

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/kdRegPZlZl>

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

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



This institution is an equal opportunity provider and employer.

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

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HOUSING KITSAP BOARD OF COMMISSIONERS

MEETING AGENDA

July 28, 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. June 23, 2026, Meeting Minutes | Page 4 |
| B. June 2026 Disbursement Reports | Page 8 |
| C. Updated Procurement Policy | Page 19 |
| D. TSCOP Update for all HK Properties | Page 51 |
| E. Conveyance of Stormwater Ponds | Page 56 |

5. Discussion Items

- | | |
|------------------------|---------|
| A. Personnel Committee | Page 59 |
|------------------------|---------|



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6. Action Items

- | | |
|--|---------|
| A. Discussion and possible action regarding Resolution 2026-23 approving the Artificial Intelligence (AI) Policy | Page 60 |
| B. Discussion and possible action regarding Resolution 2026-24 approving the updated Information Technology (IT) Policy | Page 70 |
| C. Discussion and possible action regarding Resolution 2026-25 approving the write-off of uncollectible balances as of June 30, 2026 | Page 80 |
| D. Discussion and possible action regarding Resolution 2026-26 authorizing the payoff of the Bremerton Government Center bonds | Page 83 |

7. Executive Session

- | | |
|--|---------|
| A. Executive Session – Litigation RCW 42.30.110 (1)(i)
Timed Item – 9:30 am | Page 85 |
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8. 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 86 |
| B. Finance Division Update (Roan Blacker) | Page 116 |
| C. Property Management Update (Jennifer Di Vitto and Maria Stitzel) | Page 122 |
| D. Compliance Department Update (Freddy Linares) | Page 126 |
| E. Development Update (Dean Nail) | Page 127 |
| F. Procurement & Administration Updates (Laura Auerbach) | Page 129 |

9. 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.

10. Adjourn



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HOUSING KITSAP BOARD OF COMMISSIONERS
BOARD MEETING
June 23, 2026
MINUTES

Board in Attendance: Mayor of City of Bainbridge Island Clarence Moriwaki (Chair), Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Katie Walters, Kitsap County Commissioner Oran Root, Resident Commissioner Brittany Dunklin

Attending Staff: Executive Director Heather Blough, Director of Finance Roan Blacker, Director of Procurement and Administration Laura Auerbach, Director of Acquisition and Development Dean Nail, Executive Assistant and Office Manager Katie Loehrs, Regional Director of Property Management Maria Stitzel, Director of Compliance Freddy Linares, Information Systems Manager Troy Bocker, Property Manager LorAine Harden, Property Manager Tanya Howard, Property Management Records Clerk Kitty Eaton,

Absent: Mayor of City of Port Orchard Rob Putaansuu, Mayor of City of Poulsbo Ed Stern (Vice Chair)

Public in attendance: None

1. Call to Order:

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

2. Approval of Agenda:

Commissioner Walters moved to approve the agenda. The motion was seconded by Commissioner Rolfes. *Agenda approved.*

3. Public Comments:

None

4. Consent Agenda:

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

5. Discussion Items

A. Housing Kitap Sales Proceeds Pool Update

Roan Blacker directed the Board's attention to page 32 of the Board report which shows a summary of the sales proceeds pool sources, uses, and activity. Roan explained the loans and grants that have previously been made from the pool. Roan added that all uses of the sales proceeds pool funds are brought to the Board for approval.

B. Establishing a personnel committee

Heather Blough informed the Board that the Personnel Committee discussion is being kept on the Board agenda as a continuing agenda item. There was no further discussion on the Personnel Committee.

6. Action Items

A. Discussion and possible action regarding Resolution 2026-22 approving the updated Violence Against Women Act (VAWA) Emergency Transfer Plan

Freddy Linares informed the Board that the VAWA Emergency Transfer Plan was reviewed by Balanced Housing Solutions. Freddy explained that the revisions to the policy reflect what has already been occurring.

Commissioner Walters moved to approve Resolution 2026-22. The motion was seconded by Commissioner Root. *The motion carried unanimously.*

7. Executive Session

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

At 10:04 am, Chair Moriwaki stated that the Board will be entering into executive session until 10:15 am to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(i). The executive session included the Board of Commissioners, Heather Blough, Dean Nail, Roan Blacker, and attorney Jessica Clawson. Chair Moriwaki recused himself from the executive session prior to it beginning.

At 10:20 am, Chair Moriwaki called the regular meeting back in session. No action was taken.

8. Program Updates

A. Executive Director/Executive Committee:

Heather Blough informed the Board that HK received a tort claim from a former resident. Heather added that Dean Nail graduated from Leadership Kitsap, and Jennifer Di Vitto will be joining Leadership Kitsap next year.

B. Finance Division:

Roan Blacker informed the Board that HK is at the end of their fiscal year, so the year-to-date financial statements are more meaningful. Roan added that HK is doing well financially.

C. Property Management:

Maria Stitzel informed the Board that a contract is being signed for pressure washing at Park Place Apartments. Maria added that Rhododendron Apartments needs the decks replaced, which are currently in the permitting process, before pressure washing there.

Commissioner Walters congratulated Property Management on how close the number of vacant units are to the number of applications in process.

D. Compliance Department:

Freddy Linares informed the Board that HK is working with a new Shortfall Representative at HUD and the first meeting with them went well. Freddy added that he has submitted an application for additional funding. Freddy added that shortfall is a nationwide issue right now.

Heather Blough explained that HK received approximately \$450,000 in Housing Assistance Payments (HAP) funding when approximately \$700,000 in HAP was spent.

Freddy explained that HK cannot absorb new port-ins or issue any new vouchers while in shortfall, but HK does not have to terminate any current tenancies or assistance.

Chair Moriwaki asked if there was a way to see how many people on the waitlists work on Bainbridge Island. Freddy responded that they would have to manually check zip codes and income sources. Heather Blough added that perhaps preferences could be considered for people who work on Bainbridge Island.

E. Single Family:

Dean Nail informed the Board that:

- Riverstone Group 4 has been waiting since August 2025 and will hopefully close in July 2026
- HK is preparing to submit the Site Development Activity Permit (SDAP) for Ives Mill
- The Purchase and Sale Agreement for Howerton is complete. HK will apply for Community Investments in Affordable Housing (CIAH) and state funding.
- Electrical vehicle chargers were installed at the main office

Commissioner Walters informed the Board that she connected Dean with the Chair of the Port Gamble S'Klallam Tribe who is interested in the Self-Help Program.

Commissioner Rolfes informed the Board that she was contacted by Gary Lindsey with some ideas for cottage housing on the Department of Natural Resources property in Silverdale.

Chair Moriwaki requested another tour of HK properties.

F. Administration and Procurement:

Laura Auerbach noted the information in the report and offered to answer any questions. Commissioner Walters asked about the summer event. Laura explained that there will be an All-Staff event on July 8, 2026, at the Crosby Center in Seabeck. Laura added that the Board is invited to attend.

9. Board Announcements and Community Updates

A. Board Announcements and Community Updates

Chair Moriwaki informed the Board that the Bainbridge Island Rotary Auction will take place on July 11, 2026.

Commissioner Walters informed the Board that Commissioner Dunklin graduated the previous weekend. Commissioner Dunklin explained that she got her Bachelor’s Degree in Organizational Leadership and Technical Management.

Dean Nail informed the Board that Puget Sound Energy is processing the application for the main office solar panels.

