Freddy added that Nordic Cottages is fully occupied.

### **E. Single Family:**

Dean Nail informed the Board that:

- Vikings Crest sale to the HOA is closing on the day of the Board meeting and the rest of the property will be sold to the City of Poulsbo's parks departments
- He is meeting with the City of Bainbridge Island regarding the potential opportunities at Sally's Place
- He is meeting with the County for the pre-application for Howerton. The hope is that HK can build 12 units there.
- The Capital Fund could potentially be used to purchase the Markwick property, which is next to the Department of Natural Resources land
- The Key Ceremony for Riverstone Group 2 will be held on January 30, 2026

### **F. Administration and Procurement:**

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

**10. Board Announcements and Community Updates**

**A. Board Announcements and Community Updates**

Commissioner Walters informed the Board that the Bremerton City Council is discussing the hybrid shelter.

Commissioner Moriwaki informed the Board that the Seattle Times wrote an article about the Bainbridge Island affordable housing project. Commissioner Moriwaki discussed some of the challenges they are facing with upcoming projects.

Commissioner Putaansuu informed the Board that there is currently a legislative session. Commissioner Putaansuu explained that they are trying to prevent sweeps that will impact many projects. He added that there are real budget challenges this year.

Commissioner Walters informed the Board that they are having a legislative reception the first week of February. Commissioner Walters added that the County is facing a \$6.2 million deficit, so they are meeting to discuss revenue options.

Commissioner Stern informed the Board that they are looking at expanding the caucus next year.

**11. Adjournment:**

The meeting adjourned at 10:35 am.

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Heather Blough  
Executive Director

\_\_\_\_\_  
Clarence Moriwaki  
Chair

\_\_\_\_\_  
Date Approved

**Board of Commissioners**  
*Chair* Clarence Moriwaki  
*Vice Chair* Ed Stern  
Rob Putaansuu  
Katie Walters  
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**HOUSING KITSAP BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
FEBRUARY 11, 2026  
MINUTES**

**Board in Attendance:** Mayor of City of Poulsbo Ed Stern (Vice Chair), Resident Commissioner Brittany Dunklin, Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Katie Walters, Kitsap County Commissioner Oran Root

**Attending Staff:** Executive Director Heather Blough, Director of Finance Roan Blacker, Director of Acquisition and Development Dean Nail, Executive Assistant and Office Manager Katie Loehrs,

**Absent:**, Mayor of City of Port Orchard Rob Putaansuu, City of Bainbridge Island Mayor Clarence Moriwaki (Chair)

**Public in attendance:**

**1. Call to Order:**

Vice Chair Stern called the meeting to order at approximately 2:00 pm.

**2. Approval of Agenda:**

No approval needed.

**3. Public Comments:**

None

**4. Executive Session**

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

At 2:04 pm, Vice Chair Stern stated that the Board will be entering into executive session until 2:25 pm 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 Jessica Clawson.

At 2:25 pm, Vice Chair Stern called the regular meeting back in session. No action was taken.

**5. Adjournment:**

The meeting adjourned at 2:26 pm.

**ATTEST:**

**ATTEST:**

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Heather Blough  
Executive Director

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Clarence Moriwaki  
Chair

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Date Approved

**Board of Commissioners**  
*Chair* Clarence Moriwaki  
*Vice Chair* Ed Stern  
 Katie Walters  
 Rob Putaansuu  
 Oran Root  
 Christine Rolfes  
 Brittany Dunklin  
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To: Housing Kitsap Board of Commissioners  
 From: Heather Blough, Executive Director  
 Subject: Approval January 2026 Disbursements and/or Fund Transfer  
 Date: Tuesday, February 24, 2026

KCCHA General Fund (New) – 4711	\$	475,226
KCCHA General Fund – 1524		1,857
Section 8 Fund (New) - 6311		482,568
Section 8 Fund - 8918		55
HK_MF_All-Owned_SD (New) - 8711		275,798
Self Help Family Account (New) - 2111		132,826
Self Help General Account (New) - 2112		7,853
Self Help SHOP Account - 3911		433,986
HK_MF_Sep_Corp_OP (New) - 7911		223,602
HK_MF_Sep_Corp_SD (New) - 0911		6,402
HK_MF_All-Owned_SD (New) - 1711		737
HK_Mngmt Nordic Cottages OP (New) - 1111		2,362
HK Projects Operating Account – 8213		3,199
RD USDA Projects Operating Account – 7421		9,006
Self Help CF SHOP Acct - 5157		2
Self Help 523TA Grant - 9543		42
Kitsap Apartments Operations – 0152		116,637
Liberty Bay Operating Acct - 2217		2,168
Heritage Apartments Operating Account – 9440		5,038
Viewmont Apartments Operating Account – 9499		14,996
Kitsap Apartments Security Deposit – 0160		12,501
Golden Tides III Security Deposit – 8992		783
Heritage Apartments Security Deposit – 9465		3,279
Viewmont Apartments Security Deposit – 9507		7,282
	\$	2,218,204

Disbursements of \$1,897,525 plus transfers of \$320,679 equal total payments of \$2,218,204.

"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

\_\_\_\_\_  
 Clarence Moriwaki, Chair

Date

Payment Summary  
January 2026 Board Cash Disbursement Report

Bank-NEW	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	133672	V0000065 - CASCADE NATURAL GAS CORP.	1/2/2026	453.68
hkgf4711 - KCCHA - GENERAL FUND	133673	v0000380 - Century Link	1/2/2026	392.70
hkgf4711 - KCCHA - GENERAL FUND	133674	v0000406 - CENTURYLINK (LUMEN)	1/2/2026	28.43
hkgf4711 - KCCHA - GENERAL FUND	133675	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	1/2/2026	21,701.32
hkgf4711 - KCCHA - GENERAL FUND	133676	V0000081 - COMPRAISE	1/2/2026	2,500.00
hkgf4711 - KCCHA - GENERAL FUND	133677	v0000131 - HARLOW AUTO REPAIR INC	1/2/2026	804.71
hkgf4711 - KCCHA - GENERAL FUND	133678	V0000149 - INSIGHT PUBLIC SECTOR	1/2/2026	675.00
hkgf4711 - KCCHA - GENERAL FUND	133679	v0000437 - OPP-HERMIDA, KRISTIE	1/2/2026	130.83
hkgf4711 - KCCHA - GENERAL FUND	133680	v0000253 - PACIFIC NORTHWEST TITLE	1/2/2026	1,426.92
hkgf4711 - KCCHA - GENERAL FUND	133681	v0000741 - SMARSH INC	1/2/2026	2,160.00
hkgf4711 - KCCHA - GENERAL FUND	133682	v0000314 - SMS CLEANING, INC.	1/2/2026	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	133683	v0000352 - WASHINGTON STATE AUDITOR'S OFFICE	1/2/2026	4,590.30
hkgf4711 - KCCHA - GENERAL FUND	JE 7157	ACH DR- VSP VISION	1/2/2026	692.33
hkgf4711 - KCCHA - GENERAL FUND	JE 7158	ACH DR- USable Life Premium Payment	1/2/2026	3,049.81
hkgf4711 - KCCHA - GENERAL FUND	JE 7159	ACH DR- METKC	1/2/2026	5,574.82
hkgf4711 - KCCHA - GENERAL FUND	99589061	v0000143 - HOME DEPOT CREDIT SVCS- 4595	1/5/2026	97.65
hkgf4711 - KCCHA - GENERAL FUND	JE 7160	ACH DR- BASIC BENEFITS	1/5/2026	38.70
hkgf4711 - KCCHA - GENERAL FUND	133684	v0000473 - LYON, KRISTA	1/7/2026	50.15
hkgf4711 - KCCHA - GENERAL FUND	133685	v0000677 - AFFORDABLE HOUSING NETWORK, LLC	1/8/2026	3,000.00
hkgf4711 - KCCHA - GENERAL FUND	133686	V0000040 - BIRD ELECTRIC CORP.	1/8/2026	420.00
hkgf4711 - KCCHA - GENERAL FUND	133687	V0000068 - CDW GOVERNMENT, INC.	1/8/2026	369.50
hkgf4711 - KCCHA - GENERAL FUND	133688	v0000744 - FINE ARTS LITHO INC	1/8/2026	392.25
hkgf4711 - KCCHA - GENERAL FUND	133689	v0000114 - FIRST CHOICE HEALTH NETWORK	1/8/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	133690	V0000121 - GLOBAL VERIFICATION NETWORK	1/8/2026	116.20
hkgf4711 - KCCHA - GENERAL FUND	133691	v0000199 - LOEHR, KATHERINE	1/8/2026	79.98
hkgf4711 - KCCHA - GENERAL FUND	133692	v0000243 - NW COMMNET LLC	1/8/2026	405.95
hkgf4711 - KCCHA - GENERAL FUND	133693	V0000247 - OFFICE DEPOT-ACCT. 67444053	1/8/2026	348.34
hkgf4711 - KCCHA - GENERAL FUND	133694	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	1/8/2026	176.85
hkgf4711 - KCCHA - GENERAL FUND	133695	V0000374 - PITNEY BOWES GLOBAL FINANCIAL SERVS/ PITNEY BO	1/8/2026	215.32
hkgf4711 - KCCHA - GENERAL FUND	133696	v0000327 - TERESA D. JOHNSON CPA INC.	1/8/2026	231.44
hkgf4711 - KCCHA - GENERAL FUND	133697	V0000347 - VERIZON WIRELESS	1/8/2026	2,349.01
hkgf4711 - KCCHA - GENERAL FUND	133698	v0000745 - WA HSG AUTH ACCOUNTING PROFESSIONALS dba WHA	1/8/2026	250.00
hkgf4711 - KCCHA - GENERAL FUND	133699	v0000425 - WAPRO	1/8/2026	50.00
hkgf4711 - KCCHA - GENERAL FUND	133700	V0000370 - YARDI SYSTEMS, INC.	1/8/2026	1,382.00
hkgf4711 - KCCHA - GENERAL FUND	JE 7204	ACH DR- PAYNW JANUARY 09, 2026 PAYROLL	1/8/2026	103,885.78
hkgf4711 - KCCHA - GENERAL FUND	JE 7205	ACH DR- PAYNW JAN 09, 2026 TAX DEPOSITS	1/8/2026	19,919.74
hkgf4711 - KCCHA - GENERAL FUND	JE 7206	ACH DR- VOYA DEFERRED COMP	1/8/2026	8,473.85
hkgf4711 - KCCHA - GENERAL FUND	JE 7207	ACH DR- HSA CONTRIBUTION	1/9/2026	414.70
hkgf4711 - KCCHA - GENERAL FUND	JE 7208	ACH DR- PAYNW INVOICE JANUARY 09, 2026 PAYROLL	1/9/2026	1,829.32
hkgf4711 - KCCHA - GENERAL FUND	JE 7211	ACH DR- VOYA DEFERRED COMP	1/12/2026	8,467.93
hkgf4711 - KCCHA - GENERAL FUND	JE 7287	ACH DR- WA DRS PAYMENT	1/14/2026	37,856.93
hkgf4711 - KCCHA - GENERAL FUND	133701	v0000027 - APPLETREE ANSWERS	1/15/2026	1,224.05
hkgf4711 - KCCHA - GENERAL FUND	133702	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	1/15/2026	3,086.40
hkgf4711 - KCCHA - GENERAL FUND	133703	v0000114 - FIRST CHOICE HEALTH NETWORK	1/15/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	133704	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	1/15/2026	3,751.96
hkgf4711 - KCCHA - GENERAL FUND	133705	v0000157 - JIFFY LUBE	1/15/2026	107.92
hkgf4711 - KCCHA - GENERAL FUND	133706	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	1/15/2026	104.25
hkgf4711 - KCCHA - GENERAL FUND	133707	V0000193 - LEMAY MOBILE SHREDDING	1/15/2026	41.15
hkgf4711 - KCCHA - GENERAL FUND	133708	V0000198 - LINGO	1/15/2026	13.93
hkgf4711 - KCCHA - GENERAL FUND	133709	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	1/15/2026	126.27
hkgf4711 - KCCHA - GENERAL FUND	133710	V0000256 - PACIFICA LAW GROUP, LLP	1/15/2026	15,747.00
hkgf4711 - KCCHA - GENERAL FUND	133711	V0000262 - PITNEY BOWES RESERVE ACCOUNT	1/15/2026	1,500.00
hkgf4711 - KCCHA - GENERAL FUND	133712	v0000267 - POULSBO, CITY OF	1/15/2026	309.50
hkgf4711 - KCCHA - GENERAL FUND	133713	V0000272 - PUGET SOUND ENERGY	1/15/2026	616.05
hkgf4711 - KCCHA - GENERAL FUND	99162026	v0000011 - 76 FLEET	1/16/2026	1,608.71
hkgf4711 - KCCHA - GENERAL FUND	99567883	V0000168 - KITSAP BANK-VISA-DEAN NAIL	1/16/2026	490.22
hkgf4711 - KCCHA - GENERAL FUND	99568211	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	1/16/2026	9.50
hkgf4711 - KCCHA - GENERAL FUND	99569484	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	1/16/2026	4,121.46
hkgf4711 - KCCHA - GENERAL FUND	JE 7384	PAYNW JAN 09, 2026 TAX DEPOSITS	1/20/2026	8.78
hkgf4711 - KCCHA - GENERAL FUND	133714	V0000032 - ASSOCIATION OF WASHINGTON CITIES	1/22/2026	3,393.00
hkgf4711 - KCCHA - GENERAL FUND	133715	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	1/22/2026	1,251.19
hkgf4711 - KCCHA - GENERAL FUND	133716	V0000068 - CDW GOVERNMENT, INC.	1/22/2026	66.10
hkgf4711 - KCCHA - GENERAL FUND	133717	V0000063 - MOEN, CANDACE	1/22/2026	46.90

Payment Summary  
January 2026 Board Cash Disbursement Report

hkgf4711 - KCCHA - GENERAL FUND	133718	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	1/22/2026	431.68
hkgf4711 - KCCHA - GENERAL FUND	133719	v0000314 - SMS CLEANING, INC.	1/22/2026	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	133720	v0000425 - WAPRO	1/22/2026	25.00
hkgf4711 - KCCHA - GENERAL FUND	133721	v0000352 - WASHINGTON STATE AUDITOR'S OFFICE	1/22/2026	4,659.85
hkgf4711 - KCCHA - GENERAL FUND	JE 7318	ACH DR- PAYNW JANUARY 23, 2026 PAYROLL	1/22/2026	105,902.62
hkgf4711 - KCCHA - GENERAL FUND	JE 7319	ACH DR- PAYNW JANUARY 23, 2026 TAX DEPOSITS	1/22/2026	21,601.09
hkgf4711 - KCCHA - GENERAL FUND	JE 7320	ACH DR- PAYROLL MANUAL CK# 1000007	1/22/2026	931.95
hkgf4711 - KCCHA - GENERAL FUND	133722	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	1/23/2026	20,926.00
hkgf4711 - KCCHA - GENERAL FUND	133723	v0000498 - HARSIN, JENNY	1/23/2026	46.24
hkgf4711 - KCCHA - GENERAL FUND	133724	V0000247 - OFFICE DEPOT-ACCT. 67444053	1/23/2026	328.61
hkgf4711 - KCCHA - GENERAL FUND	JE 7321	ACH DR- PAYNW INVOICE JANUARY 23, 2026 PAYROLL	1/23/2026	217.69
hkgf4711 - KCCHA - GENERAL FUND	JE 7322	ACH DR- HSA CONTRIBUTION	1/23/2026	414.70
hkgf4711 - KCCHA - GENERAL FUND	JE 7323	ACH DR- VOYA DEFERRED COMP	1/23/2026	8,497.98
hkgf4711 - KCCHA - GENERAL FUND	99290879	V0000276 - RAIN NETWORKS	1/27/2026	15,266.16
hkgf4711 - KCCHA - GENERAL FUND	133725	v0000018 - AIR MANAGEMENT SOLUTIONS, LLC	1/29/2026	625.00
hkgf4711 - KCCHA - GENERAL FUND	133726	v0000380 - Century Link	1/29/2026	581.24
hkgf4711 - KCCHA - GENERAL FUND	133727	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	1/29/2026	14,086.80
hkgf4711 - KCCHA - GENERAL FUND	133728	v0000405 - CONNOLLY INSURANCE AGENCY INC	1/29/2026	462.00
hkgf4711 - KCCHA - GENERAL FUND	133729	v0000498 - HARSIN, JENNY	1/29/2026	54.84
hkgf4711 - KCCHA - GENERAL FUND	133730	V0000162 - KCB ENVIRONMENTAL SERVICES	1/29/2026	370.00
hkgf4711 - KCCHA - GENERAL FUND	133731	V0000247 - OFFICE DEPOT-ACCT. 67444053	1/29/2026	1,110.92
hkgf4711 - KCCHA - GENERAL FUND	133732	v0000322 - STRUCTURED COMMUNICATION SYSTEMS, INC.	1/29/2026	1,724.00
hkgf4711 - KCCHA - GENERAL FUND	99111032	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	1/30/2026	1,535.04
				<b>475,226.19</b>