Chair Moriwaki informed the Board that the City of Bainbridge Island will be announcing the hiring of their new City Manager soon.

Commissioner Walters informed the Board that she attended the Kitsap Building Association and the Association of Realtors’ tour of the pre-approved ADU units they have. Commissioner Walters explained that they are considering a cottage housing site with the pre-approved ADU designs. Dean Nail explained that HK is considering this model for a future HK site in Poulsbo.

Laura Auerbach informed the Board that HK is trying to donate old computer monitors. Chair Moriwaki suggested donating them to the Bainbridge Island Rotary Auction.

Chair Moriwaki informed the Board that the Association of Washington Cities conference starts June 24, 2026.

10. Adjournment:

The meeting adjourned at 10:21 am.

ATTEST:

ATTEST:

Heather Blough
Executive Director

Clarence Moriwaki
Chair

Date Approved

Board of Commissioners

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Vice Chair Ed Stern
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To: Housing Kitsap Board of Commissioners
From: Heather Blough, Executive Director
Subject: Approval June 2026 Disbursements and/or Fund Transfers
Date: Tuesday, July 28, 2026

KCCHA General Fund – 4711	\$	625,644
Section 8 Fund - 6311		831,372
HK_MF_All-Owned_SD - 8711		602,418
HK_MF_Sep_Corp_OP - 7911		766,240
Self Help SHOP Account - 3911		48,603
Self Help General Account - 2112		8,131
Self Help Family Account - 2111		213,183
HK_MF_Sep_Corp_SD - 0911		79
HK_MF_All-Owned_SD - 1711		595
HK_MF_Sep_Corp_RES - 2511		45,482
HK_Mngmt Nordic Cottages OP - 1111		5,428
Public Housing FSS Escrow - 7111		37,255
	\$	3,184,430

Disbursements of \$1,953,944 plus transfers of \$1,230,486 equal total payments of \$3,184,430.

"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
June 2026 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	JE 8052	ACH DR- METKC	6/1/2026	5,676.01
hkgf4711 - KCCHA - GENERAL FUND	JE 8053	ACH DR- VSP VISION CARE	6/1/2026	705.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8054	ACH DR- REGENCE MEDICAL	6/1/2026	66,053.80
hkgf4711 - KCCHA - GENERAL FUND	JE 8093	ACH DR- USable Life Premium Payment	6/2/2026	3,350.74
hkgf4711 - KCCHA - GENERAL FUND	133939	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	6/4/2026	1,582.78
hkgf4711 - KCCHA - GENERAL FUND	133940	V0000065 - CASCADE NATURAL GAS CORP.	6/4/2026	140.69
hkgf4711 - KCCHA - GENERAL FUND	133941	v0000380 - Century Link	6/4/2026	577.20
hkgf4711 - KCCHA - GENERAL FUND	133942	v0000780 - ENVIRONMENTAL WORKS	6/4/2026	962.50
hkgf4711 - KCCHA - GENERAL FUND	133943	V0000109 - FED EX	6/4/2026	12.71
hkgf4711 - KCCHA - GENERAL FUND	133944	V0000150 - INTELLISYSTEMS, INC.	6/4/2026	210.00
hkgf4711 - KCCHA - GENERAL FUND	133945	v0000672 - RENTGROW, INC	6/4/2026	56.00
hkgf4711 - KCCHA - GENERAL FUND	133946	V0000287 - RODDA PAINT COMPANY	6/4/2026	43.19
hkgf4711 - KCCHA - GENERAL FUND	133947	V0000338 - U. S. BANK	6/4/2026	1,339.58
hkgf4711 - KCCHA - GENERAL FUND	133948	V0000347 - VERIZON WIRELESS	6/4/2026	2,266.84
hkgf4711 - KCCHA - GENERAL FUND	133949	v0000352 - WASHINGTON STATE AUDITOR'S OFFICE	6/4/2026	7,963.70
hkgf4711 - KCCHA - GENERAL FUND	133950	v0000667 - WESTERN EXTERMINATOR	6/4/2026	128.75
hkgf4711 - KCCHA - GENERAL FUND	133951	v0000370 - YARDI SYSTEMS, INC.	6/4/2026	468.50
hkgf4711 - KCCHA - GENERAL FUND	133952	v0000672 - RENTGROW, INC	6/4/2026	40.00
hkgf4711 - KCCHA - GENERAL FUND	133938	V0000033 - ASSOCIATION OF WASHINGTON HOUSING AUTHORITIES	6/4/2026	3,000.00
hkgf4711 - KCCHA - GENERAL FUND	99020290	V0000136 - HD SUPPLY - ACCT.#104436	6/5/2026	181.39
hkgf4711 - KCCHA - GENERAL FUND	99733112	v0000143 - HOME DEPOT CREDIT SVCS- 4595	6/5/2026	545.45
hkgf4711 - KCCHA - GENERAL FUND	JE 8246	ACH DR- BASIC BENEFITS	6/8/2026	50.01
hkgf4711 - KCCHA - GENERAL FUND	JE 8159	ACH DR- PAYNW JUNE 12, 2026 PAYROLL	6/11/2026	114,569.40
hkgf4711 - KCCHA - GENERAL FUND	JE 8160	ACH DR- PAYNW JUNE 12, 2026 TAX DEPOSITS	6/11/2026	23,464.87
hkgf4711 - KCCHA - GENERAL FUND	133953	v0000672 - RENTGROW, INC	6/11/2026	80.00
hkgf4711 - KCCHA - GENERAL FUND	133954	v0000011 - 76 FLEET	6/11/2026	2,774.71
hkgf4711 - KCCHA - GENERAL FUND	133955	v0000027 - APPLETREE ANSWERS	6/11/2026	1,294.54
hkgf4711 - KCCHA - GENERAL FUND	133956	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	6/11/2026	453.62
hkgf4711 - KCCHA - GENERAL FUND	133957	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	6/11/2026	1,512.96
hkgf4711 - KCCHA - GENERAL FUND	133958	v0000746 - BUILDING A TRADITION, LLC	6/11/2026	5,216.66
hkgf4711 - KCCHA - GENERAL FUND	133959	V0000070 - CINTAS FIRE 636525	6/11/2026	2,753.94
hkgf4711 - KCCHA - GENERAL FUND	133960	v0000801 - ELYON MAINTENANCE INC	6/11/2026	13,550.00
hkgf4711 - KCCHA - GENERAL FUND	133961	v0000114 - FIRST CHOICE HEALTH NETWORK	6/11/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	133962	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	6/11/2026	4,099.70
hkgf4711 - KCCHA - GENERAL FUND	133963	V0000193 - LEMAY MOBILE SHREDDING	6/11/2026	119.85
hkgf4711 - KCCHA - GENERAL FUND	133964	v0000243 - NW COMMNET LLC	6/11/2026	405.95
hkgf4711 - KCCHA - GENERAL FUND	133965	V0000247 - OFFICE DEPOT-ACCT. 67444053	6/11/2026	619.55
hkgf4711 - KCCHA - GENERAL FUND	133966	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	6/11/2026	88.90
hkgf4711 - KCCHA - GENERAL FUND	133967	V0000256 - PACIFICA LAW GROUP, LLP	6/11/2026	1,192.50
hkgf4711 - KCCHA - GENERAL FUND	133968	V0000272 - PUGET SOUND ENERGY	6/11/2026	783.62
hkgf4711 - KCCHA - GENERAL FUND	133969	v0000436 - PURCHASE POWER	6/11/2026	47.92
hkgf4711 - KCCHA - GENERAL FUND	133970	v0000672 - RENTGROW, INC	6/11/2026	720.00
hkgf4711 - KCCHA - GENERAL FUND	133971	V0000312 - SILVERDALE WATER DISTRICT	6/11/2026	230.32
hkgf4711 - KCCHA - GENERAL FUND	133972	v0000370 - YARDI SYSTEMS, INC.	6/11/2026	429.50
hkgf4711 - KCCHA - GENERAL FUND	133973	V0000183 - KITSAP P.U.D.#1	6/11/2026	194.80
hkgf4711 - KCCHA - GENERAL FUND	133974	v0000253 - PACIFIC NORTHWEST TITLE	6/11/2026	420.00
hkgf4711 - KCCHA - GENERAL FUND	133975	V0000272 - PUGET SOUND ENERGY	6/11/2026	21.98
hkgf4711 - KCCHA - GENERAL FUND	133976	V0000316 - SOUND APPRAISAL GROUP, INC.	6/11/2026	700.00
hkgf4711 - KCCHA - GENERAL FUND	133977	v0000801 - ELYON MAINTENANCE INC	6/11/2026	10,495.00
hkgf4711 - KCCHA - GENERAL FUND	99786010	v0000201 - LOWES - AM DEPT	6/11/2026	21.82
hkgf4711 - KCCHA - GENERAL FUND	JE 8164	ACH DR- HSA CONTRIBUTION	6/15/2026	4,994.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8165	ACH DR- PAYNW INVOICE JUNE 12, 2026 PAYROLL	6/15/2026	1,003.52
hkgf4711 - KCCHA - GENERAL FUND	JE 8166	ACH DR- WA DRS PAYMENT	6/15/2026	36,139.06
hkgf4711 - KCCHA - GENERAL FUND	JE 8167	ACH DR- VOYA DEFERRED COMP	6/15/2026	9,361.08
hkgf4711 - KCCHA - GENERAL FUND	99173950	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	6/18/2026	173.75
hkgf4711 - KCCHA - GENERAL FUND	99173988	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	6/18/2026	1,151.75
hkgf4711 - KCCHA - GENERAL FUND	99174299	V0000168 - KITSAP BANK-VISA-DEAN NAIL	6/18/2026	17.46
hkgf4711 - KCCHA - GENERAL FUND	99174381	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	6/18/2026	853.33
hkgf4711 - KCCHA - GENERAL FUND	133978	v0000582 - AHBL, INC	6/18/2026	22,617.75
hkgf4711 - KCCHA - GENERAL FUND	133979	v0000692 - AMERICAN WEST CONTRACTING, CO	6/18/2026	11,317.61
hkgf4711 - KCCHA - GENERAL FUND	133980	v0000710 - BLACKER, ROAN	6/18/2026	1,434.11
hkgf4711 - KCCHA - GENERAL FUND	133981	V0000068 - CDW GOVERNMENT, INC.	6/18/2026	1,960.00
hkgf4711 - KCCHA - GENERAL FUND	133982	v0000780 - ENVIRONMENTAL WORKS	6/18/2026	10,300.00
hkgf4711 - KCCHA - GENERAL FUND	133983	V0000149 - INSIGHT PUBLIC SECTOR	6/18/2026	366.84
hkgf4711 - KCCHA - GENERAL FUND	133984	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	6/18/2026	109.72
hkgf4711 - KCCHA - GENERAL FUND	133985	v0000184 - KITSAP SUN	6/18/2026	57.36
hkgf4711 - KCCHA - GENERAL FUND	133986	V0000374 - PITNEY BOWES GLOBAL FINANCIAL SERVS/ PITNEY BOWES LEASE	6/18/2026	384.87