Bank	Check#	Vendor	Date	Amount
hk1524 - KCCHA - GENERAL FUND	JE 7280	DECEMBER 2025 KEY BANK ANALYSIS SERVICE FEE PAYMENT	1/9/2026	606.40
hk1524 - KCCHA - GENERAL FUND	133248	v0000599 - KCCHA GENERAL FUND	1/13/2026	1,250.10
				<b>1,856.50</b>

Bank-NEW	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	25015	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	1/5/2026	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	25016	v9004279 - Abbey Lane Apartments	1/5/2026	3,243.00
hk6311 - Section 8-Hsg Choice Vouchers	25017	v9005018 - ADAMS, JAY PRESTON	1/5/2026	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	25018	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	1/5/2026	710.00
hk6311 - Section 8-Hsg Choice Vouchers	25019	v9006343 - Ad-West Realty Services/Silvercrest Apartments	1/5/2026	1,458.00
hk6311 - Section 8-Hsg Choice Vouchers	25020	v9004829 - Ad-West Realty Svc/Island Terrace A	1/5/2026	2,355.00
hk6311 - Section 8-Hsg Choice Vouchers	25021	v9006226 - Allan Frey/Michael E Closser	1/5/2026	1,213.00
hk6311 - Section 8-Hsg Choice Vouchers	25022	v9000028 - Alta Pointe Apartments	1/5/2026	1,463.00
hk6311 - Section 8-Hsg Choice Vouchers	25023	v9003727 - Andrew Hento, Jr.	1/5/2026	375.00
hk6311 - Section 8-Hsg Choice Vouchers	25024	v9005673 - Andrew M. & Irene L. Lopez	1/5/2026	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	25025	v9006232 - Avenue 5 Apts/Ridgetop Apartments	1/5/2026	3,167.00
hk6311 - Section 8-Hsg Choice Vouchers	25026	v9006508 - Avenue 5/Atlas Apartments	1/5/2026	2,999.00
hk6311 - Section 8-Hsg Choice Vouchers	25027	v9005879 - Bay Bridge Apts	1/5/2026	6,092.00
hk6311 - Section 8-Hsg Choice Vouchers	25028	v8000555 - BPMS LLC	1/5/2026	991.00
hk6311 - Section 8-Hsg Choice Vouchers	25029	v9005119 - Butler	1/5/2026	1,013.00
hk6311 - Section 8-Hsg Choice Vouchers	25030	v9001546 - CALNAN, TIMOTHY G.	1/5/2026	1,717.00
hk6311 - Section 8-Hsg Choice Vouchers	25031	v9005624 - Carol Chafee	1/5/2026	195.00
hk6311 - Section 8-Hsg Choice Vouchers	25032	v0000690 - CASCADE RIDGE APARTMENTS	1/5/2026	1,169.00
hk6311 - Section 8-Hsg Choice Vouchers	25033	v7000594 - COOPER, DAVID	1/5/2026	1,984.00
hk6311 - Section 8-Hsg Choice Vouchers	25034	v9005793 - Daniel & Ramona Kroener	1/5/2026	126.00
hk6311 - Section 8-Hsg Choice Vouchers	25035	v9000359 - David L Butcher	1/5/2026	1,230.00
hk6311 - Section 8-Hsg Choice Vouchers	25036	v0000675 - DEBORAH LEE HOLM	1/5/2026	1,601.00
hk6311 - Section 8-Hsg Choice Vouchers	25037	v9006675 - Del E. Mueller	1/5/2026	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	25038	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	1/5/2026	1,650.00
hk6311 - Section 8-Hsg Choice Vouchers	25039	v0000538 - DONLIN, CLANCY	1/5/2026	2,750.00
hk6311 - Section 8-Hsg Choice Vouchers	25040	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	1/5/2026	1,147.00
hk6311 - Section 8-Hsg Choice Vouchers	25041	v0000725 - ERIC & JANET SANDALL	1/5/2026	1,805.00
hk6311 - Section 8-Hsg Choice Vouchers	25042	v9000881 - Eric Holm	1/5/2026	8,876.00
hk6311 - Section 8-Hsg Choice Vouchers	25043	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	1/5/2026	1,542.00
hk6311 - Section 8-Hsg Choice Vouchers	25044	v9007128 - Eulalia Tomas Gonzales	1/5/2026	1,920.00
hk6311 - Section 8-Hsg Choice Vouchers	25045	v8000647 - GATEWAY PROPERTY MANAGEMENT	1/5/2026	648.00
hk6311 - Section 8-Hsg Choice Vouchers	25046	v9006369 - Good Prop Mgmt/Seattle Youth Home Services LLC	1/5/2026	935.00
hk6311 - Section 8-Hsg Choice Vouchers	25047	v0000679 - GRANCORP HOLDINGS/SILVERDALE SHORES	1/5/2026	1,403.00

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hk6311 - Section 8-Hsg Choice Vouchers	25048	v9000764 - Griffin Glen Apartments	1/5/2026	1,336.00
hk6311 - Section 8-Hsg Choice Vouchers	25049	v9000858 - Hidden Firs III	1/5/2026	2,186.00
hk6311 - Section 8-Hsg Choice Vouchers	25050	v9001508 - Housing Resources Bainbridge/Forest Home	1/5/2026	2,621.00
hk6311 - Section 8-Hsg Choice Vouchers	25051	v9001507 - Housing Resources Bainbridge/Island Home	1/5/2026	7,924.00
hk6311 - Section 8-Hsg Choice Vouchers	25052	v8000642 - HPA II BORROWER 2020-2 LLC	1/5/2026	3,230.00
hk6311 - Section 8-Hsg Choice Vouchers	25053	v9005727 - Irrevocable Living Trust of Dorothy Lee	1/5/2026	996.00
hk6311 - Section 8-Hsg Choice Vouchers	25054	v9007037 - Ison Realty/Bloomington Ave LLC	1/5/2026	1,144.00
hk6311 - Section 8-Hsg Choice Vouchers	25055	v9000008 - James and Cecilia Adrian	1/5/2026	13,410.00
hk6311 - Section 8-Hsg Choice Vouchers	25056	v9001509 - Janet West Home	1/5/2026	3,811.00
hk6311 - Section 8-Hsg Choice Vouchers	25057	v9001419 - Jim Adrian/Prigger	1/5/2026	1,363.00
hk6311 - Section 8-Hsg Choice Vouchers	25058	v9004679 - Joan Davis	1/5/2026	1,442.00
hk6311 - Section 8-Hsg Choice Vouchers	25059	v9002019 - JOHNSON, JOELINE R.	1/5/2026	2,435.00
hk6311 - Section 8-Hsg Choice Vouchers	25060	v9005575 - JP Housing LLC	1/5/2026	1,178.00
hk6311 - Section 8-Hsg Choice Vouchers	25061	v9006516 - Julie Bowling	1/5/2026	570.00
hk6311 - Section 8-Hsg Choice Vouchers	25062	v9005590 - Lacey Newman	1/5/2026	700.00
hk6311 - Section 8-Hsg Choice Vouchers	25063	v0000705 - LAWRENCE C. DANIELS	1/5/2026	707.00
hk6311 - Section 8-Hsg Choice Vouchers	25064	v9006249 - Lund Pointe Apartments	1/5/2026	1,411.00
hk6311 - Section 8-Hsg Choice Vouchers	25065	v0000625 - MERIDIAN GARDENS, LLC DBA KEYWAY APTS	1/5/2026	1,326.00
hk6311 - Section 8-Hsg Choice Vouchers	25066	v9002683 - Mike Foley	1/5/2026	707.00
hk6311 - Section 8-Hsg Choice Vouchers	25067	v9002914 - Mobile Properties Joint Junction LLC	1/5/2026	1,461.00
hk6311 - Section 8-Hsg Choice Vouchers	25068	v9002908 - Neil or Judy Bass	1/5/2026	1,642.00
hk6311 - Section 8-Hsg Choice Vouchers	25069	v9006887 - Norland Trails/Kitsap Olhava LLC	1/5/2026	2,481.00
hk6311 - Section 8-Hsg Choice Vouchers	25070	v9006312 - NSE Kitsap Fee Owner, LLC	1/5/2026	2,361.00
hk6311 - Section 8-Hsg Choice Vouchers	25071	v8000659 - OLYMPIC MULTI-FAMILY MGMT/TIMBER RUN	1/5/2026	1,216.00
hk6311 - Section 8-Hsg Choice Vouchers	25072	v9005633 - Olympic Pointe Apartments	1/5/2026	10,256.00
hk6311 - Section 8-Hsg Choice Vouchers	25073	v9001264 - Orchard On The Green	1/5/2026	4,847.00
hk6311 - Section 8-Hsg Choice Vouchers	25074	v8000645 - PARAMOUNT REAL ESTATE GROUP	1/5/2026	1,912.00
hk6311 - Section 8-Hsg Choice Vouchers	25075	v9006061 - Park Shore Property Management/Einspahr	1/5/2026	1,098.00
hk6311 - Section 8-Hsg Choice Vouchers	25076	v9002790 - Parkhurst Apartments	1/5/2026	1,668.00
hk6311 - Section 8-Hsg Choice Vouchers	25077	v8000641 - PARKSHORE PROPERTY MANAGEMENT	1/5/2026	1,539.00
hk6311 - Section 8-Hsg Choice Vouchers	25078	v9001563 - Parkwood Terrace Apartment Homes	1/5/2026	2,620.00
hk6311 - Section 8-Hsg Choice Vouchers	25079	v9006398 - Pickett Prop Mgmt/Shigeta	1/5/2026	1,335.00
hk6311 - Section 8-Hsg Choice Vouchers	25080	v9006680 - Pickett Prop Mgmt/Watson	1/5/2026	1,747.00
hk6311 - Section 8-Hsg Choice Vouchers	25081	v9006133 - Pickett Property Mgmt/Nelson	1/5/2026	146.00
hk6311 - Section 8-Hsg Choice Vouchers	25082	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	1/5/2026	1,754.00
hk6311 - Section 8-Hsg Choice Vouchers	25083	v9005805 - Pine Ridge Apartments	1/5/2026	1,930.00
hk6311 - Section 8-Hsg Choice Vouchers	25084	v8000520 - PORT ORCHARD MULTIFAMILY LLC	1/5/2026	1,819.00
hk6311 - Section 8-Hsg Choice Vouchers	25085	v9007066 - Port Washington LLC	1/5/2026	1,600.00
hk6311 - Section 8-Hsg Choice Vouchers	25086	v0000691 - REALLY PROP MGMT/MONTMINY	1/5/2026	2,850.00
hk6311 - Section 8-Hsg Choice Vouchers	25087	v9006236 - Really Property Management/Borgatti	1/5/2026	1,574.00
hk6311 - Section 8-Hsg Choice Vouchers	25088	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	1/5/2026	1,799.00
hk6311 - Section 8-Hsg Choice Vouchers	25089	v9005570 - REALLY PROPERTY MANAGEMENT/LOLLMAN	1/5/2026	2,650.00
hk6311 - Section 8-Hsg Choice Vouchers	25090	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	1/5/2026	1,052.00
hk6311 - Section 8-Hsg Choice Vouchers	25091	v9007117 - REally Property Mgmt	1/5/2026	2,796.00
hk6311 - Section 8-Hsg Choice Vouchers	25092	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	1/5/2026	3,494.00
hk6311 - Section 8-Hsg Choice Vouchers	25093	v9006946 - Reeder Management Inc / Bay Breeze Apartments	1/5/2026	917.00
hk6311 - Section 8-Hsg Choice Vouchers	25094	v0000456 - REID PROPERTY MANAGEMENT LLC	1/5/2026	718.00
hk6311 - Section 8-Hsg Choice Vouchers	25095	v9006048 - Remax Connect/Webb	1/5/2026	1,457.00
hk6311 - Section 8-Hsg Choice Vouchers	25096	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	1/5/2026	1,550.00
hk6311 - Section 8-Hsg Choice Vouchers	25097	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	1/5/2026	2,157.00
hk6311 - Section 8-Hsg Choice Vouchers	25098	v0000629 - RENEW PROP MGMT/CRI 5, LLC	1/5/2026	1,443.00
hk6311 - Section 8-Hsg Choice Vouchers	25099	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LL	1/5/2026	2,451.00
hk6311 - Section 8-Hsg Choice Vouchers	25100	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LL	1/5/2026	1,128.00
hk6311 - Section 8-Hsg Choice Vouchers	25101	v9001367 - Russell Frey Enterprise	1/5/2026	1,388.00
hk6311 - Section 8-Hsg Choice Vouchers	25102	v9003213 - Scandia Knolls Assoc. Limited Partnership	1/5/2026	3,487.00
hk6311 - Section 8-Hsg Choice Vouchers	25103	v8000589 - SILVA, CHRISTOPHER	1/5/2026	2,042.00
hk6311 - Section 8-Hsg Choice Vouchers	25104	v9005984 - Spencer Sutherland	1/5/2026	1,525.00
hk6311 - Section 8-Hsg Choice Vouchers	25105	v9006568 - TAM Residential/Cottage Bay Apartments	1/5/2026	9,334.00
hk6311 - Section 8-Hsg Choice Vouchers	25106	v9006561 - TAM Residential/Viewcrest Village Apts	1/5/2026	22,576.00
hk6311 - Section 8-Hsg Choice Vouchers	25107	v9006082 - The Diplomat Apartments	1/5/2026	1,149.00
hk6311 - Section 8-Hsg Choice Vouchers	25108	v0000483 - THE JOSEPH GROUP	1/5/2026	2,332.00
hk6311 - Section 8-Hsg Choice Vouchers	25109	v9006149 - The Neiders Company/Orchard Pointe Apartments	1/5/2026	1,695.00
hk6311 - Section 8-Hsg Choice Vouchers	25110	v9007049 - The Ridge at Payseno Lane Apartments	1/5/2026	1,973.00
hk6311 - Section 8-Hsg Choice Vouchers	25111	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	1/5/2026	1,725.00