Payment Summary
June 2026 Board Cash Disbursement Report

hkgf4711 - KCCHA - GENERAL FUND	133987	V0000309 - SH-OLYMPIC SPRINGS INC.	6/18/2026	64.85
hkgf4711 - KCCHA - GENERAL FUND	133988	V0000329 - THE NELROD COMPANY	6/18/2026	169.00
hkgf4711 - KCCHA - GENERAL FUND	133995	V0000247 - OFFICE DEPOT-ACCT. 67444053	6/25/2026	228.19
hkgf4711 - KCCHA - GENERAL FUND	133997	V0000272 - PUGET SOUND ENERGY	6/25/2026	82.41
hkgf4711 - KCCHA - GENERAL FUND	133991	V0000068 - CDW GOVERNMENT, INC.	6/25/2026	50.82
hkgf4711 - KCCHA - GENERAL FUND	133993	v0000406 - CENTURYLINK (LUMEN)	6/25/2026	36.02
hkgf4711 - KCCHA - GENERAL FUND	133989	v0000376 - BRETEYS CONSTRUCTION LLC	6/25/2026	11,450.27
hkgf4711 - KCCHA - GENERAL FUND	134000	v0000749 - TSIMOURIS HOLDINGS SILVERDALE LLC	6/25/2026	590.88
hkgf4711 - KCCHA - GENERAL FUND	133990	V0000065 - CASCADE NATURAL GAS CORP.	6/25/2026	97.93
hkgf4711 - KCCHA - GENERAL FUND	133998	V0000287 - RODDA PAINT COMPANY	6/25/2026	44.22
hkgf4711 - KCCHA - GENERAL FUND	99153012	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	6/25/2026	431.68
hkgf4711 - KCCHA - GENERAL FUND	133992	v0000380 - Century Link	6/25/2026	184.50
hkgf4711 - KCCHA - GENERAL FUND	133994	V0000198 - LINGO	6/25/2026	15.75
hkgf4711 - KCCHA - GENERAL FUND	133996	V0000256 - PACIFICA LAW GROUP, LLP	6/25/2026	1,056.00
hkgf4711 - KCCHA - GENERAL FUND	134001	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	6/25/2026	93.31
hkgf4711 - KCCHA - GENERAL FUND	133999	v0000314 - SMS CLEANING, INC.	6/25/2026	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	99400628	v0000809 - J.H. BRAWNER & COMPANY	6/26/2026	35,335.00
hkgf4711 - KCCHA - GENERAL FUND	99400628	v0000809 - J.H. BRAWNER & COMPANY	6/26/2026	8,600.78
hkgf4711 - KCCHA - GENERAL FUND	99401386	V0000241 - NOVOGRADAC & COMPANY, LLP	6/26/2026	35,600.00
hkgf4711 - KCCHA - GENERAL FUND	JE 8210	ACH DR- VOYA DEFERRED COMP	6/26/2026	9,157.24
hkgf4711 - KCCHA - GENERAL FUND	JE 8211	ACH DR- HSA CONTRIBUTION	6/26/2026	494.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8212	ACH DR- PAYNW INVOICE JUNE 26, 2026 PAYROL	6/26/2026	189.67
hkgf4711 - KCCHA - GENERAL FUND	JE 8214	ACH DR- PAYNW JUNE 12, 2026 PAYROLL	6/26/2026	106,407.07
hkgf4711 - KCCHA - GENERAL FUND	JE 8215	ACH DR- PAYNW JUNE 26, 2026 TAX DEPOSITS	6/26/2026	22,219.27
hkgf4711 - KCCHA - GENERAL FUND	99375419	v0000201 - LOWES - AM DEPT	6/28/2026	2,620.70
hkgf4711 - KCCHA - GENERAL FUND	99402633	V0000338 - U. S. BANK	6/30/2026	1,339.58
hkgf4711 - KCCHA - GENERAL FUND	134004	V0000272 - PUGET SOUND ENERGY	6/30/2026	23.63
hkgf4711 - KCCHA - GENERAL FUND	134002	v0000079 - COFFEE NEWS KITSAP	6/30/2026	400.00
hkgf4711 - KCCHA - GENERAL FUND	134003	V0000183 - KITSAP P.U.D.#1	6/30/2026	3,400.00
				625,644.03

Bank	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	25836	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	6/2/2026	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	25837	v9004279 - Abbey Lane Apartments	6/2/2026	1,432.00
hk6311 - Section 8-Hsg Choice Vouchers	25838	v9005018 - ADAMS, JAY PRESTON	6/2/2026	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	25839	v0000791 - ADRIAN, JUSTIN	6/2/2026	1,898.00
hk6311 - Section 8-Hsg Choice Vouchers	25840	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	6/2/2026	710.00
hk6311 - Section 8-Hsg Choice Vouchers	25841	v9006343 - Ad-West Realty Services/Silvercrest Apartments	6/2/2026	1,676.00
hk6311 - Section 8-Hsg Choice Vouchers	25842	v9004829 - Ad-West Realty Svc/Island Terrace A	6/2/2026	2,670.00
hk6311 - Section 8-Hsg Choice Vouchers	25843	v9000028 - Alta Pointe Apartments	6/2/2026	1,463.00
hk6311 - Section 8-Hsg Choice Vouchers	25844	t9001375 - Anderson	6/2/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	25845	v9003727 - Andrew Hento, Jr.	6/2/2026	375.00
hk6311 - Section 8-Hsg Choice Vouchers	25846	v9005673 - Andrew M. & Irene L. Lopez	6/2/2026	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	25847	v9006232 - Avenue 5 Apts/Ridgetop Apartments	6/2/2026	3,280.00
hk6311 - Section 8-Hsg Choice Vouchers	25848	t0008479 - Ayers	6/2/2026	122.00
hk6311 - Section 8-Hsg Choice Vouchers	25849	v9005879 - Bay Bridge Apts	6/2/2026	4,901.00
hk6311 - Section 8-Hsg Choice Vouchers	25850	t0041423 - Beck Peacock	6/2/2026	4.00
hk6311 - Section 8-Hsg Choice Vouchers	25851	t0041910 - Bernier	6/2/2026	80.00
hk6311 - Section 8-Hsg Choice Vouchers	25852	t0039835 - Beters	6/2/2026	86.00
hk6311 - Section 8-Hsg Choice Vouchers	25853	t9001824 - Black	6/2/2026	138.00
hk6311 - Section 8-Hsg Choice Vouchers	25854	v8000555 - BPM5 LLC	6/2/2026	992.00
hk6311 - Section 8-Hsg Choice Vouchers	25855	t9001184 - Brooks	6/2/2026	675.00
hk6311 - Section 8-Hsg Choice Vouchers	25856	t0012163 - Buchert	6/2/2026	3.00
hk6311 - Section 8-Hsg Choice Vouchers	25857	t0012520 - Burton	6/2/2026	129.00
hk6311 - Section 8-Hsg Choice Vouchers	25858	v9005119 - Butler	6/2/2026	1,044.00
hk6311 - Section 8-Hsg Choice Vouchers	25859	v9001546 - CALNAN, TIMOTHY G.	6/2/2026	726.00
hk6311 - Section 8-Hsg Choice Vouchers	25860	v0000690 - CASCADE RIDGE APARTMENTS	6/2/2026	1,169.00
hk6311 - Section 8-Hsg Choice Vouchers	25861	t0007789 - Clark	6/2/2026	63.00
hk6311 - Section 8-Hsg Choice Vouchers	25862	v7000594 - COOPER, DAVID	6/2/2026	1,984.00
hk6311 - Section 8-Hsg Choice Vouchers	25863	t9001422 - Cornwell	6/2/2026	2.00
hk6311 - Section 8-Hsg Choice Vouchers	25864	t9001588 - Cyphers	6/2/2026	151.00
hk6311 - Section 8-Hsg Choice Vouchers	25865	v9005793 - Daniel & Ramona Kroener	6/2/2026	126.00
hk6311 - Section 8-Hsg Choice Vouchers	25866	v9000359 - David L Butcher	6/2/2026	1,246.00
hk6311 - Section 8-Hsg Choice Vouchers	25867	v8000645 - DAVID VANGINKEL	6/2/2026	1,912.00
hk6311 - Section 8-Hsg Choice Vouchers	25868	t0017053 - Davis	6/2/2026	28.00
hk6311 - Section 8-Hsg Choice Vouchers	25869	v0000675 - DEBORAH LEE HOLM	6/2/2026	1,618.00
hk6311 - Section 8-Hsg Choice Vouchers	25870	v9006675 - Del E. Mueller	6/2/2026	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	25871	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	6/2/2026	1,650.00