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hk6311 - Section 8-Hsg Choice Vouchers	25112	v9003785 - The Summit - HAP acct	1/5/2026	2,195.00
hk6311 - Section 8-Hsg Choice Vouchers	25113	v9005941 - Theodore and Janet Apeland	1/5/2026	845.00
hk6311 - Section 8-Hsg Choice Vouchers	25114	v9006083 - Tip Top Property Investments LLC	1/5/2026	3,401.00
hk6311 - Section 8-Hsg Choice Vouchers	25115	v9003323 - Total Property Management/Lund Village	1/5/2026	1,323.00
hk6311 - Section 8-Hsg Choice Vouchers	25116	v9006573 - TYLER and KYLA McKEAN	1/5/2026	1,800.00
hk6311 - Section 8-Hsg Choice Vouchers	25117	v9005602 - Vintage at Bremerton	1/5/2026	9,566.00
hk6311 - Section 8-Hsg Choice Vouchers	25118	v9006533 - Vintage at Silverdale	1/5/2026	12,819.00
hk6311 - Section 8-Hsg Choice Vouchers	25119	v0000494 - VINTAGE AT SILVERDALE, LLC	1/5/2026	1,992.00
hk6311 - Section 8-Hsg Choice Vouchers	25120	v9001125 - Weatherstone Apartment Homes	1/5/2026	1,960.00
hk6311 - Section 8-Hsg Choice Vouchers	25121	v9006025 - William Brasch	1/5/2026	2,600.00
hk6311 - Section 8-Hsg Choice Vouchers	25122	v8000660 - WINDERMERE PROP MGMT/NEWKIRK	1/5/2026	2,800.00
hk6311 - Section 8-Hsg Choice Vouchers	25123	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	1/5/2026	1,650.00
hk6311 - Section 8-Hsg Choice Vouchers	25124	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	1/5/2026	1,553.00
hk6311 - Section 8-Hsg Choice Vouchers	25125	v9006419 - WOZLECK, JAMES L.	1/5/2026	1,278.00
hk6311 - Section 8-Hsg Choice Vouchers	25126	t9001375 - Anderson	1/5/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	25127	t0008479 - Ayers	1/5/2026	96.00
hk6311 - Section 8-Hsg Choice Vouchers	25128	t0041423 - Beck Peacock	1/5/2026	4.00
hk6311 - Section 8-Hsg Choice Vouchers	25129	t9001278 - Beebe	1/5/2026	225.00
hk6311 - Section 8-Hsg Choice Vouchers	25130	t0041910 - Bernier	1/5/2026	27.00
hk6311 - Section 8-Hsg Choice Vouchers	25131	t9001224 - Burke	1/5/2026	216.00
hk6311 - Section 8-Hsg Choice Vouchers	25132	t0012520 - Burton	1/5/2026	75.00
hk6311 - Section 8-Hsg Choice Vouchers	25133	t0007789 - Clark	1/5/2026	63.00
hk6311 - Section 8-Hsg Choice Vouchers	25134	t9001588 - Cyphers	1/5/2026	151.00
hk6311 - Section 8-Hsg Choice Vouchers	25135	t0017053 - Davis	1/5/2026	28.00
hk6311 - Section 8-Hsg Choice Vouchers	25136	t9001200 - Driggers	1/5/2026	158.00
hk6311 - Section 8-Hsg Choice Vouchers	25137	t0003138 - Duchesneau	1/5/2026	315.00
hk6311 - Section 8-Hsg Choice Vouchers	25138	t9001279 - Evanoff	1/5/2026	133.00
hk6311 - Section 8-Hsg Choice Vouchers	25139	t9001283 - Glitch	1/5/2026	47.00
hk6311 - Section 8-Hsg Choice Vouchers	25140	t9001627 - Goulden	1/5/2026	124.00
hk6311 - Section 8-Hsg Choice Vouchers	25141	t0007791 - Johnson	1/5/2026	151.00
hk6311 - Section 8-Hsg Choice Vouchers	25142	t0017679 - Jones	1/5/2026	107.00
hk6311 - Section 8-Hsg Choice Vouchers	25143	t9001280 - Kahuhu	1/5/2026	128.00
hk6311 - Section 8-Hsg Choice Vouchers	25144	t0001826 - Kellman	1/5/2026	43.00
hk6311 - Section 8-Hsg Choice Vouchers	25145	t0035825 - Koehler	1/5/2026	258.00
hk6311 - Section 8-Hsg Choice Vouchers	25146	t0014289 - Lange	1/5/2026	199.00
hk6311 - Section 8-Hsg Choice Vouchers	25147	t0036944 - Madrid	1/5/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	25148	t0003298 - Masters	1/5/2026	16.00
hk6311 - Section 8-Hsg Choice Vouchers	25149	t0038595 - Meeks	1/5/2026	78.00
hk6311 - Section 8-Hsg Choice Vouchers	25150	t0035768 - Morse	1/5/2026	22.00
hk6311 - Section 8-Hsg Choice Vouchers	25151	t0017673 - Nall	1/5/2026	123.00
hk6311 - Section 8-Hsg Choice Vouchers	25152	t0036809 - Nguyen	1/5/2026	254.00
hk6311 - Section 8-Hsg Choice Vouchers	25153	t0014850 - Niles	1/5/2026	110.00
hk6311 - Section 8-Hsg Choice Vouchers	25154	t0017684 - Padilla Rangel	1/5/2026	119.00
hk6311 - Section 8-Hsg Choice Vouchers	25155	t0002971 - Pearson	1/5/2026	22.00
hk6311 - Section 8-Hsg Choice Vouchers	25156	t9001226 - Reitsma	1/5/2026	49.00
hk6311 - Section 8-Hsg Choice Vouchers	25157	t0014175 - Rhea	1/5/2026	492.00
hk6311 - Section 8-Hsg Choice Vouchers	25158	t0038936 - Roller	1/5/2026	171.00
hk6311 - Section 8-Hsg Choice Vouchers	25159	t9001311 - Roth	1/5/2026	47.00
hk6311 - Section 8-Hsg Choice Vouchers	25160	t0017725 - Rouse	1/5/2026	21.00
hk6311 - Section 8-Hsg Choice Vouchers	25161	t0007032 - Sadewasser	1/5/2026	103.00
hk6311 - Section 8-Hsg Choice Vouchers	25162	t0016776 - Sanders	1/5/2026	213.00
hk6311 - Section 8-Hsg Choice Vouchers	25163	t0017698 - Sayles	1/5/2026	47.00
hk6311 - Section 8-Hsg Choice Vouchers	25164	t9001179 - Schneider	1/5/2026	62.00
hk6311 - Section 8-Hsg Choice Vouchers	25165	t0006818 - Sherwood	1/5/2026	74.00
hk6311 - Section 8-Hsg Choice Vouchers	25166	t0038147 - Skuza	1/5/2026	8.00
hk6311 - Section 8-Hsg Choice Vouchers	25167	t9001313 - Stone	1/5/2026	136.00
hk6311 - Section 8-Hsg Choice Vouchers	25168	t0017846 - Swenson	1/5/2026	91.00
hk6311 - Section 8-Hsg Choice Vouchers	25169	t0013267 - Tillis	1/5/2026	261.00
hk6311 - Section 8-Hsg Choice Vouchers	25170	t0036497 - Turner	1/5/2026	11.00
hk6311 - Section 8-Hsg Choice Vouchers	25171	t9001483 - Ussin	1/5/2026	70.00
hk6311 - Section 8-Hsg Choice Vouchers	25172	t0038860 - VanBuren	1/5/2026	101.00
hk6311 - Section 8-Hsg Choice Vouchers	25173	t0035827 - Wilson	1/5/2026	226.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v0000624 - ADVANI, ANURADHA	1/6/2026	3,100.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v0000733 - EDWARD & MARLYS RECKNAGLE	1/6/2026	317.00

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hk6311 - Section 8-Hsg Choice Vouchers	99276240	v8000593 - BAGGERLY, KEITH	1/6/2026	1,023.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v8000657 - SATRAN-LOUDIN, JILL	1/6/2026	571.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v8000664 - BERNTSEN, SPENCER	1/6/2026	1,160.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9000445 - CLARK, STEPHEN M.	1/6/2026	837.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9000568 - Robert W Dick	1/6/2026	1,205.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9000729 - GAINES, MARK A.	1/6/2026	2,000.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9001416 - Frank J Prentice	1/6/2026	385.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9004359 - Rawlin Swanson	1/6/2026	2,463.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9005809 - Evert, Brenda	1/6/2026	1,096.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9006373 - Marty D. Lemon/Sydney LLC	1/6/2026	962.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9006443 - Mary E. Heskest	1/6/2026	1,485.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9006774 - Carlos E. Aceves	1/6/2026	2,078.00
hk6311 - Section 8-Hsg Choice Vouchers	99276240	v9007024 - Deborah McRae	1/6/2026	215.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v0000493 - HARCOURTS PENINSULA PROPERTIES	1/6/2026	1,805.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v0000709 - VINSHAW HOLDINGS, LLC	1/6/2026	2,816.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v0000727 - DETAILS PROP MGMT/KEETON	1/6/2026	1,489.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v8000514 - CDJ3@WA PROPERTY LLC	1/6/2026	2,494.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v8000519 - KITSAP MENTAL HEALTH SERVICES	1/6/2026	8,281.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v8000644 - CG WELLINGTON, LLC	1/6/2026	1,456.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	1/6/2026	3,173.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v9003457 - EP Holdings LLC/Erlands Point Apartments	1/6/2026	1,830.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v9006030 - Brenna Fields/Aspen Orchard LLC	1/6/2026	1,285.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v9006311 - Details Property Mgmt/Kallander	1/6/2026	1,707.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v9006611 - ID Ent Rentals LLC	1/6/2026	1,495.00
hk6311 - Section 8-Hsg Choice Vouchers	99276242	v9007013 - ID Ent Rentals LLC/Haj	1/6/2026	2,700.00
hk6311 - Section 8-Hsg Choice Vouchers	99276331	v0000736 - DYER, KIMBERLEE M	1/6/2026	1,707.00
hk6311 - Section 8-Hsg Choice Vouchers	99277163	v0000001 - Housing Kitsap	1/7/2026	2,386.00
hk6311 - Section 8-Hsg Choice Vouchers	99277163	v9001405 - CONIFER WOODS APARTMENTS	1/7/2026	40,333.00
hk6311 - Section 8-Hsg Choice Vouchers	99277164	v9001278 - Park Place Apartments	1/7/2026	4,808.00
hk6311 - Section 8-Hsg Choice Vouchers	99277165	v0000001 - Housing Kitsap	1/7/2026	1,167.00
hk6311 - Section 8-Hsg Choice Vouchers	99277165	v0000005 - Kitsap Apartments	1/7/2026	1,938.00
hk6311 - Section 8-Hsg Choice Vouchers	99277165	v9000966 - Kingston Ridge Apartments	1/7/2026	8,940.00
hk6311 - Section 8-Hsg Choice Vouchers	99277168	v9000691 - Finch Place Associates	1/7/2026	540.00
hk6311 - Section 8-Hsg Choice Vouchers	99277169	v9005615 - Fjord Vista II	1/7/2026	641.00
hk6311 - Section 8-Hsg Choice Vouchers	99277170	v0000001 - Housing Kitsap	1/7/2026	1,270.00
hk6311 - Section 8-Hsg Choice Vouchers	99277170	v9005608 - Golden Tides II	1/7/2026	9,790.00
hk6311 - Section 8-Hsg Choice Vouchers	99277171	v9000747 - Golden Tides III Dyes Inlet	1/7/2026	2,595.00
hk6311 - Section 8-Hsg Choice Vouchers	99277172	v0000001 - Housing Kitsap	1/7/2026	17,235.00
hk6311 - Section 8-Hsg Choice Vouchers	99277174	v0000001 - Housing Kitsap	1/7/2026	1,183.00
hk6311 - Section 8-Hsg Choice Vouchers	99277174	v9001407 - Port Orchard Vista Apartments	1/7/2026	21,116.00
hk6311 - Section 8-Hsg Choice Vouchers	99277175	v9001022 - Liberty Bay Associates Ltd	1/7/2026	17,045.00
hk6311 - Section 8-Hsg Choice Vouchers	99277176	v0000721 - NORDIC COTTAGES	1/7/2026	17,700.00
				<b>482,568.00</b>

Bank	Check#	Vendor	Date	Amount
hcv8918 - Section 8-Hsg Choice Vouchers	JE 7346	BOA8918, 12/2025 ACCT ANALYSIS FEE	1/15/2026	54.86
				<b>54.86</b>

Bank-NEW	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	2433	v0000598 - ASHLEY'S CLEANING	1/2/2026	1,540.00
hkop8711 - HK_MF_All-Owned_OP	2434	V0000050 - BREMERTON CITY OF-Utility Billing	1/2/2026	5,587.77
hkop8711 - HK_MF_All-Owned_OP	2435	V0000065 - CASCADE NATURAL GAS CORP.	1/2/2026	1,735.51
hkop8711 - HK_MF_All-Owned_OP	2436	V0000070 - CINTAS FIRE 636525	1/2/2026	1,447.70
hkop8711 - HK_MF_All-Owned_OP	2437	V0000080 - COMCAST	1/2/2026	94.46
hkop8711 - HK_MF_All-Owned_OP	2438	V0000137 - HENDEN ELECTRIC, INC	1/2/2026	44,800.00
hkop8711 - HK_MF_All-Owned_OP	2439	V0000179 - KITSAP GARAGE DOOR CO.	1/2/2026	530.00
hkop8711 - HK_MF_All-Owned_OP	2440	V0000183 - KITSAP P.U.D.#1	1/2/2026	473.01
hkop8711 - HK_MF_All-Owned_OP	2441	v0000416 - PETTY CASH FUND - MADRONA MANOR	1/2/2026	50.62
hkop8711 - HK_MF_All-Owned_OP	2442	V0000272 - PUGET SOUND ENERGY	1/2/2026	1,402.02
hkop8711 - HK_MF_All-Owned_OP	2443	v0000281 - RELIABLE PARTS	1/2/2026	38.58
hkop8711 - HK_MF_All-Owned_OP	2444	V0000294 - SCOTT MCLENDONS HARDWARE	1/2/2026	43.97
hkop8711 - HK_MF_All-Owned_OP	2445	V0000317 - SOUND GLASS SALES INC.-BREMERTON	1/2/2026	1,000.00
hkop8711 - HK_MF_All-Owned_OP	2446	V0000359 - WAVE ASTOUND	1/2/2026	304.68
hkop8711 - HK_MF_All-Owned_OP	2447	V0000362 - WEST SOUND UTILITY DISTRICT	1/2/2026	7,071.49