Payment Summary
June 2026 Board Cash Disbursement Report

hk6311	- Section 8-Hsg Choice Vouchers	25872	t9001200 - Driggers	6/2/2026	158.00
hk6311	- Section 8-Hsg Choice Vouchers	25873	t0003138 - Duchesneau	6/2/2026	420.00
hk6311	- Section 8-Hsg Choice Vouchers	25874	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	6/2/2026	1,371.00
hk6311	- Section 8-Hsg Choice Vouchers	25875	v0000725 - ERIC & JANET SANDALL	6/2/2026	1,805.00
hk6311	- Section 8-Hsg Choice Vouchers	25876	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	6/2/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	25877	v9007128 - Eulalia Tomas Gonzales	6/2/2026	1,920.00
hk6311	- Section 8-Hsg Choice Vouchers	25878	t9001279 - Evanoff	6/2/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	25879	v9005909 - Fairground Fee Owner LLC	6/2/2026	971.00
hk6311	- Section 8-Hsg Choice Vouchers	25880	v0000743 - FK INSIGNIA LLC	6/2/2026	1,514.00
hk6311	- Section 8-Hsg Choice Vouchers	25881	t9001233 - Gaeta	6/2/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	25882	v8000647 - GATEWAY PROPERTY MANAGEMENT	6/2/2026	681.00
hk6311	- Section 8-Hsg Choice Vouchers	25883	t0036851 - Gordy	6/2/2026	23.00
hk6311	- Section 8-Hsg Choice Vouchers	25884	t9001627 - Goulden	6/2/2026	124.00
hk6311	- Section 8-Hsg Choice Vouchers	25885	v9000764 - Griffin Glen Apartments	6/2/2026	1,336.00
hk6311	- Section 8-Hsg Choice Vouchers	25886	v9000858 - Hidden Firs III	6/2/2026	2,204.00
hk6311	- Section 8-Hsg Choice Vouchers	25887	v9001508 - Housing Resources Bainbridge/Forest Home	6/2/2026	2,621.00
hk6311	- Section 8-Hsg Choice Vouchers	25888	v9001507 - Housing Resources Bainbridge/Island Home	6/2/2026	8,984.00
hk6311	- Section 8-Hsg Choice Vouchers	25889	v0000786 - HOUSING RESOURCES BAINBRIDGE/PBV	6/2/2026	2,124.00
hk6311	- Section 8-Hsg Choice Vouchers	25890	v0000771 - HOWE INVESTMENTS II LLC	6/2/2026	1,429.00
hk6311	- Section 8-Hsg Choice Vouchers	25891	v8000642 - HPA II BORROWER 2020-2 LLC	6/2/2026	1,562.00
hk6311	- Section 8-Hsg Choice Vouchers	25892	v9005727 - Irrevocable Living Trust of Dorothy Lee	6/2/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	25893	v9000008 - James and Cecilia Adrian	6/2/2026	14,079.00
hk6311	- Section 8-Hsg Choice Vouchers	25894	v9001509 - Janet West Home	6/2/2026	3,733.00
hk6311	- Section 8-Hsg Choice Vouchers	25895	v9001419 - Jim Adrian/Prigger	6/2/2026	1,363.00
hk6311	- Section 8-Hsg Choice Vouchers	25896	t0007791 - Johnson	6/2/2026	151.00
hk6311	- Section 8-Hsg Choice Vouchers	25897	v9002019 - JOHNSON, JOELINE R.	6/2/2026	2,435.00
hk6311	- Section 8-Hsg Choice Vouchers	25898	t0017679 - Jones	6/2/2026	29.00
hk6311	- Section 8-Hsg Choice Vouchers	25899	v9005575 - JP Housing LLC	6/2/2026	1,183.00
hk6311	- Section 8-Hsg Choice Vouchers	25900	t9001280 - Kahuhu	6/2/2026	246.00
hk6311	- Section 8-Hsg Choice Vouchers	25901	v0000693 - King County Housing Authority	6/2/2026	4,250.22
hk6311	- Section 8-Hsg Choice Vouchers	25902	t0035825 - Koehler	6/2/2026	258.00
hk6311	- Section 8-Hsg Choice Vouchers	25903	v9005590 - Lacey Newman	6/2/2026	750.00
hk6311	- Section 8-Hsg Choice Vouchers	25904	t0014289 - Lange	6/2/2026	199.00
hk6311	- Section 8-Hsg Choice Vouchers	25905	v0000705 - LAWRENCE C. DANIELS	6/2/2026	807.00
hk6311	- Section 8-Hsg Choice Vouchers	25906	t9001185 - Leggs Dunkle	6/2/2026	98.00
hk6311	- Section 8-Hsg Choice Vouchers	25907	v9006249 - Lund Pointe Apartments	6/2/2026	1,411.00
hk6311	- Section 8-Hsg Choice Vouchers	25908	t0036944 - Madrid	6/2/2026	113.00
hk6311	- Section 8-Hsg Choice Vouchers	25909	t0003298 - Masters	6/2/2026	16.00
hk6311	- Section 8-Hsg Choice Vouchers	25910	t9001791 - Mathis	6/2/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	25911	v0000625 - MERIDIAN GARDENS, LLC DBA KEYWAY APTS	6/2/2026	1,318.00
hk6311	- Section 8-Hsg Choice Vouchers	25912	v9002683 - Mike Foley	6/2/2026	770.00
hk6311	- Section 8-Hsg Choice Vouchers	25913	v0000781 - Minot Housing Authority	6/2/2026	194.42
hk6311	- Section 8-Hsg Choice Vouchers	25914	v9002914 - Mobile Properties Joint Junction LLC	6/2/2026	1,489.00
hk6311	- Section 8-Hsg Choice Vouchers	25915	t0035768 - Morse	6/2/2026	46.00
hk6311	- Section 8-Hsg Choice Vouchers	25916	t0017673 - Nall	6/2/2026	123.00
hk6311	- Section 8-Hsg Choice Vouchers	25917	v9002908 - Neil or Judy Bass	6/2/2026	1,642.00
hk6311	- Section 8-Hsg Choice Vouchers	25918	t0036809 - Nguyen	6/2/2026	254.00
hk6311	- Section 8-Hsg Choice Vouchers	25919	v0000721 - NORDIC COTTAGES	6/2/2026	10,727.00
hk6311	- Section 8-Hsg Choice Vouchers	25920	v9006887 - Norland Trails/Kitsap Olhava LLC	6/2/2026	2,558.00
hk6311	- Section 8-Hsg Choice Vouchers	25921	v9006312 - NSE Kitsap Fee Owner, LLC	6/2/2026	2,442.00
hk6311	- Section 8-Hsg Choice Vouchers	25922	v8000659 - OLYMPIC MULTI-FAMILY MGMT/TIMBER RUN	6/2/2026	1,216.00
hk6311	- Section 8-Hsg Choice Vouchers	25923	v9005633 - Olympic Pointe Apartments	6/2/2026	10,362.00
hk6311	- Section 8-Hsg Choice Vouchers	25924	t9001801 - Omar	6/2/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	25925	v9001264 - Orchard On The Green	6/2/2026	4,873.00
hk6311	- Section 8-Hsg Choice Vouchers	25926	v8000554 - ORCHARD PARK LLC	6/2/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	25927	t9001901 - Paden	6/2/2026	26.00
hk6311	- Section 8-Hsg Choice Vouchers	25928	t9001342 - Padget	6/2/2026	152.00
hk6311	- Section 8-Hsg Choice Vouchers	25929	t0017684 - Padilla Rangel	6/2/2026	119.00
hk6311	- Section 8-Hsg Choice Vouchers	25930	t9001790 - Pangelinan	6/2/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	25931	v9006061 - Park Shore Property Management/Einspahr	6/2/2026	1,100.00
hk6311	- Section 8-Hsg Choice Vouchers	25932	v9002790 - Parkhurst Apartments	6/2/2026	1,690.00
hk6311	- Section 8-Hsg Choice Vouchers	25933	v9001563 - Parkwood Terrace Apartment Homes	6/2/2026	2,620.00
hk6311	- Section 8-Hsg Choice Vouchers	25934	t0002971 - Pearson	6/2/2026	19.00
hk6311	- Section 8-Hsg Choice Vouchers	25935	v9006398 - Pickett Prop Mgmt/Shigeta	6/2/2026	1,401.00
hk6311	- Section 8-Hsg Choice Vouchers	25936	v9006680 - Pickett Prop Mgmt/Watson	6/2/2026	1,747.00
hk6311	- Section 8-Hsg Choice Vouchers	25937	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	6/2/2026	2,088.00
hk6311	- Section 8-Hsg Choice Vouchers	25938	v9005805 - Pine Ridge Apartments	6/2/2026	1,930.00
hk6311	- Section 8-Hsg Choice Vouchers	25939	t9001300 - Pinney	6/2/2026	167.00