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hkop8711 - HK_MF_All-Owned_OP	2448	t0000075 - Johnston	1/2/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2449	t0000111 - Wiklund	1/2/2026	78.00
hkop8711 - HK_MF_All-Owned_OP	2450	t0000107 - Garfield	1/5/2026	89.00
hkop8711 - HK_MF_All-Owned_OP	99089582	v0000143 - HOME DEPOT CREDIT SVCS- 4595	1/5/2026	12,006.77
hkop8711 - HK_MF_All-Owned_OP	99788151	V0000136 - HD SUPPLY - ACCT.#104436	1/5/2026	9,035.57
hkop8711 - HK_MF_All-Owned_OP	RC 47064	Returned item t9001462	1/5/2026	215.00
hkop8711 - HK_MF_All-Owned_OP	2451	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	1/8/2026	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2452	V0000034 - BAINBRIDGE DISPOSAL, INC.	1/8/2026	1,245.66
hkop8711 - HK_MF_All-Owned_OP	2453	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	1/8/2026	13,530.01
hkop8711 - HK_MF_All-Owned_OP	2454	v0000746 - BUILDING A TRADITION, LLC	1/8/2026	3,150.00
hkop8711 - HK_MF_All-Owned_OP	2455	V0000075 - CLEAN N ROOTER LLC	1/8/2026	3,723.71
hkop8711 - HK_MF_All-Owned_OP	2456	V0000080 - COMCAST	1/8/2026	154.26
hkop8711 - HK_MF_All-Owned_OP	2457	V0000121 - GLOBAL VERIFICATION NETWORK	1/8/2026	313.80
hkop8711 - HK_MF_All-Owned_OP	2458	v0000417 - PETTY CASH FUND - ORCHARD BLUFF	1/8/2026	105.76
hkop8711 - HK_MF_All-Owned_OP	2459	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	1/8/2026	4,950.18
hkop8711 - HK_MF_All-Owned_OP	2460	V0000287 - RODDA PAINT COMPANY	1/8/2026	1,604.72
hkop8711 - HK_MF_All-Owned_OP	2461	V0000359 - WAVE ASTOUND	1/8/2026	91.89
hkop8711 - HK_MF_All-Owned_OP	2462	V0000362 - WEST SOUND UTILITY DISTRICT	1/8/2026	11,395.62
hkop8711 - HK_MF_All-Owned_OP	2463	t0000351 - Spelger	1/9/2026	135.48
hkop8711 - HK_MF_All-Owned_OP	99916250	v0000201 - LOWES - AM DEPT	1/10/2026	441.64
hkop8711 - HK_MF_All-Owned_OP	99482733	V0000136 - HD SUPPLY - ACCT.#104436	1/12/2026	20,288.25
hkop8711 - HK_MF_All-Owned_OP	RC 47655	Returned item b9001704	1/13/2026	95.00
hkop8711 - HK_MF_All-Owned_OP	2464	V0000050 - BREMERTON CITY OF-Utility Billing	1/15/2026	2,008.94
hkop8711 - HK_MF_All-Owned_OP	2465	V0000070 - CINTAS FIRE 636525	1/15/2026	52.00
hkop8711 - HK_MF_All-Owned_OP	2466	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	1/15/2026	4,650.00
hkop8711 - HK_MF_All-Owned_OP	2467	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	1/15/2026	12.50
hkop8711 - HK_MF_All-Owned_OP	2468	V0000088 - DANO'S SEPTIC	1/15/2026	750.00
hkop8711 - HK_MF_All-Owned_OP	2469	v0000703 - DRAIN PRO INC	1/15/2026	8,034.00
hkop8711 - HK_MF_All-Owned_OP	2470	V0000121 - GLOBAL VERIFICATION NETWORK	1/15/2026	209.20
hkop8711 - HK_MF_All-Owned_OP	2471	v0000157 - JIFFY LUBE	1/15/2026	96.03
hkop8711 - HK_MF_All-Owned_OP	2472	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	1/15/2026	10,801.70
hkop8711 - HK_MF_All-Owned_OP	2473	V0000180 - KITSAP GUTTERS INC	1/15/2026	2,000.00
hkop8711 - HK_MF_All-Owned_OP	2474	v0000267 - POULSBO, CITY OF	1/15/2026	10,936.91
hkop8711 - HK_MF_All-Owned_OP	2475	V0000272 - PUGET SOUND ENERGY	1/15/2026	2,732.71
hkop8711 - HK_MF_All-Owned_OP	2476	V0000287 - RODDA PAINT COMPANY	1/15/2026	353.42
hkop8711 - HK_MF_All-Owned_OP	2477	V0000294 - SCOTT MCLENDONS HARDWARE	1/15/2026	15.99
hkop8711 - HK_MF_All-Owned_OP	2478	V0000334 - THYSSENKRUPP ELEVATOR CORP.	1/15/2026	865.75
hkop8711 - HK_MF_All-Owned_OP	2479	v0000424 - TRS MECHANICAL, INC	1/15/2026	2,003.09
hkop8711 - HK_MF_All-Owned_OP	2480	v0000089 - WA DEPARTMENT OF COMMERCE	1/15/2026	15,015.67
hkop8711 - HK_MF_All-Owned_OP	2481	v0000355 - WA STATE HOUSING FINANCING COMMISSION	1/15/2026	2,075.00
hkop8711 - HK_MF_All-Owned_OP	99567617	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	1/16/2026	1,260.88
hkop8711 - HK_MF_All-Owned_OP	99569218	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	1/16/2026	626.24
hkop8711 - HK_MF_All-Owned_OP	99569653	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	1/16/2026	40.63
hkop8711 - HK_MF_All-Owned_OP	2482	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	1/22/2026	4,765.80
hkop8711 - HK_MF_All-Owned_OP	2483	V0000075 - CLEAN N ROOTER LLC	1/22/2026	495.00
hkop8711 - HK_MF_All-Owned_OP	2484	V0000080 - COMCAST	1/22/2026	109.46
hkop8711 - HK_MF_All-Owned_OP	2485	v0000435 - PETTY CASH FUND - FJORD MANOR APTS	1/22/2026	101.91
hkop8711 - HK_MF_All-Owned_OP	2486	V0000272 - PUGET SOUND ENERGY	1/22/2026	7,656.68
hkop8711 - HK_MF_All-Owned_OP	2487	V0000287 - RODDA PAINT COMPANY	1/22/2026	1,118.70
hkop8711 - HK_MF_All-Owned_OP	2488	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	1/23/2026	243.37
hkop8711 - HK_MF_All-Owned_OP	2489	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	1/23/2026	40.54
hkop8711 - HK_MF_All-Owned_OP	2490	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	1/23/2026	2,979.61
hkop8711 - HK_MF_All-Owned_OP	2491	V0000247 - OFFICE DEPOT-ACCT. 67444053	1/23/2026	190.19
hkop8711 - HK_MF_All-Owned_OP	2492	V0000272 - PUGET SOUND ENERGY	1/23/2026	2,118.30
hkop8711 - HK_MF_All-Owned_OP	2493	V0000287 - RODDA PAINT COMPANY	1/23/2026	176.71
hkop8711 - HK_MF_All-Owned_OP	2494	V0000359 - WAVE ASTOUND	1/23/2026	289.10
hkop8711 - HK_MF_All-Owned_OP	99881704	v0000201 - LOWES - AM DEPT	1/26/2026	1,659.78
hkop8711 - HK_MF_All-Owned_OP	99537122	V0000136 - HD SUPPLY - ACCT.#104436	1/27/2026	269.03
hkop8711 - HK_MF_All-Owned_OP	99892698	v0000143 - HOME DEPOT CREDIT SVCS- 4595	1/28/2026	829.12
hkop8711 - HK_MF_All-Owned_OP	2495	v0000598 - ASHLEY'S CLEANING	1/29/2026	1,350.00
hkop8711 - HK_MF_All-Owned_OP	2496	V0000050 - BREMERTON CITY OF-Utility Billing	1/29/2026	5,339.12
hkop8711 - HK_MF_All-Owned_OP	2497	V0000070 - CINTAS FIRE 636525	1/29/2026	859.00
hkop8711 - HK_MF_All-Owned_OP	2498	V0000247 - OFFICE DEPOT-ACCT. 67444053	1/29/2026	1,537.66
hkop8711 - HK_MF_All-Owned_OP	2499	V0000287 - RODDA PAINT COMPANY	1/29/2026	723.14

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hkop8711 - HK_MF_All-Owned_OP	2500	V0000294 - SCOTT MCLENDONS HARDWARE	1/29/2026	272.92
hkop8711 - HK_MF_All-Owned_OP	2501	V0000030 - ASH CONSTRUCTION LLC	1/30/2026	20,945.00
hkop8711 - HK_MF_All-Owned_OP	2502	V0000065 - CASCADE NATURAL GAS CORP.	1/30/2026	453.35
hkop8711 - HK_MF_All-Owned_OP	2503	V0000070 - CINTAS FIRE 636525	1/30/2026	881.40
				<b>275,798.34</b>

Bank-NEW	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20590	v0000464 - GUNS CONCRETE PUMPING LLC	1/12/2026	1,259.13
self2111 - Self Help - Family AP Acct	20582	V0000043 - B-MORE ELECTRIC	1/12/2026	1,760.11
self2111 - Self Help - Family AP Acct	20583	V0000061 - CALPORTLAND COMPANY	1/12/2026	4,066.20
self2111 - Self Help - Family AP Acct	20584	v0000095 - DMS SUPPLY, LLC	1/12/2026	20,804.59
self2111 - Self Help - Family AP Acct	20585	V0000096 - DS SALES ASSOCIATES	1/12/2026	7,458.81
self2111 - Self Help - Family AP Acct	20586	v0000097 - DTG RECYCLE	1/12/2026	314.70
self2111 - Self Help - Family AP Acct	20587	v0000463 - DYLAN TAYLOR CONSTRUCTION LLC	1/12/2026	7,574.75
self2111 - Self Help - Family AP Acct	20588	V0000107 - FARMERS INSURANCE	1/12/2026	5,037.00
self2111 - Self Help - Family AP Acct	20589	V0000112 - FINAL VISION INC	1/12/2026	1,336.50
self2111 - Self Help - Family AP Acct	20591	V0000128 - H.D. FOWLER COMPANY	1/12/2026	1,088.56
self2111 - Self Help - Family AP Acct	20592	v0000204 - MADRONA HOMES LLC	1/12/2026	7,612.76
self2111 - Self Help - Family AP Acct	20593	v0000557 - MARIO'S PLUMBING	1/12/2026	9,072.39
self2111 - Self Help - Family AP Acct	20594	V0000214 - MILES SAND & GRAVEL	1/12/2026	5,883.59
self2111 - Self Help - Family AP Acct	20595	V0000218 - MITCHELL LUMBER CO	1/12/2026	23,910.07
self2111 - Self Help - Family AP Acct	20596	V0000265 - PORT ORCHARD SAND & GRAVEL COMPANY	1/12/2026	399.98
self2111 - Self Help - Family AP Acct	20597	V0000270 - PRO VISION	1/12/2026	1,273.35
self2111 - Self Help - Family AP Acct	20598	v0000740 - Roadrunner Concrete Cutting LLC	1/12/2026	655.20
self2111 - Self Help - Family AP Acct	20599	v0000288 - ROYAL BUILDERS	1/12/2026	19,971.30
self2111 - Self Help - Family AP Acct	20600	v0000344 - VALLEY SUPPLY CO.	1/12/2026	3,604.81
self2111 - Self Help - Family AP Acct	20601	V0000362 - WEST SOUND UTILITY DISTRICT	1/12/2026	2,795.57
self2111 - Self Help - Family AP Acct	20602	V0000128 - H.D. FOWLER COMPANY	1/15/2026	248.99
self2111 - Self Help - Family AP Acct	20603	v0000344 - VALLEY SUPPLY CO.	1/15/2026	28.00
self2111 - Self Help - Family AP Acct	20604	v0000758 - ALORA LLAMAS	1/28/2026	299.14
self2111 - Self Help - Family AP Acct	20605	v0000752 - DANIEL DOLFIN	1/28/2026	269.46
self2111 - Self Help - Family AP Acct	20606	v0000751 - EMILY HAMILTON	1/28/2026	300.00
self2111 - Self Help - Family AP Acct	20607	v0000753 - KARLY NESHEM	1/28/2026	296.19
self2111 - Self Help - Family AP Acct	20608	v0000755 - KELLI PENBERTHY	1/28/2026	289.46
self2111 - Self Help - Family AP Acct	20609	v0000756 - MICHELLE GREGORY	1/28/2026	300.00
self2111 - Self Help - Family AP Acct	20610	V0000272 - PUGET SOUND ENERGY	1/28/2026	2,387.68
self2111 - Self Help - Family AP Acct	20611	v0000757 - SABRINA SELBY	1/28/2026	300.00
self2111 - Self Help - Family AP Acct	20612	v0000750 - TELESE WILLMES	1/28/2026	272.16
self2111 - Self Help - Family AP Acct	20613	V0000360 - WELLFLEET GROUP LLC	1/28/2026	1,656.00
self2111 - Self Help - Family AP Acct	20614	v0000754 - WILBUR CLAY	1/28/2026	300.00
				<b>132,826.45</b>

Bank-NEW	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	67	V0000209 - MASON PUD3	1/12/2026	73.08
shga2112 - SELF-HELP GENERAL ACCOUNT	66	v0000097 - DTG RECYCLE	1/12/2026	188.82
shga2112 - SELF-HELP GENERAL ACCOUNT	68	V0000228 - N.L. OLSON & ASSOCIATES	1/12/2026	797.00
shga2112 - SELF-HELP GENERAL ACCOUNT	69	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	1/12/2026	484.54
shga2112 - SELF-HELP GENERAL ACCOUNT	70	v0000501 - SPRINX FIRE PROTECTION, INC	1/12/2026	2,000.00
shga2112 - SELF-HELP GENERAL ACCOUNT	72	V0000256 - PACIFICA LAW GROUP, LLP	1/15/2026	1,362.00
shga2112 - SELF-HELP GENERAL ACCOUNT	71	V0000109 - FED EX	1/15/2026	12.24
shga2112 - SELF-HELP GENERAL ACCOUNT	99570792	V0000168 - KITSAP BANK-VISA-DEAN NAIL	1/16/2026	1,800.10
shga2112 - SELF-HELP GENERAL ACCOUNT	73	V0000109 - FED EX	1/28/2026	24.48
shga2112 - SELF-HELP GENERAL ACCOUNT	74	V0000316 - SOUND APPRAISAL GROUP, INC.	1/28/2026	500.00
shga2112 - SELF-HELP GENERAL ACCOUNT	75	V0000247 - OFFICE DEPOT-ACCT. 67444053	1/29/2026	63.83
shga2112 - SELF-HELP GENERAL ACCOUNT	76	v0000759 - PUERTO VALLARTA	1/30/2026	546.50
				<b>7,852.59</b>

Bank-NEW	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3273	v0000421 - RAR FENCE LLC	1/12/2026	72.00
shop3911 - Self Help SHOP	3272	V0000240 - NORTHWEST WATER SYSTEMS	1/12/2026	2,098.25
shop3911 - Self Help SHOP	3271	V0000228 - N.L. OLSON & ASSOCIATES	1/12/2026	1,111.50
shop3911 - Self Help SHOP	3274	V0000128 - H.D. FOWLER COMPANY	1/15/2026	39,234.75
shop3911 - Self Help SHOP	3275	v0000582 - AHBL, INC	1/28/2026	1,908.93

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shop3911 - Self Help SHOP	3276	v0000722 - Brumfield Construction, Inc.	1/28/2026	389,560.80
				<b>433,986.23</b>

Bank-NEW	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	756	v0000698 - APARTMENTS LLC	1/2/2026	207.67
hk7911 - HK_MF_Sep_Corp_OP	757	v0000598 - ASHLEY'S CLEANING	1/2/2026	380.00
hk7911 - HK_MF_Sep_Corp_OP	758	V0000065 - CASCADE NATURAL GAS CORP.	1/2/2026	483.40
hk7911 - HK_MF_Sep_Corp_OP	759	v0000380 - Century Link	1/2/2026	94.18
hk7911 - HK_MF_Sep_Corp_OP	760	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	1/2/2026	4,111.38
hk7911 - HK_MF_Sep_Corp_OP	761	V0000121 - GLOBAL VERIFICATION NETWORK	1/2/2026	52.30
hk7911 - HK_MF_Sep_Corp_OP	762	V0000126 - GRECCO, RICK	1/2/2026	166.00
hk7911 - HK_MF_Sep_Corp_OP	763	v0000681 - HARBOR APPEALS AND LAW PLLC	1/2/2026	280.00
hk7911 - HK_MF_Sep_Corp_OP	764	v0000620 - HILL CONSTRUCTION	1/2/2026	14,987.50
hk7911 - HK_MF_Sep_Corp_OP	765	V0000183 - KITSAP P.U.D.#1	1/2/2026	2,439.78
hk7911 - HK_MF_Sep_Corp_OP	766	V0000246 - OFFICE DEPOT--ACCT# 19356639	1/2/2026	142.55
hk7911 - HK_MF_Sep_Corp_OP	767	V0000271 - PUCKETT & REDFORD P.L.L.C.	1/2/2026	2,013.00
hk7911 - HK_MF_Sep_Corp_OP	768	V0000272 - PUGET SOUND ENERGY	1/2/2026	7,540.68
hk7911 - HK_MF_Sep_Corp_OP	769	V0000359 - WAVE ASTOUND	1/2/2026	187.73
hk7911 - HK_MF_Sep_Corp_OP	770	v0000598 - ASHLEY'S CLEANING	1/2/2026	470.00
hk7911 - HK_MF_Sep_Corp_OP	771	t9000439 - Bowman	1/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	772	t0000141 - Bryant	1/2/2026	73.00
hk7911 - HK_MF_Sep_Corp_OP	773	t9000478 - Collis-Rush	1/2/2026	39.00
hk7911 - HK_MF_Sep_Corp_OP	774	t9001378 - Dunbar	1/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	775	t9000534 - Dunn	1/2/2026	18.00
hk7911 - HK_MF_Sep_Corp_OP	776	t9000458 - Fisher	1/2/2026	60.00
hk7911 - HK_MF_Sep_Corp_OP	777	t9000462 - Hoskinson	1/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	778	t9000735 - Ives	1/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	779	t9000564 - JOHNSON	1/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	780	t9000555 - KELLEY	1/2/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	781	t9000495 - KELLY	1/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	782	t9000508 - Maier	1/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	783	t9000437 - Mason	1/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	784	t9000436 - Olafsen	1/2/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	785	t0000150 - Rhodelander	1/2/2026	38.00
hk7911 - HK_MF_Sep_Corp_OP	786	t9000424 - Robertson	1/2/2026	69.00
hk7911 - HK_MF_Sep_Corp_OP	787	t9000743 - Scherler-Evenson	1/2/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	788	t9001487 - Short	1/2/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	789	t9000560 - WIPFF	1/2/2026	23.00
hk7911 - HK_MF_Sep_Corp_OP	JE 7199	Repay HAP Tenant Davis	1/2/2026	1,982.00
hk7911 - HK_MF_Sep_Corp_OP	99741193	v0000143 - HOME DEPOT CREDIT SVCS- 4595	1/5/2026	1,610.54
hk7911 - HK_MF_Sep_Corp_OP	9998349	V0000135 - HD SUPPLY - #3320024	1/5/2026	1,261.92
hk7911 - HK_MF_Sep_Corp_OP	790	v0000698 - APARTMENTS LLC	1/8/2026	1,496.60
hk7911 - HK_MF_Sep_Corp_OP	791	v0000598 - ASHLEY'S CLEANING	1/8/2026	837.00
hk7911 - HK_MF_Sep_Corp_OP	792	V0000075 - CLEAN N ROOTER LLC	1/8/2026	490.31
hk7911 - HK_MF_Sep_Corp_OP	793	V0000138 - HENERY HARDWARE, INC.	1/8/2026	36.62
hk7911 - HK_MF_Sep_Corp_OP	794	v0000455 - KURTZ, HEATHER	1/8/2026	43.08
hk7911 - HK_MF_Sep_Corp_OP	795	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	1/8/2026	764.35
hk7911 - HK_MF_Sep_Corp_OP	796	V0000246 - OFFICE DEPOT--ACCT# 19356639	1/8/2026	389.84
hk7911 - HK_MF_Sep_Corp_OP	797	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	1/8/2026	28,453.69
hk7911 - HK_MF_Sep_Corp_OP	798	v0000267 - POULSBO, CITY OF	1/8/2026	2,154.36
hk7911 - HK_MF_Sep_Corp_OP	799	V0000272 - PUGET SOUND ENERGY	1/8/2026	728.18
hk7911 - HK_MF_Sep_Corp_OP	800	v0000281 - RELIABLE PARTS	1/8/2026	226.24
hk7911 - HK_MF_Sep_Corp_OP	801	V0000294 - SCOTT MCLENDONS HARDWARE	1/8/2026	33.99
hk7911 - HK_MF_Sep_Corp_OP	99303933	V0000135 - HD SUPPLY - #3320024	1/9/2026	28,433.93
hk7911 - HK_MF_Sep_Corp_OP	99912093	v0000201 - LOWES - AM DEPT	1/9/2026	2,216.35
hk7911 - HK_MF_Sep_Corp_OP	802	v0000698 - APARTMENTS LLC	1/15/2026	382.20
hk7911 - HK_MF_Sep_Corp_OP	803	V0000050 - BREMERTON CITY OF-Utility Billing	1/15/2026	3,218.78
hk7911 - HK_MF_Sep_Corp_OP	804	V0000126 - GRECCO, RICK	1/15/2026	177.07
hk7911 - HK_MF_Sep_Corp_OP	805	v0000681 - HARBOR APPEALS AND LAW PLLC	1/15/2026	665.00
hk7911 - HK_MF_Sep_Corp_OP	806	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	1/15/2026	1,495.62
hk7911 - HK_MF_Sep_Corp_OP	807	V0000180 - KITSAP GUTTERS INC	1/15/2026	3,767.40
hk7911 - HK_MF_Sep_Corp_OP	808	V0000272 - PUGET SOUND ENERGY	1/15/2026	6,422.91
hk7911 - HK_MF_Sep_Corp_OP	809	v0000355 - WA STATE HOUSING FINANCING COMMISSION	1/15/2026	10,725.00
hk7911 - HK_MF_Sep_Corp_OP	810	V0000362 - WEST SOUND UTILITY DISTRICT	1/15/2026	19,495.95

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hk7911 - HK_MF_Sep_Corp_OP	99568376	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	1/16/2026	115.28
hk7911 - HK_MF_Sep_Corp_OP	99569772	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	1/16/2026	17.67
hk7911 - HK_MF_Sep_Corp_OP	811	V0000121 - GLOBAL VERIFICATION NETWORK	1/21/2026	209.20
hk7911 - HK_MF_Sep_Corp_OP	812	t9001722 - Summerill	1/22/2026	474.39
hk7911 - HK_MF_Sep_Corp_OP	813	v0000455 - KURTZ, HEATHER	1/22/2026	23.74
hk7911 - HK_MF_Sep_Corp_OP	814	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	1/22/2026	7,027.01
hk7911 - HK_MF_Sep_Corp_OP	815	v0000698 - APARTMENTS LLC	1/23/2026	207.67
hk7911 - HK_MF_Sep_Corp_OP	816	v0000598 - ASHLEY'S CLEANING	1/23/2026	1,230.00
hk7911 - HK_MF_Sep_Corp_OP	817	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	1/23/2026	1,899.39
hk7911 - HK_MF_Sep_Corp_OP	818	v0000380 - Century Link	1/23/2026	72.60
hk7911 - HK_MF_Sep_Corp_OP	819	V0000070 - CINTAS FIRE 636525	1/23/2026	1,141.53
hk7911 - HK_MF_Sep_Corp_OP	820	v0000192 - COEUR CAPITAL, INC, ASSIGNEE FOR	1/23/2026	610.43
hk7911 - HK_MF_Sep_Corp_OP	821	V0000121 - GLOBAL VERIFICATION NETWORK	1/23/2026	622.60
hk7911 - HK_MF_Sep_Corp_OP	822	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	1/23/2026	354.47
hk7911 - HK_MF_Sep_Corp_OP	823	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	1/23/2026	10,905.95
hk7911 - HK_MF_Sep_Corp_OP	824	V0000179 - KITSAP GARAGE DOOR CO.	1/23/2026	5,536.20
hk7911 - HK_MF_Sep_Corp_OP	825	V0000246 - OFFICE DEPOT--ACCT# 19356639	1/23/2026	137.23
hk7911 - HK_MF_Sep_Corp_OP	826	V0000272 - PUGET SOUND ENERGY	1/23/2026	2,004.21
hk7911 - HK_MF_Sep_Corp_OP	827	v0000281 - RELIABLE PARTS	1/23/2026	244.33
hk7911 - HK_MF_Sep_Corp_OP	828	V0000294 - SCOTT MCLENDONS HARDWARE	1/23/2026	273.15
hk7911 - HK_MF_Sep_Corp_OP	829	v0000300 - SERVPRO OF KITSAP COUNTY	1/23/2026	8,045.42
hk7911 - HK_MF_Sep_Corp_OP	830	V0000359 - WAVE ASTOUND	1/23/2026	118.41
hk7911 - HK_MF_Sep_Corp_OP	99550008	V0000135 - HD SUPPLY - #3320024	1/26/2026	3,980.40
hk7911 - HK_MF_Sep_Corp_OP	99920812	v0000201 - LOWES - AM DEPT	1/26/2026	2,550.31
hk7911 - HK_MF_Sep_Corp_OP	99146814	v0000143 - HOME DEPOT CREDIT SVCS- 4595	1/28/2026	189.85
hk7911 - HK_MF_Sep_Corp_OP	99728631	V0000135 - HD SUPPLY - #3320024	1/28/2026	76.99
hk7911 - HK_MF_Sep_Corp_OP	831	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	1/29/2026	4,182.01
hk7911 - HK_MF_Sep_Corp_OP	832	v0000380 - Century Link	1/29/2026	94.05
hk7911 - HK_MF_Sep_Corp_OP	833	V0000070 - CINTAS FIRE 636525	1/29/2026	220.58
hk7911 - HK_MF_Sep_Corp_OP	834	V0000075 - CLEAN N ROOTER LLC	1/29/2026	650.34
hk7911 - HK_MF_Sep_Corp_OP	835	v0000703 - DRAIN PRO INC	1/29/2026	9,350.25
hk7911 - HK_MF_Sep_Corp_OP	836	V0000138 - HENERY HARDWARE, INC.	1/29/2026	13.09
hk7911 - HK_MF_Sep_Corp_OP	837	V0000246 - OFFICE DEPOT--ACCT# 19356639	1/29/2026	334.29
hk7911 - HK_MF_Sep_Corp_OP	838	V0000279 - REDROCK RESURFACING	1/29/2026	163.80
hk7911 - HK_MF_Sep_Corp_OP	839	V0000287 - RODDA PAINT COMPANY	1/29/2026	188.81
hk7911 - HK_MF_Sep_Corp_OP	840	v0000355 - WA STATE HOUSING FINANCING COMMISSION	1/29/2026	770.00
hk7911 - HK_MF_Sep_Corp_OP	841	V0000359 - WAVE ASTOUND	1/29/2026	157.87
hk7911 - HK_MF_Sep_Corp_OP	842	v0000598 - ASHLEY'S CLEANING	1/29/2026	580.00
hk7911 - HK_MF_Sep_Corp_OP	843	V0000137 - HENDEN ELECTRIC, INC	1/29/2026	6,337.97
hk7911 - HK_MF_Sep_Corp_OP	844	V0000272 - PUGET SOUND ENERGY	1/29/2026	128.98
				<b>223,601.57</b>

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	169	t9000585 - Davis	1/21/2026	1,942.00
cosd0911 - HK_MF_Sep_Corp_SD	171	t9000413 - Smith	1/21/2026	462.00
cosd0911 - HK_MF_Sep_Corp_SD	170	t0000304 - McLeod	1/21/2026	259.80
cosd0911 - HK_MF_Sep_Corp_SD	172	t9000415 - Sepulveda	1/22/2026	354.00
cosd0911 - HK_MF_Sep_Corp_SD	173	t9001722 - Summerill	1/22/2026	817.00
cosd0911 - HK_MF_Sep_Corp_SD	174	t9001441 - Duke	1/23/2026	2,567.00
				<b>6,401.80</b>

Bank	Check#	Vendor	Date	Amount
hksd1711 - HK_MF_All-Owned_SD	23568	t0000029 - Vander Veen	1/9/2026	104.53
hksd1711 - HK_MF_All-Owned_SD	23567	t0000055 - Murphy	1/9/2026	382.65
hksd1711 - HK_MF_All-Owned_SD	23569	t0000351 - Spelger	1/9/2026	250.00
				<b>737.18</b>

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	7	V0000272 - PUGET SOUND ENERGY	1/2/2026	353.79
nord1111 - Nordic Cottages Operating	99472674	v0000143 - HOME DEPOT CREDIT SVCS- 4595	1/5/2026	191.36
nord1111 - Nordic Cottages Operating	8	V0000121 - GLOBAL VERIFICATION NETWORK	1/8/2026	52.30
nord1111 - Nordic Cottages Operating	9	v0000133 - HOUSING AUTHORITIES RISK RETENTION POOL (HAARF	1/15/2026	229.00
nord1111 - Nordic Cottages Operating	10	v0000267 - POULSBO, CITY OF	1/15/2026	857.28

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January 2026 Board Cash Disbursement Report

nord1111 - Nordic Cottages Operating	11	V0000272 - PUGET SOUND ENERGY	1/15/2026	677.89
				<b>2,361.62</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
proj8213 - HK Projects - Operating Acct	JE 7388	3rd Quarter 2025 BOA Analysis Fee Payment	1/6/2026	3,198.51
				<b>3,198.51</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
rd7421 - RD USDA Projects Operating Acc	7766	v0000604 - HK_MF_ALL-OWNED-OPERATING	1/13/2026	9,006.17
				<b>9,006.17</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
sh5157 - Self Help - CF SHOP Acct	51	v0000588 - SHOP POOLED ACCOUNT	1/13/2026	2.33
				<b>2.33</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
shta9543 - Self Help - 523TA Grant	1048	v0000685 - SH GENERAL ACCOUNT	1/13/2026	42.39
				<b>42.39</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
kas0152 - Kitsap Apts Operating Account	19903	v0000606 - HK_MF_SEP-CORP-OPERATING	1/13/2026	116,636.50
				<b>116,636.50</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
lb2217 - Liberty Bay Operating Acct	906692	v0000606 - HK_MF_SEP-CORP-OPERATING	1/13/2026	2,167.88
				<b>2,167.88</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
ht9440 - Heritage Apts Operating Acct	105497	v0000606 - HK_MF_SEP-CORP-OPERATING	1/13/2026	5,037.52
				<b>5,037.52</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
vt9499 - Viewmont Apts Operating Acct	106538	v0000606 - HK_MF_SEP-CORP-OPERATING	1/13/2026	14,995.88
				<b>14,995.88</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
kas0160 - Kitsap Apts Security Deposit	155	v0000607 - HK_MF_SEP-CORP-SECURITY DEPOSIT	1/13/2026	12,501.08
				<b>12,501.08</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
dyes8992 - Golden Tides III Sec Dep Acct	1035	v0000607 - HK_MF_SEP-CORP-SECURITY DEPOSIT	1/13/2026	783.16
				<b>783.16</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
ht9465 - Heritage Apts LP Sec Dep Acct	14	v0000607 - HK_MF_SEP-CORP-SECURITY DEPOSIT	1/13/2026	3,279.41
				<b>3,279.41</b>
<b>Bank</b>	<b>Check#</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
vt9507 - Viewmont Apts LP Sec Dep Acct	100038	v0000607 - HK_MF_SEP-CORP-SECURITY DEPOSIT	1/13/2026	7,281.76
				<b>7,281.76</b>

Aggregate Total	2,218,203.92
Less Intercompany Payments	320,679.37
Total Disbursements	1,897,524.55



# Housing Kitsap Board of Commissioners

## Consent Agenda Item

**MEETING DATE:** February 24, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Employee Handbook Updates

**AGENDA ITEM:** 4. D.

**SUBMITTED BY:** Kristie Opp-Hermida

**TITLE:** Human Resource Specialist

**Previous Action:**

The Board approved the most recent employee handbook updates on September 23, 2025.

**Summary Statement:**

Housing Kitsap has reviewed the current employee handbook, updated sections, and added Appendix R – Issued Housing Kitsap Apparel Policy

**Specific Revisions:**

7.2 Probationary period

- Update training rate step increase guidelines

9.2 Personal Appearance

- Add information about personal appearance and Housing Kitsap issued apparel

13.2 Annual Leave

- Staff Ambassadors authorized 2 hours annual leave per year

Appendix D – Code of Ethics

- Add Section k about family that are employees, residents, or applicants with Housing Kitsap

Appendix K – Safety Policy

- 2.0 Basic Safety Practice- add section about footwear.

Appendix M – Vehicle Policy

- 1.0 General Vehicle Usage – add 1.10 Maintain Mileage Logs
- 5.1 Housing Authority Vehicle Driven Home – Change IRS rate for commute trips from paycheck deduction to taxable fringe benefit.
- 5.2 Personal Mileage in Housing Authority vehicles – add approved verbiage.

Appendix Q – Emergency On-Call Maintenance Administrative Policy and Procedures

- Update chain of command for emergency calls.

Appendix R – **New Policy**

- Issued Housing Kitsap Apparel Policy



# Housing Kitsap Board of Commissioners

## Discussion Item

**MEETING DATE:** February 24, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** USDA 502 Program Handbook Changes

**AGENDA ITEM:** 5. A.

**SUBMITTED BY:** Dean Nail

**TITLE:** Director of Acquisition and Development

### 1. General

- On February 10, 2026, the USDA 502 Direct Loan Program released significant handbook changes that immediately impacted all of Washington State.
- These changes were issued without stakeholder input, and they have effectively halted all loan funding for Self-Help grantees in Washington State.
- While every change has affected the program's ability to provide affordable housing, the reduction of the maximum area loan limit—from 80% of HUD's Area Loan Limit to 60%, with no exceptions—is unworkable. This single change stops funding entirely. In the past, exceptions were granted when an appraisal exceeded the area loan limit, allowing projects to move forward.
- The program has operated in Kitsap County since 1974. Through economic fluctuations, land-availability challenges, and funding constraints, Housing Kitsap has consistently adapted and remained a strong grantee. These new changes would effectively end the program.
- The impacts vary across regions, and grantees statewide have joined together to respond. We are actively working with Senator Patty Murray and Representative Emily Randall, and have requested action from all other federal and state representatives in Washington.
- I met with Murray's office and with Emily Randall's staff on Thursday at 10. We are having a discussion with all grantees in the county on Friday; we are doing what we can and believe we will find a way forward. More than ever, we need support from the Board to ensure our Self-Help program can continue to provide access to 502 funding.