Payment Summary
June 2026 Board Cash Disbursement Report

hk6311	- Section 8-Hsg Choice Vouchers	25940	v8000520 - PORT ORCHARD MULTIFAMILY LLC	6/2/2026	1,819.00
hk6311	- Section 8-Hsg Choice Vouchers	25941	v9007066 - Port Washington LLC	6/2/2026	1,775.00
hk6311	- Section 8-Hsg Choice Vouchers	25942	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	6/2/2026	2,148.00
hk6311	- Section 8-Hsg Choice Vouchers	25943	v9005570 - REALLY PROPERTY MANAGEMENT/LOLLMAN	6/2/2026	2,650.00
hk6311	- Section 8-Hsg Choice Vouchers	25944	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	6/2/2026	1,096.00
hk6311	- Section 8-Hsg Choice Vouchers	25945	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	6/2/2026	3,687.00
hk6311	- Section 8-Hsg Choice Vouchers	25946	v9006946 - Reeder Management Inc / Bay Breeze Apartments	6/2/2026	1,392.00
hk6311	- Section 8-Hsg Choice Vouchers	25947	v0000456 - REID PROPERTY MANAGEMENT LLC	6/2/2026	1,184.00
hk6311	- Section 8-Hsg Choice Vouchers	25948	v0000785 - REID PROPERTY MANAGEMENT/CABANA	6/2/2026	1,213.00
hk6311	- Section 8-Hsg Choice Vouchers	25949	v9006048 - Remax Connect/Webb	6/2/2026	1,457.00
hk6311	- Section 8-Hsg Choice Vouchers	25950	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	6/2/2026	1,550.00
hk6311	- Section 8-Hsg Choice Vouchers	25951	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	6/2/2026	2,583.00
hk6311	- Section 8-Hsg Choice Vouchers	25952	v0000629 - RENEW PROP MGMT/CRI 5, LLC	6/2/2026	2,890.00
hk6311	- Section 8-Hsg Choice Vouchers	25953	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LLC	6/2/2026	2,368.00
hk6311	- Section 8-Hsg Choice Vouchers	25954	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LLC	6/2/2026	1,095.00
hk6311	- Section 8-Hsg Choice Vouchers	25955	t0014175 - Rhea	6/2/2026	492.00
hk6311	- Section 8-Hsg Choice Vouchers	25956	t0038936 - Roller	6/2/2026	112.00
hk6311	- Section 8-Hsg Choice Vouchers	25957	t0017725 - Rouse	6/2/2026	21.00
hk6311	- Section 8-Hsg Choice Vouchers	25958	v9001367 - Russell Frey Enterprise	6/2/2026	1,391.00
hk6311	- Section 8-Hsg Choice Vouchers	25959	t0007032 - Sadewasser	6/2/2026	103.00
hk6311	- Section 8-Hsg Choice Vouchers	25960	t9001634 - Salihi	6/2/2026	212.00
hk6311	- Section 8-Hsg Choice Vouchers	25961	t0016776 - Sanders	6/2/2026	330.00
hk6311	- Section 8-Hsg Choice Vouchers	25962	t0040239 - Sanderson	6/2/2026	115.00
hk6311	- Section 8-Hsg Choice Vouchers	25963	t0017698 - Sayles	6/2/2026	97.00
hk6311	- Section 8-Hsg Choice Vouchers	25964	v9003213 - Scandia Knolls Assoc. Limited Partnership	6/2/2026	3,326.00
hk6311	- Section 8-Hsg Choice Vouchers	25965	t9001179 - Schneider	6/2/2026	108.00
hk6311	- Section 8-Hsg Choice Vouchers	25966	v0000796 - SFR BORROWER 2021-2 LLC	6/2/2026	1,439.00
hk6311	- Section 8-Hsg Choice Vouchers	25967	t0042120 - Sharp	6/2/2026	6.00
hk6311	- Section 8-Hsg Choice Vouchers	25968	t0006818 - Sherwood	6/2/2026	90.00
hk6311	- Section 8-Hsg Choice Vouchers	25969	v8000589 - SILVA, CHRISTOPHER	6/2/2026	1,439.00
hk6311	- Section 8-Hsg Choice Vouchers	25970	v0000679 - SILVERDALE SHORES/BonaVista Mgmt	6/2/2026	1,322.00
hk6311	- Section 8-Hsg Choice Vouchers	25971	t0038147 - Skuza	6/2/2026	226.00
hk6311	- Section 8-Hsg Choice Vouchers	25972	t9001051 - Spears	6/2/2026	108.00
hk6311	- Section 8-Hsg Choice Vouchers	25973	v9005984 - Spencer Sutherland	6/2/2026	1,525.00
hk6311	- Section 8-Hsg Choice Vouchers	25974	v9004177 - Steven Durupt	6/2/2026	626.00
hk6311	- Section 8-Hsg Choice Vouchers	25975	t9001313 - Stone	6/2/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	25976	t0017846 - Swenson	6/2/2026	183.00
hk6311	- Section 8-Hsg Choice Vouchers	25977	t0039439 - Talbert	6/2/2026	294.00
hk6311	- Section 8-Hsg Choice Vouchers	25978	v9006568 - TAM Residential/Cottage Bay Apartments	6/2/2026	8,381.00
hk6311	- Section 8-Hsg Choice Vouchers	25979	v9006561 - TAM Residential/Viewcrest Village Apts	6/2/2026	22,710.00
hk6311	- Section 8-Hsg Choice Vouchers	25980	v9006082 - The Diplomat Apartments	6/2/2026	1,149.00
hk6311	- Section 8-Hsg Choice Vouchers	25981	v0000483 - THE JOSEPH GROUP	6/2/2026	1,897.00
hk6311	- Section 8-Hsg Choice Vouchers	25982	v9006149 - The Neiders Company/Orchard Pointe Apartments	6/2/2026	1,695.00
hk6311	- Section 8-Hsg Choice Vouchers	25983	v9007049 - The Ridge at Payseno Lane Apartments	6/2/2026	546.00
hk6311	- Section 8-Hsg Choice Vouchers	25984	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	6/2/2026	1,725.00
hk6311	- Section 8-Hsg Choice Vouchers	25985	v9003785 - The Summit - HAP acct	6/2/2026	1,031.00
hk6311	- Section 8-Hsg Choice Vouchers	25986	t0013267 - Tillis	6/2/2026	261.00
hk6311	- Section 8-Hsg Choice Vouchers	25987	v9003323 - Total Property Management/Lund Village	6/2/2026	1,337.00
hk6311	- Section 8-Hsg Choice Vouchers	25988	t0036497 - Turner	6/2/2026	60.00
hk6311	- Section 8-Hsg Choice Vouchers	25989	v9006573 - TYLER and KYLA McKEAN	6/2/2026	1,800.00
hk6311	- Section 8-Hsg Choice Vouchers	25990	v0000770 - Tyler Housing Agency	6/2/2026	1,885.24
hk6311	- Section 8-Hsg Choice Vouchers	25991	t9001212 - Veach	6/2/2026	95.00
hk6311	- Section 8-Hsg Choice Vouchers	25992	v9005602 - Vintage at Bremerton	6/2/2026	5,543.00
hk6311	- Section 8-Hsg Choice Vouchers	25993	v9006533 - Vintage at Silverdale	6/2/2026	12,747.00
hk6311	- Section 8-Hsg Choice Vouchers	25994	v0000494 - VINTAGE AT SILVERDALE, LLC	6/2/2026	1,992.00
hk6311	- Section 8-Hsg Choice Vouchers	25995	v9001125 - Weatherstone Apartment Homes	6/2/2026	2,346.00
hk6311	- Section 8-Hsg Choice Vouchers	25996	v9006025 - William Brasch	6/2/2026	2,600.00
hk6311	- Section 8-Hsg Choice Vouchers	25997	t0042129 - Williams	6/2/2026	8.00
hk6311	- Section 8-Hsg Choice Vouchers	25998	t0035827 - Wilson	6/2/2026	226.00
hk6311	- Section 8-Hsg Choice Vouchers	25999	v8000660 - WINDERMERE PROP MGMT/NEWKIRK	6/2/2026	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	26000	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	6/2/2026	1,420.00
hk6311	- Section 8-Hsg Choice Vouchers	26001	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	6/2/2026	1,511.00
hk6311	- Section 8-Hsg Choice Vouchers	26002	v9006419 - WOZLECK, JAMES L.	6/2/2026	1,184.00
hk6311	- Section 8-Hsg Choice Vouchers	104	v0000001 - Housing Kitsap	6/3/2026	180,738.00
hk6311	- Section 8-Hsg Choice Vouchers	105	v0000005 - Kitsap Apartments	6/3/2026	1,935.00
hk6311	- Section 8-Hsg Choice Vouchers	106	v0000478 - HK Homes	6/3/2026	23,498.00
hk6311	- Section 8-Hsg Choice Vouchers	107	v0000493 - HARCOURTS PENINSULA PROPERTIES	6/3/2026	1,825.00
hk6311	- Section 8-Hsg Choice Vouchers	108	v0000624 - ADVANI, ANURADHA	6/3/2026	3,020.00