## PROCEDURE NOTICE

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3550**  
**(WSAL)**

**DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS - FIELD OFFICE HANDBOOK.** This Handbook is partially revised. The specific revisions are outlined below.

**NOTE: All Chapters of HB-1-3550 now have the following disclosure added to the bottom of each page:**

**DISCLAIMER:** The contents of this guidance document does not have the force and effect of law and is not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

**Chapter 3:**

Paragraph 3.8 (D) removed language regarding obligating subject to appraisal, which is not permitted.

Paragraph 3.11 updated to require monthly reviews of applications on hand in UniFi. As well as guidance that a Certificate of Eligibility (COE) should not be issued in conjunction with Handbook (HB) Letters 2, 3-A, or 3-B, if funds are not available.

Paragraph 3.12 added clarification to issue HB Letter 2 if a COE is expiring when funds are not available as well as if a purchase agreement falls through and there are no funds available.

Paragraph 3.14 added clarification that applicants previously issued HB Letter 2 are to be included in the waiting list review and sent HB Letter 3-A when reviewing the waiting list for periodic updates.

**Attachment 3-A:**

- Page 2 of 29: Changed permissible packaging fee to \$750 for certified packaging bodies with, and without, an intermediary, as well as for intermediaries acting as a certified packaging body.
- Page 3 of 29: Changed permissible packaging fee to \$750 for certified packaging bodies with, and without, an intermediary.

**(CON)**

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3550 (Con.)**

**Chapter 3:**

Attachment 3-G:

- Page 3 of 9: Added language for State Director concurrence prior to issuance of Certificate of Eligibility.
- Page 4 of 9: Removed HB Letter 4, and added language for State Director concurrence prior to issuance of Handbook Letter 16-A or 16-B.
- Page 6 of 9: Added language for State Director concurrence prior to loan approval.
- Page 6 of 9: removed language permitting obligations subject to appraisal.

**Chapter 4:**

Paragraph 4.3(B)(10) has been removed; benefits received from the Supplemental Nutrition Assistance Program (SNAP) are not included in repayment income.

Paragraph 4.3(C)(14) updated to reflect SNAP is not included for annual and repayment income.

Paragraph 4.11 (A):

- Removed the Administrator having the authority to grant exceptions to delinquent federal debt.
- Removed providing evidence of a satisfactory payment arrangement on an outstanding federal debt as an acceptable resolution to continue with an application.

Paragraph 4.14(A) removed the authority to grant exceptions for delinquent federal debts.

Paragraph 4.24 removed Exhibit 4-6 which contained guidance on establishing a minimum area loan amount.

Paragraph 4.25 added language clarifying:

- If funds were previously obligated, but the property contract fails, funds should be de-obligated because approval and obligation are based on both the applicant and the specific property's eligibility. If no funds are available when a contract fails, the applicant will be sent Handbook Letter 2 informing the applicant that funds are not available.

(CON)

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3550 (Con.)**

Attachment 4-D:

- Page 1 of 9: added individuals valid T-Nonimmigrant status of T5 or T6 as eligible for assistance.
- Page 6 of 9: added clarification that applicants are not eligible for program assistance if the Systematic Alien Verification for Entitlements (SAVE) response is "Temporary Resident - Temporary Employment Authorized". Also updated SAVE responses that render an applicant not eligible per Provision of Law Code(s).

**Chapter 5:**

Paragraph 5.6(A) updated to establish the standard loan limit as 60% of local HUD 203(b) limit in effect and removed language regarding exceptions to these limits.

Paragraph 5.8 removed language permitting obligations subject to appraisal.

**Chapter 6:**

Paragraph 6.8(A) updated to clarify guidance regarding State Director approval of 38-year term at COE issuance, and when a term should be reduced from 38- to 33-years.

**Chapter 7:**

Attachment 7-B, updated Tax Service Fees to whole dollar amounts.

**Chapter 8:**

Paragraph 8.2(B) removed language permitting obligations subject to appraisal.

**Chapter 10:**

Paragraph 10.1(A) updated the percent received from a recognized affordable housing agency necessary to receive priority processing to at least 10 percent loans funds and grant only amount to 5 percent.

Paragraph 10.3(A) updated the percent of subsidized financing (e.g., affordable housing products) to align with percent changes elsewhere in the chapter.

Paragraph 10.3(B) added clarification that either market rate financing or affordable housing loans require 20 percent, but no more than 50 percent, of the financing in order for the Agency to subordinate its lien position.

(CON)

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3550 (Con.)**

Exhibit 10-1 updated to allow Priority 4 processing with at least 10 percent financing from an Affordable Housing Loan program.

Exhibit 10-2 updated to allow Priority 4 processing with at least 5 percent forgivable loan, deferred payments, or grants.

Paragraph 10.9(E) updated the percent limitation to 10 percent.

**Appendix 3:**

Handbook Letter 2 added clarification to the status of a Certificate of Eligibility/Application due to lack of funds and added language regarding the Single Family Housing Guaranteed Loan Option.

Handbook Letter 3-B added language regarding the Single Family Housing Guaranteed Loan Option.

Handbook Letter 4 removed, and placeholder reserved at this time.

oOo

**Board of Commissioners**  
Chair Clarence Moriwaki  
Vice Chair Ed Stern  
Katie Walters  
Rob Putaansuu  
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  
TRS 711

<http://www.housingkitsap.org>

February 17, 2026

The Honorable Patty Murray  
United States Senate  
Washington, DC

Dear Senator Murray:

I'm writing you to bring urgent attention to a recent federal policy change that is threatening the viability of the USDA Section 523 Mutual Self-Help Housing Program and Section 502 Direct Loans in Kitsap County and other high-cost regions of Washington State.

Last week, USDA Rural Development reduced the Area Loan Limit by shifting its calculation from **80% of HUD's Section 203(b) mortgage limit to just 60%**. This change was made even though **Kitsap County's median home price has risen to approximately \$564,000**, and construction and land costs continue to climb across our region.

Because USDA requires that **appraised values cannot exceed the Area Loan Limit**, this reduction has created an impossible situation: **Self-Help homes can no longer appraise under the new cap, making the program unworkable in Kitsap County and other high-cost areas, which includes most if not all the State of Washington.**

This is not a reflection of local market conditions. Instead, it appears to be the result of USDA applying a national formula that relies on **lagging HUD data** and an internal policy decision to reduce the allowable percentage. Unfortunately, this uniform national approach does not account for the realities of Washington's rapidly rising housing costs.

The Self-Help program has been one of the few pathways to homeownership for low- and very low-income families in our region. It has helped build stable communities, increased generational wealth, and provided safe, affordable housing for families who would otherwise be priced out of the market. Without an adjustment to the loan limit calculation, this program will effectively disappear from high-cost counties like ours.

I respectfully request your assistance in urging USDA Rural Development to:

- Reevaluate the decision to reduce the Area Loan Limit to 60% of HUD's 203(b) limit
- Restore the previous 80% factor or adopt a high-cost adjustment for counties like Kitsap

The Honorable Patty Murray  
United States Senate  
February 17, 2026  
Page Two

- Consider a Self-Help–specific exception or administrative correction to ensure the program remains viable
- Allow the appraised values to exceed the area loan limits
- Use updated, regionally accurate data that reflects current market conditions in Washington State

These changes are essential to preserving a program that has served our communities for decades and remains one of the most effective tools for addressing rural housing affordability.

Thank you for your leadership and for your continued support of housing opportunities for Washington families. I would welcome the opportunity to provide additional information or speak further about the impact this change is having on local Self-Help organizations and the families they serve.

Sincerely,

Dean Nail  
Director of Acquisition and Development

**Board of Commissioners**  
*Chair* Clarence Moriwaki  
*Vice Chair* Ed Stern  
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The Self-Help program has been one of the few pathways to homeownership for low- and moderate-income families in our region. It has helped build stable communities, increased generational wealth, and provided safe, affordable housing for families who would otherwise be priced out of the market. Without an adjustment to the loan limit calculation, this program will effectively disappear from high-cost counties like ours.

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The Honorable Emily Randall  
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February 19, 2026  
Page Two

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Dean Nail  
Director of Acquisition and Development

# NATIONAL RURAL HOUSING COALITION

1155 15<sup>th</sup> Street, N.W., Suite 400, Washington, DC 20005 • (202)393-5229 • fax (202)393-3034 • <http://ruralhousingcoalition.org>

February 17, 2026

## Introduction

On February 10, USDA and the Rural Housing Service issued revisions to the Section 502 handbook that not only undermine the current program but also directly contravene the regulations that govern it. Revisions to the handbook have halted loan making; as a result, almost no 502 loan funds have been allocated to the states.

The revision pulls the rug out from under thousands of rural families who submitted applications months ago and are now discovering that their eligibility is in doubt, including families who received eligibility notices that expired as USDA refused to make loans. As of today, with more than 1100 loan applications pending, the USDA has not yet released Section 502 funds to the states.

Link to handbook revisions: <https://www.rd.usda.gov/media/file/download/pn655.pdf>

## Summary of Key Revisions to the Handbook

1. State Rural Development Directors are required to review twice and approve all Section 502 loans, including those with a 38-year term.
2. The maximum loan limit is reduced from 80 percent of the HUD 203(b) area limits to 60 percent.
3. The maximum packaging fee for a section 502 loan is reduced from \$1,750 to \$2,000 to \$750.
4. SNAP may not be used to determine repayment ability and calculate subsidy for loans.

## Implications of Revisions

1. **State director reviews.** With \$1 billion available, USDA is in a position to make approximately 5000 loans. The revised handbook requires two separate reviews and **10,000 actions by state directors**. This will cause a delay, almost certainly confuse matters, and significantly reduce the likelihood of fully obligating the available amount.
2. **Reducing loan limits** to 60 percent of HUD 203 (b) limits. The new loan limits are problematic because they do not necessarily reflect current home values. In the past, exception authority has been granted for markets that are misaligned. The handbook revisions, by reducing those limits without exception, will render the 502 Direct program inaccessible to countless rural households. Implementing loan limits is robbing self-help families of their sweat equity and eliminating wealth-building. In many areas, the total cost to build a new, modest home also exceeds the new loan limits. It may also have a perverse effect, driving the program to less rural, more suburban, wealthier communities with higher building costs (due in part to land costs) and loan limits that exceed those in more rural communities.
3. **Packaging fees.** USDA's rural development staff capacity has been greatly diminished over the last year. During the first Trump Administration, USDA encouraged intermediary organizations, often working with local housing organizations, to assist families in packaging Section 502 loan applications. Depending on the specifics, fees range from \$1,750 to \$2,000 per application. Reducing this amount to \$750, when coupled with a smaller field structure, results in only one outcome: fewer Section 502s being made.

- 4. Eliminating SNAP from repayment calculation.** The current Section 502 regulations list sources of income that an applicant may not use when determining repayment ability and calculating the subsidy. SNAP is not on that list; **the handbook is rewriting a regulation without public comment.**

Under current law, 40 percent of Section 502 loans are set aside for very low-income households. For these very low-income households, SNAP is a key factor in determining repayment ability. This change reduces the chances that USDA will meet the very low-income requirement. The result will be that the loan money will go unobligated.

- 5. USDA has consulted with no one.** Housing development is an ongoing process in many rural communities. Subdivision development is a key component of building new affordable housing. With no signal from USDA that a dramatic change was coming, subdivision planning proceeded, land was acquired, and Section 502 loans were packaged and submitted to USDA. Many subdivisions are under development with federal funding, and the proposed handbook changes may not conform to the requirements and timelines.

For example, a nonprofit developer submitted 24 loan applications in November and 8 last week. 11 received preliminary approval, only to have the national office prohibit that practice in early January. In some cases, families will no longer be eligible due to reduced loan limits; in other cases, due to changes in SNAP policy.

### **Background on Section 502 loans**

Under Section 502 of the Housing Act of 1949, the U.S. Department of Agriculture (USDA) and its Rural Housing Service (RHS) make direct homeownership loans to low-income households to acquire, build, or renovate housing in rural communities. In Fiscal Year 2024, USDA made 5099 loans totaling \$1.062 billion; in Fiscal Year 2025, 3890 loans totaled \$757.3 million. It is the only federal program of its kind and the most deeply targeted homeownership mortgage product in America. Section 502 loans are made at a market interest rate and are subsidized at a graduated interest rate, depending on family income. Borrowers may obtain 100% financing, and loans are generally for 33 years (with a 38-year option available for those with incomes below 60% of the area median household income), supporting sustainable homeownership.

The Fiscal Year 2026 Agriculture Appropriations Act (PL 119-37) was enacted into law on November 12, 2025. Since then, with \$1 billion in available funds, the USDA has made only 6 loans. USDA has more than 1100 loan applications on file.



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** February 24, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Executive Director/Committee Update

**AGENDA ITEM:** 6. A.

**SUBMITTED BY:** Heather Blough

**TITLE:** Executive Director

### 1. Executive Committee/General:

- Several issues around pending evictions, past evictions, and other concerns.
- Continuing Kitsap Mental Health Services Board, including one committee.
- Attended bi-weekly “Housing Updates from Washington” National Association of Housing and Redevelopment Officials call.
- Norm Dicks Government Center – no movement
- Development Consultant – in process of responding to the initial request for documents
- Assisted Kingston Cares in applying to the “Phase 1” portion for grant for non-profits to request predevelopment funding up to \$50,000. Resulted in “Phase 2” invitation to apply, will be assisting Kingston Cares with that application.
- Submitted legislative request for \$350,000 for predevelopment funding for Howerton
- Attending monthly Kingston Affordable Housing Working Group meeting.
- Scheduled Housing Authorities Risk Retention Pool (HARRP) to provide risk management training for the Leadership team, postponed to April.
- Second Artificial Intelligence (AI) HK Committee met, end goal is to implement an AI policy and identify acceptable uses for HK business activities.

### 2. Finance:

- Meeting weekly with Finance Director
- FYE 6/30/2025 Audit underway with Novogradac – monitoring closely
- 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, hopefully will wrap up soon.
- BASIC reinstatement processing – working to secure necessary E&O coverage for the Board
- Scheduled peer-to-peer technical assistance for processing Housing Assistance Payments electronically and efficiently.
- FYE 2027 Budget process beginning

### 3. Housing (Property management, Compliance, Housing Choice Voucher):

- Nordic Cottages: 8 occupied.
- HK Homes: 118 leased, 113 Occupied, 20 available, 10 pending applications. Waiting List opened February 17, 2026
- Maintenance:
  - Normal operations throughout HK portfolio
  - Maintenance Leads – 2 hired, Maintenance Techs – 6 hired
  - Met with Yardi to determine what assistance can be provided for technicians to fully utilize the mobile work order system
- Implementing a hearing process for applicants and residents in a more structured format
- Continuing conversations with City of Poulsbo Finance Staff to develop billing process.
- Resident Advisory Board meeting held February 23 – will update at Board meeting
- Determining if we will still utilize HUD Technical Assistance provider for “Restore Rebuild” assistance now that we have hired a Development Consultant.
- Retained Fair Housing consultant to assist with policy and review of a recent complaint

### 4. Administration/Procurement:

- Employee Handbook update under consent agenda provides Staff Ambassadors with additional leave (2 hours a year) and updated re: HK provided apparel, updates to the vehicle policy, code of ethics policy, safety policy, clarity regarding move from training step to step 1, among other things.
- Procurement Calendar beginning to take shape
- Review of Physical and Capital Needs assessments to determine priorities for next budget year in preparation for budget, and grant submissions to the County Coordinated Grant process has been implemented

### 5. Development/Single Family

- Howerton Place – Kingston Cares – Working on purchase and sale agreement, initial meeting
- Crossroads Neighborhood Church development – supplied a support letter for comment.
- Southern Cross – positive article in Bainbridge Island Review. Special meeting for executive session regarding same.
- Vikings Crest partial sale finalized, working with City of Poulsbo on remaining land
- Significant changes to the Self-Help program regarding maximum values. Will have a major impact on Housing Kitsap’s program.