Payment Summary
June 2026 Board Cash Disbursement Report

hk6311	- Section 8-Hsg Choice Vouchers	109	v0000683 - Pierce County Housing Authority	6/3/2026	1,524.22
hk6311	- Section 8-Hsg Choice Vouchers	110	v0000688 - Housing Authority of Snohomish County	6/3/2026	1,592.19
hk6311	- Section 8-Hsg Choice Vouchers	111	v0000691 - REALLY PROP MGMT/MONTMINY	6/3/2026	2,850.00
hk6311	- Section 8-Hsg Choice Vouchers	112	v0000709 - VINSHAW HOLDINGS, LLC	6/3/2026	2,816.00
hk6311	- Section 8-Hsg Choice Vouchers	113	v0000727 - DETAILS PROP MGMT/KEETON	6/3/2026	1,489.00
hk6311	- Section 8-Hsg Choice Vouchers	114	v0000733 - EDWARD & MARLYS RECKNAGLE	6/3/2026	317.00
hk6311	- Section 8-Hsg Choice Vouchers	115	v0000736 - DYER, KIMBERLEE M	6/3/2026	1,844.00
hk6311	- Section 8-Hsg Choice Vouchers	116	v0000742 - GIG HARBOR PROP MGMT/PORTER	6/3/2026	2,550.00
hk6311	- Section 8-Hsg Choice Vouchers	117	v0000773 - SEDGWICK VENTURES LLC dba POTTERY CREEK	6/3/2026	1,325.00
hk6311	- Section 8-Hsg Choice Vouchers	118	v0000774 - JEFFREY TRAN	6/3/2026	1,144.00
hk6311	- Section 8-Hsg Choice Vouchers	119	v0000787 - SCHAPPER, MAURA	6/3/2026	2,865.00
hk6311	- Section 8-Hsg Choice Vouchers	120	v8000514 - CDJ3@WA PROPERTY LLC	6/3/2026	2,494.00
hk6311	- Section 8-Hsg Choice Vouchers	121	v8000519 - KITSAP MENTAL HEALTH SERVICES	6/3/2026	8,206.00
hk6311	- Section 8-Hsg Choice Vouchers	122	v8000593 - BAGGERLY, KEITH	6/3/2026	686.00
hk6311	- Section 8-Hsg Choice Vouchers	123	v8000644 - CG WELLINGTON, LLC	6/3/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	124	v8000657 - SATRAN-LOUDIN, JILL	6/3/2026	1,634.00
hk6311	- Section 8-Hsg Choice Vouchers	125	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	6/3/2026	3,118.00
hk6311	- Section 8-Hsg Choice Vouchers	126	v8000664 - BERNTSEN, SPENCER	6/3/2026	1,097.00
hk6311	- Section 8-Hsg Choice Vouchers	127	v9000445 - CLARK, STEPHEN M.	6/3/2026	837.00
hk6311	- Section 8-Hsg Choice Vouchers	128	v9000568 - Robert W Dick	6/3/2026	1,290.00
hk6311	- Section 8-Hsg Choice Vouchers	129	v9000691 - Finch Place Apartments	6/3/2026	779.00
hk6311	- Section 8-Hsg Choice Vouchers	130	v9000729 - GAINES, MARK A.	6/3/2026	2,000.00
hk6311	- Section 8-Hsg Choice Vouchers	131	v9000747 - Golden Tides III Dyes Inlet	6/3/2026	1,386.00
hk6311	- Section 8-Hsg Choice Vouchers	132	v9000881 - Eric Holm	6/3/2026	10,877.00
hk6311	- Section 8-Hsg Choice Vouchers	133	v9000966 - KAS - Kingston Ridge Apartments	6/3/2026	8,785.00
hk6311	- Section 8-Hsg Choice Vouchers	134	v9001022 - Liberty Bay Apartments	6/3/2026	19,194.00
hk6311	- Section 8-Hsg Choice Vouchers	135	v9001050 - Madrona Manor	6/3/2026	10,554.00
hk6311	- Section 8-Hsg Choice Vouchers	136	v9001278 - KAS - Park Place Apartments	6/3/2026	3,887.00
hk6311	- Section 8-Hsg Choice Vouchers	137	v9001405 - KAS - CONIFER WOODS APARTMENTS	6/3/2026	36,870.00
hk6311	- Section 8-Hsg Choice Vouchers	138	v9001407 - Port Orchard Vista Apartments	6/3/2026	19,167.00
hk6311	- Section 8-Hsg Choice Vouchers	139	v9001416 - Frank J Prentice	6/3/2026	396.00
hk6311	- Section 8-Hsg Choice Vouchers	140	v9003457 - EP Holdings LLC/Erlands Point Apartments	6/3/2026	1,830.00
hk6311	- Section 8-Hsg Choice Vouchers	141	v9004359 - Rawlin Swanson	6/3/2026	1,932.00
hk6311	- Section 8-Hsg Choice Vouchers	142	v9004679 - Joan Davis	6/3/2026	687.00
hk6311	- Section 8-Hsg Choice Vouchers	143	v9005608 - Golden Tides II	6/3/2026	8,495.00
hk6311	- Section 8-Hsg Choice Vouchers	144	v9005615 - Fjord Vista II	6/3/2026	641.00
hk6311	- Section 8-Hsg Choice Vouchers	145	v9005809 - Evert, Brenda	6/3/2026	1,096.00
hk6311	- Section 8-Hsg Choice Vouchers	146	v9006030 - Brenna Fields/Aspen Orchard LLC	6/3/2026	1,285.00
hk6311	- Section 8-Hsg Choice Vouchers	147	v9006083 - Tip Top Property Investments LLC	6/3/2026	3,401.00
hk6311	- Section 8-Hsg Choice Vouchers	148	v9006236 - REally Property Mgmt/Borgatti	6/3/2026	1,574.00
hk6311	- Section 8-Hsg Choice Vouchers	149	v9006311 - Details Property Mgmt/Kallander	6/3/2026	1,871.00
hk6311	- Section 8-Hsg Choice Vouchers	150	v9006369 - REally Prop Mgmt/Seattle Youth Home Servs LLC	6/3/2026	935.00
hk6311	- Section 8-Hsg Choice Vouchers	151	v9006373 - Marty D. Lemon/Sydney LLC	6/3/2026	962.00
hk6311	- Section 8-Hsg Choice Vouchers	152	v9006443 - Mary E. Heskett	6/3/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	153	v9006516 - Julie Bowling	6/3/2026	565.00
hk6311	- Section 8-Hsg Choice Vouchers	154	v9006611 - ID Ent Rentals LLC	6/3/2026	1,495.00
hk6311	- Section 8-Hsg Choice Vouchers	155	v9006774 - Carlos E. Aceves	6/3/2026	2,903.00
hk6311	- Section 8-Hsg Choice Vouchers	156	v9007013 - ID Ent Rentals LLC/Haj	6/3/2026	2,700.00
hk6311	- Section 8-Hsg Choice Vouchers	157	v9007024 - Deborah McRae	6/3/2026	215.00
hk6311	- Section 8-Hsg Choice Vouchers	158	v9007117 - REally Property Mgmt/Morley	6/3/2026	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	159	v9007124 - HK Homes (for Golden Tides 1)	6/3/2026	11,107.00
hk6311	- Section 8-Hsg Choice Vouchers	160	v9007129 - HK Homes (for Nollwood)	6/3/2026	28,282.00
hk6311	- Section 8-Hsg Choice Vouchers	JE 8267	06/2026 LIBBAY EFTs	6/10/2026	3,611.00
hk6311	- Section 8-Hsg Choice Vouchers	26003	v9006236 - REally Property Mgmt/Borgatti	6/12/2026	1,574.00
hk6311	- Section 8-Hsg Choice Vouchers	26004	v9004279 - Abbey Lane Apartments	6/23/2026	1,638.00
hk6311	- Section 8-Hsg Choice Vouchers	26005	v0000693 - King County Housing Authority	6/23/2026	29,197.19
hk6311	- Section 8-Hsg Choice Vouchers	26006	t0017673 - Nall	6/23/2026	198.00
hk6311	- Section 8-Hsg Choice Vouchers	162	v0000493 - HARCOURTS PENINSULA PROPERTIES	6/24/2026	1,099.00
hk6311	- Section 8-Hsg Choice Vouchers	163	v0000683 - Pierce County Housing Authority	6/24/2026	2,682.24
hk6311	- Section 8-Hsg Choice Vouchers	164	v0000799 - Housing Authority of Thurston County	6/24/2026	64,545.11
hk6311	- Section 8-Hsg Choice Vouchers	165	v9001050 - Madrona Manor	6/24/2026	638.00
hk6311	- Section 8-Hsg Choice Vouchers	166	v9005608 - Golden Tides II	6/24/2026	1,292.00
hk6311	- Section 8-Hsg Choice Vouchers	26007	v0000785 - REID PROPERTY MANAGEMENT/CABANA	6/24/2026	1,213.00
hk6311	- Section 8-Hsg Choice Vouchers	JE 8269	HKH Tenant Beebe 01/2026 - 03/2026 HAP correction. This HAP Repayment did no	6/30/2026	6,054.00