# Housing Kitsap Board of Commissioners Department Update

**MEETING DATE:** February 24, 2025

**ESTIMATED TIME:** 2 minutes

**AGENDA TITLE:** Finance Update

**AGENDA ITEM:** 6. 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 January 2026 Housing Assistance Payments (HAP) grant funds for HK’s Housing Choice Voucher program:

HAP – Rent and utilities	\$ 762,353
HAP - FSS (Family Self Sufficiency)	1,514
Administrative Fee	<u>65,616</u>
TOTAL	\$ 829,483

- Submitted the January 2026 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.
- In the process of completing our engagement with 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 Balance Sheet for January 2026, YTD actual to budget through January 2026, and the Cash Flow Projection through the remaining fiscal year.
- Also 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  
 January 31, 2026  
*HK BUSINESS TYPE ACTIVITIES ONLY (Note Consolidated to include Component Units)*

**Assets and Deferred Outflow of Resources**

Current Assets

Cash & Cash Equivalents	\$	7,014,957
Tenant Security Deposits		544,857
Accounts Receivable, Net		1,849,728
Notes Receivable, Current		(88,610)
Government Grants Receivable		202,034
Prepaid Expense & Other Assets		424,054
Construction in Progress		3,116,812
Total Current Assets		13,063,832

Non-Current Assets

Restricted Cash		6,202,074
Notes Receivable, Non-Current		29,071,776
Net Pension Asset		629,745
Capital Assets, Net		42,887,381
Investment In Limited Partnerships		2,473,750
Total Non-Current Assets		81,264,726

Deferred Outflows of Resources (PERS - Pension) 1,176,184

**Total Assets and Deferred Outflow of Resources** \$ 95,504,743

**Liabilities, Deferred Inflows of Resources and Net Position**

Current Liabilities

Accounts Payable	\$	496,211
Accrued Expenses		384,945
Tenant Security Deposits Payable		537,109
Unearned Revenue		381,341
Accrued Compensated Absences, Current		237,173
Notes Payable, Current		851,182
Accrued Interest Payable		244,235
Total Current Liabilities		3,132,197

Non-Current Liabilities

Accrued Compensated Absences, Non-Current		79,057
Accrued Pension Liabilities		260,325
Notes Payable, Non-Current		39,895,950
Accrued Interest Payable, Non-Current		6,340,721
Other Non-Current Liabilities		80,702
Total Non-Current Liabilities		46,656,755

Deferred Inflows of Resources (PERS-Pension) 307,834

Net Position

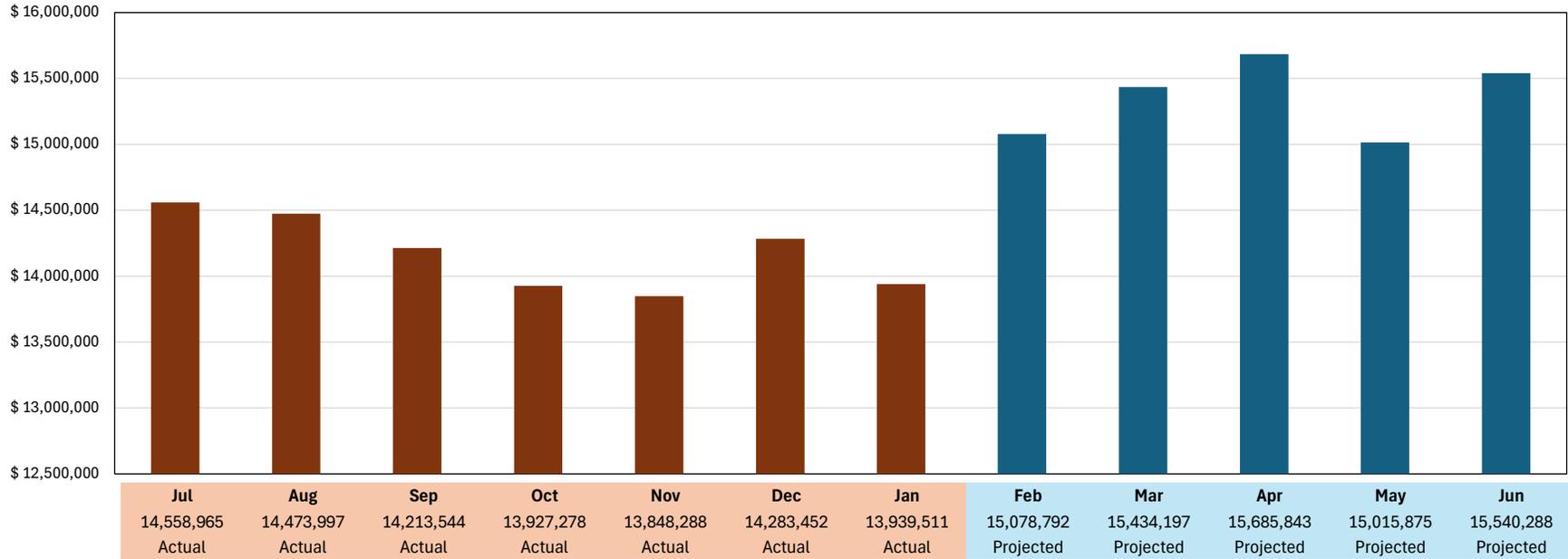
Restricted		1,599,016
Unrestricted		43,808,941
Total Net Position		45,407,957

**Total Liabilities, Deferred Inflows of Resources and Net Position** \$ 95,504,743

**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 1/31/2026**  
*HK BUSINESS TYPE ACTIVITIES ONLY (Consolidated to include Component Units)*

	Current Month				Year to Date			
	Jan-2026 <u>Actual</u>	Jan-2026 <u>Budget</u>	<u>Variance</u>	<u>var %</u>	7 months <u>Actual</u>	7 months <u>Budget</u>	<u>Variance</u>	<u>var %</u>
<b>Income</b>								
Rent and Other Tenant Related Income	\$ 1,299,353	\$ 1,366,568	\$ (67,215)	-4.9%	\$ 8,804,175	\$ 9,565,975	\$ (761,801)	-8.0%
Self Help Sales and Other Income	-	95,000	(95,000)	-100.0%	115,990	665,000	(549,010)	-82.6%
Grant Income	912,614	803,500	109,115	13.6%	5,325,604	5,624,498	(298,893)	-5.3%
Interest Income	39,813	53,244	(13,431)	-25.2%	288,705	372,708	(84,003)	-22.5%
Total Income	<u>2,251,780</u>	<u>2,318,312</u>	<u>(66,532)</u>	-2.9%	<u>14,534,475</u>	<u>16,228,181</u>	<u>(1,693,706)</u>	-10.4%
<b>Expense</b>								
Payroll/Labor Expense	387,473	508,129	(120,655)	-23.7%	2,879,551	3,556,900	(677,350)	-19.0%
Property Expense	225,433	189,000	36,433	19.3%	1,192,365	1,322,998	(130,634)	-9.9%
Utilities	201,482	139,180	62,302	44.8%	1,084,145	974,257	109,888	11.3%
Marketing/Advertising Expense	2,384	2,344	40	1.7%	13,673	16,408	(2,735)	-16.7%
Office Expense	31,340	32,513	(1,173)	-3.6%	185,449	227,588	(42,139)	-18.5%
Operational/Professional	212,536	238,907	(26,371)	-11.0%	1,211,025	1,672,352	(461,327)	-27.6%
Grant Expense	723,085	718,319	4,766	0.7%	4,875,622	5,028,230	(152,607)	-3.0%
Self Help Lot Sales & Other Costs	-	79,167	(79,167)	-100.0%	106,363	554,169	(447,806)	-80.8%
Insurance/Tax Expense	54,351	53,458	893	1.7%	381,981	374,208	7,773	2.1%
Depreciation & Amortization	128,338	117,701	10,637	9.0%	804,462	823,906	(19,443)	-2.4%
Interest on Debt	81,982	97,433	(15,451)	-15.9%	685,445	682,028	3,417	0.5%
Total Expense	<u>2,048,403</u>	<u>2,176,149</u>	<u>(127,747)</u>	-5.9%	<u>13,420,079</u>	<u>15,233,044</u>	<u>(1,812,965)</u>	-11.9%
<b>Net Income (Loss)</b>	<u><u>\$ 203,377</u></u>	<u><u>\$ 142,162</u></u>	<u><u>\$ 61,215</u></u>	<b>43%</b>	<u><u>\$ 1,114,395</u></u>	<u><u>\$ 995,137</u></u>	<u><u>\$ 119,259</u></u>	<b>12%</b>

## Housing Kitsap Cash Flow Projection



**Expected Cash Inflow and Outflows include the following:**

**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
- e. Lakeland Plat Utilities- \$391,469.73
- f. DPA Loan payoffs return for M. Sideris (100 % flow back to HK) \$101,760.00
- g. Southern Cross Project \$57,000.00 (Reimbursable from Grant)

**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 - \$100,000
- f. Madrona Manor Repaved Road - \$55,000
- f. Rhododendron Exterior Decks - \$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
- g. Rhododendron Exterior Decks - \$50,000

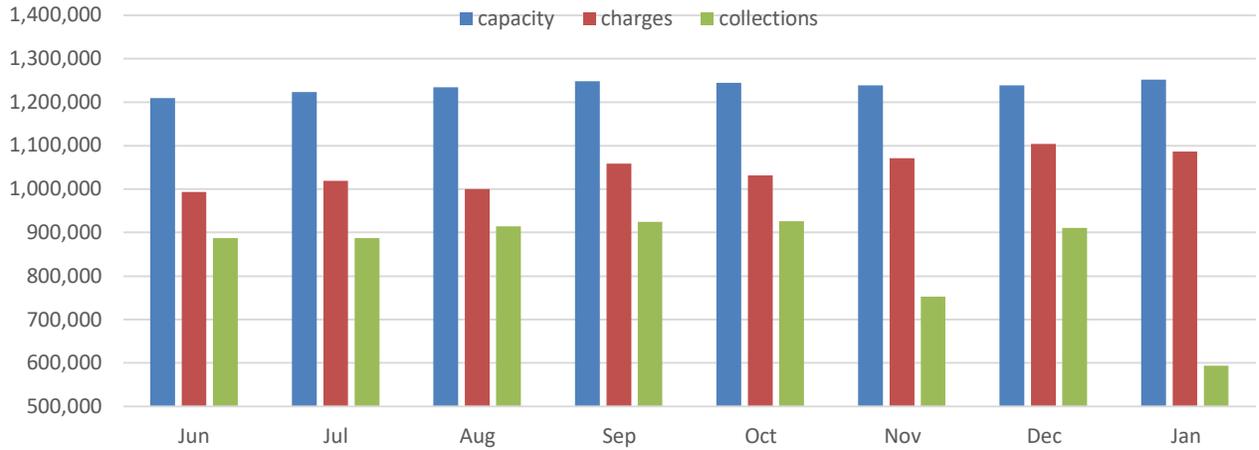
**May 2026:**

- 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 - \$50,000

**June 2026:**

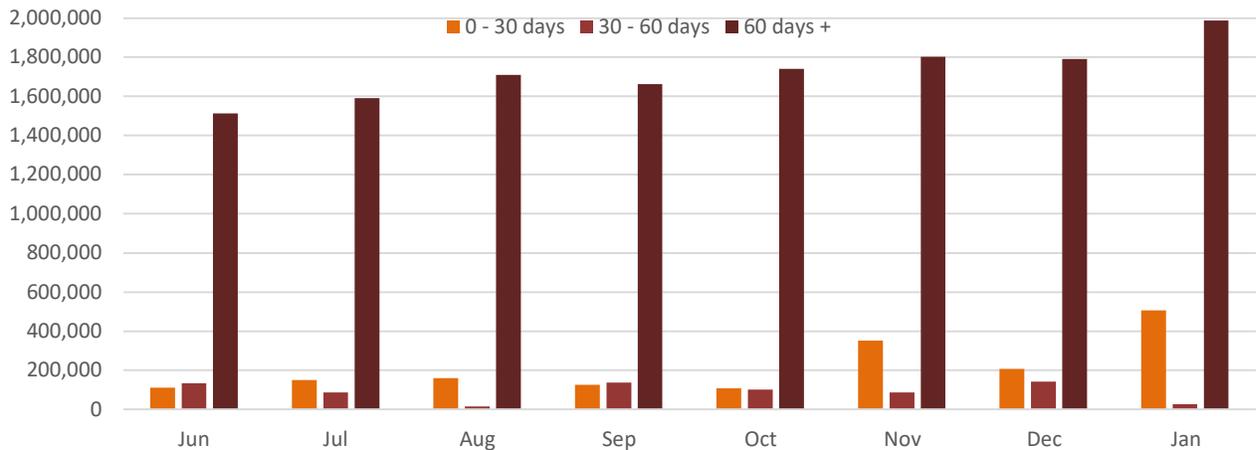
- a. RD 523 TA/ REHAB/Dvlpt Director Salary Grants - \$135,000
- b. SHOP Loan Forgiveness - \$200,000
- c. Rents and Subsidies
- d. Reimbursement for Heritage Stairs Project - \$189,205
- e. Reimbursement for Kingston Roof Project - \$250,000
- a. Kitsap Apartments Bond Interest Payment - \$196,680.
- 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	1,223,715	1,234,250	1,247,977	1,244,703	1,238,506	1,238,506	1,251,456
charges	993,872	1,018,852	1,000,430	1,058,757	1,031,444	1,071,142	1,103,875	1,086,323
collections	887,305	887,206	914,575	924,835	926,381	752,444	911,112	593,707

### Housing Kitsap tenant account receivables



0 - 30 days	110,731	149,514	158,965	125,158	107,549	350,480	207,349	505,876
30 - 60 days	134,482	85,637	15,938	137,610	100,523	85,822	141,992	26,002
60 days +	1,512,721	1,590,445	1,710,122	1,662,865	1,741,226	1,801,631	1,790,235	1,988,137



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** February 24, 2026

**ESTIMATED TIME:** 10 minutes

**AGENDA TITLE:** Property Management Update

**AGENDA ITEM:** 6. C.

**SUBMITTED BY:** Jennifer Di Vitto and Maria Stitzel, Regional Directors of Property Management

- Staffing Updates:
  - Three promotions
    - Jeff Gaspard, Park Place Maintenance Technician to Park Place Property Manager
    - Jory VanWyck, Madrona Manor and Port Orchard Vista Maintenance Technician to South End Lead Maintenance Technician
    - Brad Stein, Viewmont East Maintenance Technician to North End Lead Maintenance Technician
  - Currently recruiting for one Property Manager (Rhododendron/Finch Place) and one Lead Maintenance Technician
- We successfully have opened the HK Homes 1-, 2-, 3- and 4-bedroom waitlist beginning on February 17, 2026 – March 6, 2026. The continued smooth rollout and strong applicant responses from the previous waitlist opening demonstrate the team’s ability to manage high-demand waitlist openings efficiently and transparently.
- 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	4	-	1	2	-	70	31	-	South End
Finch Place Apartments	29	6	-	-	-	99	-	-	-	North End
Fjord Manor Apartments	38	1	-	-	-	266	35	-	-	North End
Fjord Vista II Apartments	16	-	-	-	-	-	307	153	-	North End
Golden Tides II	45	7	-	-	9	85	3	-	-	North End
Golden Tides III	18	1	-	-	1	105	-	-	-	North End
Heritage Apartments	56	5	-	-	3	37	48	31	-	South End
HK Homes	136	20	0	-	10	11	13	37	27	North End
Kingston Ridge Apartments	43	2	-	-	1	143	1	21	-	North End
Liberty Bay	16	1	-	-	-	-	-	-	-	North End
Madrona Manor	40	1	-	-	2	298	5	-	-	South End
Nordic Cottages	8	0	-	-	0	50	-	-	-	North End
Orchard Bluff Mobile Home Park	89	1	-	-	1	-	-	-	-	South End
Park Place Apartments	86	9	-	5	7	-	84	27	-	South End
Port Orchard Vista	42	2	-	-	0	241	3	-	-	South End
Rhododendron Apartments	50	6	-	-	1	81	28	-	-	North End
Time Square Apartments	16	1	-	-	-	41	23	-	-	North End
Viewmont East Apartments	76	3	1	2	4	33	52	41	-	South End
Windsong Apartments	36	1	-	0	1	280	216	-	-	North End
<b>Totals</b>	<b>904</b>	<b>71</b>	<b>1</b>	<b>8</b>	<b>42</b>	Indicates bedroom size not available at this property				

## 12 Month Occupancy February 2025 - January 2026

Property	Units	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan
Conifer Woods Apartments	72	85.84%	85.52%	83.33%	83.94%	85.22%	84.86%	90.68%	92.27%	95.83%	97.22%	98.12%	97.85%
Finch Place Apartments	29	86.21%	86.21%	86.21%	86.21%	86.21%	86.09%	78.86%	79.31%	79.31%	79.31%	79.31%	79.31%
Fjord Manor	38	99.58%	100.00%	100.00%	99.91%	97.37%	97.19%	94.73%	97.20%	97.20%	98.33%	93.29%	92.28%
Fjord Vista II	16	93.75%	93.75%	93.75%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Golden Tides II	45	77.78%	77.78%	76.56%	78.81%	77.78%	77.78%	80.32%	82.22%	82.22%	82.22%	82.22%	82.22%
Golden Tides III	18	94.44%	94.44%	87.63%	88.89%	88.89%	93.70%	100.00%	100.00%	100.00%	100.00%	100.00%	94.44%
Heritage Apartments	56	90.49%	91.23%	92.51%	92.86%	92.86%	92.86%	91.07%	87.50%	87.50%	88.93%	88.65%	88.48%
HK Homes	136	79.52%	81.54%	80.72%	79.75%	78.36%	78.87%	79.41%	79.71%	79.76%	79.83%	82.19%	83.40%
Kingston Ridge Apartments	43	83.72%	81.48%	83.42%	89.46%	86.57%	86.05%	90.92%	95.35%	95.20%	95.35%	95.35%	95.35%
Liberty Bay Apartments	16	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	93.75%	93.75%	93.75%	93.75%	93.75%	93.75%
Madrona Manor	40	96.53%	98.30%	95.24%	95.00%	95.00%	97.17%	98.06%	98.87%	100.00%	96.55%	98.23%	97.50%
Nordic Cottages	8	-	-	-	-	-	-	-	-	0.00%	50.00%	72.18%	89.52%
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%	85.13%	84.92%	85.89%	84.96%	84.84%	90.06%	94.60%	92.95%	95.43%	94.56%	89.08%
Port Orchard Vista	42	92.86%	93.37%	95.93%	98.73%	93.40%	95.16%	97.23%	96.31%	96.07%	92.79%	96.16%	96.16%
Rhododendron Apartments	51	84.25%	83.82%	84.32%	84.53%	86.65%	86.93%	88.17%	88.24%	88.24%	88.24%	88.24%	88.24%
Time Square Apartments	16	-	-	-	93.75%	93.75%	93.75%	93.75%	93.75%	93.54%	93.75%	93.75%	93.75%
Viewmont East	76	91.19%	91.73%	90.20%	89.87%	86.64%	91.98%	90.78%	90.75%	89.88%	92.85%	92.70%	91.91%
Windsong Apartments	36	91.85%	94.35%	89.43%	94.26%	94.44%	97.04%	100.00%	100.00%	100.00%	97.22%	97.22%	97.22%
<b>Housing Kitsap Average</b>	<b>913</b>	<b>90.39%</b>	<b>90.51%</b>	<b>89.66%</b>	<b>91.21%</b>	<b>90.45%</b>	<b>91.35%</b>	<b>92.10%</b>	<b>92.77%</b>	<b>87.97%</b>	<b>90.62%</b>	<b>91.89%</b>	<b>92.13%</b>

# 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	5	4	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	5	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	4	4	2	0	0	0
Golden Tides III	18	1	1	1	0	0	0	0	0	0	0	0
Heritage Apartments	56	5	7	5	0	5	4	1	1	0	1	0
HK Homes	136	14	11	10	2	27	10	28	6	1	2	0
Kingston Ridge Apartments	43	7	2	1	0	4	4	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	4	0	4	0	0	0	0	0	0
Nordic Cottage	8	8	0	0	0	9	2	3	0	0	0	0
Orchard Bluff	89	2	2	3	0	2	0	0	0	0	0	0
Park Place Apartments	86	14	11	9	0	10	9	6	2	1	13	4
Port Orchard Vista	42	6	5	4	0	5	1	0	1	1	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	3	0	0
Viewmont East	76	3	3	1	0	1	2	4	3	3	4	1
Windsong Apartments	36	1	1	4	1	0	0	0	0	0	0	0
<b>Totals</b>	<b>913</b>	<b>84</b>	<b>47</b>	<b>41</b>	<b>6</b>	<b>83</b>	<b>33</b>	<b>52</b>	<b>16</b>	<b>5</b>	<b>17</b>	<b>5</b>
<b>Total Overall Percentage</b>		<b>9%</b>	<b>5%</b>	<b>4%</b>	<b>1%</b>	<b>9%</b>	<b>4%</b>	<b>6%</b>	<b>2%</b>	<b>1%</b>	<b>2%</b>	<b>1%</b>



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** February 24, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Compliance Department update

**AGENDA ITEM:** 6. D.

**SUBMITTED BY:** Freddy Linares

**TITLE:** Director of Compliance

- Processed Viewmont and Heritage March 2026 Housing Assistance Payments request through the Tenant Rental Assistance Certification System. Both properties are currently at a 100% reporting rate.
- 8 new Reasonable Accommodation Requests were submitted. 2 requests were approved, and 6 are pending review.
- 22 New Admission/move in files were received/reviewed.
- 58 HCV certifications were submitted to HUD via PIC, 57 accepted and actively working through the rejected file to resubmit for approval.
- 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.
- 1 position still vacant (Certification Specialist).
- Yardi Compliance Manager conversion training confirmed and scheduled with Yardi team, they will be on site on April 7-8, 2026.
- Ongoing communication with HUD regarding our shortfall funding. This has been an issue HK has been following up on repeatedly.
- Annual reporting for 13 properties that are LIHTC or HOME/HTF were submitted by the January 31, 2026, deadline.
- Attended on-site monitoring visit from Kitsap County staff for the HOME funding at Fjord Vista II and Nordic Cottages.

HCV program update:

<b>Total Vouchers leased as of January 20, 2025</b>	<b>457</b>
<b>units under agency ACC</b>	<b>553</b>



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** February 24, 2026

**ESTIMATED TIME:** 15 minutes

**AGENDA TITLE:** Development Update

**AGENDA ITEM:** 6. 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 have been published which create an impossible scenario requiring the appraisals to be less than 60% for HUD's area loan limit, currently at \$369,840
- Riverstone Plat
  - a. Group 1 – Closed out
  - b. Group 2 – Families are moved in
  - c. Group 3 – Various framing and rough in work, 2 homes are dried in.
  - d. Group 4 – 9 files for are at USDA for a group of 9. Holding until the 502-appraisal issue is resolved.
  - e. Working with legal to establish the HOA Board members
- Lakeland Property (Allyn 2)
  - a. Working on final plat approval steps, construction is complete.
- Ives Mill
  - a. Preliminary Plat will be approved in the next few days, our hearing examiner meeting went well with no appeals.
- 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)

- Projects are back under way with delays around environmental approvals

### 3. Other Affordable Housing

- Southern Cross Rental Homes
  - a. Our attorney is scheduling a meeting with the city and its attorney with intentions to restart construction.

### 4. Viking's Crest Phase 2 Sale

- With the boundary line adjustment complete, we sold the parking lot and utility easements to Vikings Crest HOA. Conversations are ongoing with the city of Poulsbo to purchase the balance of the parcel including 2 other legacy parcel Housing Kitsap owns. We intend to wrap all 3 into a community enhancement project at a reduced price subject to HK Board approval.

### 5. Sally's Place

- HK has procured an architectural firm and created a scope of work. Environmental Works is providing test fit scope with a few options.

### 6. Howerton Place

- Working with Kingston Cares to provide 12 units of affordable housing. Scheduling a pre-application meeting with Kitsap County on February 25, 2026.

### 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 Department of Natural Resources (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.



# Housing Kitsap Board of Commissioners

## Department Update

**MEETING DATE:** February 24, 2026

**ESTIMATED TIME:** 5 minutes

**AGENDA TITLE:** Procurement and Administration Update

**AGENDA ITEM:** 6. F.

**SUBMITTED BY:** Laura Auerbach, Director of Procurement & Administration

### 1. Procurement:

- Projects in Process:
  - Property Landscaping and 2244 Building Solar out for bid (WSU Grant).
  - Kingston Roofing project added gutter repair and replacement (CDBG Grant)
  - Heritage Exterior Stair awarded to Bretey's Construction
  - New Purchase Authorization Matrix in development for March Board Meeting approval
- AI Usage and Policy
  - Second AI meeting held continuing discussion on policy to present during March/April Board meeting for approval
  - Updating IT Policy to reflect changes in use and technology
- Retention Committee – Two staff members chosen for Employee Recognition. This will be a monthly acknowledgement of individual contributions to the agency.

### 2. Records:

- 7 new Public Records Requests were received. Much of the Records Clerks' time has been spent processing these requests.
- 12 boxes of records were destroyed after meeting their retention requirements.

### 3. Information Services:

- Large asset disposal request in process for March Board Meeting
- Looking for entity to donate approximately 20 19" monitors
- Discovering AI Open Sources limitations vs. usability of private data sets; government options vs. business options.

### 4. Human Resources:

- Upcoming All-Staff meeting set for March 26
- Kristie Opp-Hermida, our Human Resources head, delivered on finding qualified Maintenance Technicians with a total of 6 new hires this month! Great Job Kristie!
- Vacant Positions:
  - Single Family – Construction Supervisor
  - Certification Specialist
  - Property Manager – Finch/Rhody
  - Maintenance Tech – Fjord Manor, Fjord Vista, Nordic
  - Maintenance Lead – Central Region

- New Hires:
  - Maintenance Technician Viewmont - Aidan Crothers
  - Maintenance Technician Heritage - Josh Hazama
  - Maintenance Technician Park Place - Michael Waldbillig
  - Maintenance Technician North Region Floater - Angelo Ritualo
  - Maintenance Technician South Region - Dathan Vasquez
  - Maintenance Technician POV, Madrona - Stephane Rohr
  
- Exits:
  - Ross Madden - Maintenance Technician GTII, GTIII
  - Darwin Tabanico - Maintenance Technician Kingston
  - Logan Schenck - Maintenance Technician Fjord Manor, Fjord Vista, Nordic
  
- Promotions
  - Jory Vanwyck - Maintenance Lead - South
  - Brad Stein - Maintenance Lead - North
  - Jeff Gaspard - Property Manager - Park Place

**Housing Kitsap Properties**

<b>Property Name</b>	<b>Number of Units</b>	<b>Location</b>	<b>Bedroom Sizes</b>	<b>Subsidy Types</b>
<b>Bainbridge Island</b>	<b>79</b>			
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
<b>Kingston</b>	<b>59</b>			
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
<b>Poulsbo</b>	<b>108</b>			
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
<b>Silverdale</b>	<b>83</b>			
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
<b>Bremerton</b>	<b>200</b>			
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 Apartr	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
<b>Port Orchard</b>	<b>383</b>			
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

<b>ACC</b>	Annual Contributions Contract
<b>AHMA</b>	Affordable Housing Management Association - there are both state and national
<b>AP</b>	Accounts Payable
<b>AR</b>	Accounts Receivable <b>or</b> Annual Recertification/Reexamination
<b>ARHC</b>	Affordable Rural Housing Council
<b>BGCOA</b>	Bremerton Government Center Owners Association
<b>BHA</b>	Bremerton Housing Authority
<b>CARES</b>	Coronavirus Aid, Relief, and Economic Security
<b>CDBG</b>	Community Development Block Grant
<b>CLA</b>	County Loan Agreement
<b>CMS</b>	Contract Management Services, a division of BHA that is contracted by HUD to oversee the compliance for Multi-family Program properties.
<b>CNA</b>	Capital Needs Assessments
<b>CPS</b>	Child Protective Services
<b>CW</b>	Conifer Woods, an HK property located in Port Orchard.
<b>DE&amp;I</b>	Diversity, Equity & Inclusion
<b>DES</b>	Washington State Department of Enterprise Services
<b>EIV</b>	Enterprise Income Verifications
<b>FM</b>	Fjord Manor, an HK property located in Poulsbo.
<b>FP</b>	Finch Place, an HK property located on Bainbridge Island.
<b>FVII</b>	Fjord Vista II, an HK property located in Poulsbo.
<b>FY</b>	Fiscal Year
<b>GTI</b>	Golden Tides I, an HK property part of the Public Housing program located in Silverdale.
<b>GTII</b>	Golden Tides II, an HK property located in Silverdale.
<b>GTIII</b>	Golden Tides III, an HK property located in Silverdale.
<b>HAP</b>	Housing Assistance Payment
<b>HCV</b>	Housing Choice Voucher, commonly referred to as a Section 8 voucher
<b>HK</b>	Housing Kitsap
<b>HOME</b>	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.
<b>HSP</b>	Housing Stabilization Program
<b>HT</b>	Heritage, an HK property located in Port Orchard.
<b>HTF</b>	Housing Trust Fund
<b>HUD</b>	United States Department of Housing and Urban Development
<b>IC</b>	Initial Certification
<b>IFB</b>	Invitation for Bids
<b>IR</b>	Interim Recertification
<b>KCCHA</b>	Kitsap County Consolidated Housing Authority - another name for Housing Kitsap
<b>KCR</b>	Kitsap Community Resources
<b>KEPA</b>	Kitsap Eviction Prevention Assistance
<b>KR</b>	Kingston Ridge, an HK property located in Kingston.
<b>LB</b>	Liberty Bay, an HK property located in Bremerton and Silverdale.
<b>LIHTC</b>	Low Income Housing Tax Credit

## Glossary of Acronyms

<b>MF</b>	Multifamily Program- a HUD program
<b>MM</b>	Madrona Manor, an HK property located in Port Orchard.
<b>MOR</b>	Management and Occupancy Review
<b>MOU</b>	Memorandum of Understanding
<b>MRI</b>	Software used for accounting
<b>NAHRO</b>	National Association of Housing and Redevelopment Officials
<b>OB</b>	Orchard Bluff, an HK property located in Port Orchard.
<b>PBRA</b>	Project Based Rental Assistance
<b>PBV</b>	Project Based Voucher
<b>PH</b>	Public Housing
<b>PHA</b>	Public Housing Authority
<b>PIH</b>	Public and Indian Housing
<b>PM</b>	Property Management/Managers
<b>PNRC</b>	Pacific Northwest Regional Council
<b>POVi</b>	Port Orchard Vista, an HK property located in Port Orchard.
<b>PP</b>	Park Place, an HK property located in Bremerton.
<b>RA</b>	Reasonable Accommodation <b>or</b> Rental Assistance provided by USDA
<b>RAD</b>	Rental Assistance Demonstration
<b>RD</b>	Rural Development
<b>REAC</b>	Real Estate Assessment Center <b>or</b> Race Equity Advisory Committee
<b>RFP</b>	Request for Proposal
<b>RFQ</b>	Request for Qualifications
<b>RH</b>	Rhododendron, an HK property located on Bainbridge Island.
<b>SAO</b>	State Auditor's Office
<b>SAR</b>	Site Assessment Review
<b>SHOP</b>	Self-Help Home Ownership Program
<b>SVC</b>	Streamlined Voluntary Conversion
<b>TC</b>	Tax Credit (same thing as LIHTC)
<b>TPV</b>	Tenant Protection Voucher
<b>USDA</b>	United States Department of Agriculture
<b>VASH</b>	Veterans Affairs Supportive Housing
<b>VT</b>	Viewmont, an HK property located in Port Orchard.
<b>WS</b>	Windsong, an HK property located in Poulsbo.
<b>WSHFC</b>	Washington State Housing Finance Commission