831,371.83

Bank	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	2747	t0000107 - Garfield	6/1/2026	89.00

Payment Summary
June 2026 Board Cash Disbursement Report

hkop8711 - HK_MF_All-Owned_OP	2748	t0000075 - Johnston	6/1/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2749	t9001469 - Pusateri	6/1/2026	56.00
hkop8711 - HK_MF_All-Owned_OP	2750	t0000111 - Wiklund	6/1/2026	73.00
hkop8711 - HK_MF_All-Owned_OP	2746	t0000118 - Carr	6/1/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	JE 8095	FUND TRANSFER- TIMES SQUARE MAY 2026 INTERFUND REIMBURSEMENT	6/1/2026	5,802.34
hkop8711 - HK_MF_All-Owned_OP	JE 8102	FUND TRANSFER- RENTAL PROJECTS JANUARY TO MAY 2026 INTERFUND REIMB	6/1/2026	178,414.63
hkop8711 - HK_MF_All-Owned_OP	JE 8103	FUND TRANSFER- RD PROJECTS MAY 2026 INTERFUND REIMBURSEMENT	6/1/2026	40,214.86
hkop8711 - HK_MF_All-Owned_OP	2751	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	6/4/2026	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2752	v0000598 - ASHLEY'S CLEANING	6/4/2026	2,289.00
hkop8711 - HK_MF_All-Owned_OP	2753	V0000034 - BAINBRIDGE DISPOSAL, INC.	6/4/2026	1,245.67
hkop8711 - HK_MF_All-Owned_OP	2754	V0000065 - CASCADE NATURAL GAS CORP.	6/4/2026	564.96
hkop8711 - HK_MF_All-Owned_OP	2755	V0000070 - CINTAS FIRE 636525	6/4/2026	1,728.00
hkop8711 - HK_MF_All-Owned_OP	2756	V0000121 - GLOBAL VERIFICATION NETWORK	6/4/2026	57.03
hkop8711 - HK_MF_All-Owned_OP	2757	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	6/4/2026	165.04
hkop8711 - HK_MF_All-Owned_OP	2758	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	6/4/2026	1,287.68
hkop8711 - HK_MF_All-Owned_OP	2759	v0000435 - PETTY CASH FUND - FJORD MANOR APTS	6/4/2026	70.32
hkop8711 - HK_MF_All-Owned_OP	2760	v0000416 - PETTY CASH FUND - MADRONA MANOR	6/4/2026	6.54
hkop8711 - HK_MF_All-Owned_OP	2761	v0000417 - PETTY CASH FUND - ORCHARD BLUFF	6/4/2026	48.48
hkop8711 - HK_MF_All-Owned_OP	2762	v0000267 - POULSBO, CITY OF	6/4/2026	4,381.10
hkop8711 - HK_MF_All-Owned_OP	2763	V0000272 - PUGET SOUND ENERGY	6/4/2026	77.94
hkop8711 - HK_MF_All-Owned_OP	2764	V0000279 - REDROCK RESURFACING	6/4/2026	1,834.00
hkop8711 - HK_MF_All-Owned_OP	2765	V0000294 - SCOTT MCLENDONS HARDWARE	6/4/2026	128.25
hkop8711 - HK_MF_All-Owned_OP	2766	V0000362 - WEST SOUND UTILITY DISTRICT	6/4/2026	12,047.75
hkop8711 - HK_MF_All-Owned_OP	2767	v0000667 - WESTERN EXTERMINATOR	6/4/2026	128.75
hkop8711 - HK_MF_All-Owned_OP	99023405	V0000136 - HD SUPPLY - ACCT.#104436	6/5/2026	11,530.66
hkop8711 - HK_MF_All-Owned_OP	99637151	v0000143 - HOME DEPOT CREDIT SVCS- 4595	6/5/2026	512.03
hkop8711 - HK_MF_All-Owned_OP	99783746	v0000201 - LOWES - AM DEPT	6/10/2026	1,285.24
hkop8711 - HK_MF_All-Owned_OP	2775	v0000498 - HARSIN, JENNY	6/11/2026	44.53
hkop8711 - HK_MF_All-Owned_OP	2776	V0000137 - HENDEN ELECTRIC, INC	6/11/2026	100.00
hkop8711 - HK_MF_All-Owned_OP	2768	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	6/11/2026	68.34
hkop8711 - HK_MF_All-Owned_OP	2769	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	6/11/2026	5,611.84
hkop8711 - HK_MF_All-Owned_OP	2770	V0000050 - BREMERTON CITY OF-Utility Billing	6/11/2026	1,662.98
hkop8711 - HK_MF_All-Owned_OP	2771	v0000746 - BUILDING A TRADITION, LLC	6/11/2026	27,949.00
hkop8711 - HK_MF_All-Owned_OP	2772	V0000070 - CINTAS FIRE 636525	6/11/2026	386.90
hkop8711 - HK_MF_All-Owned_OP	2773	V0000077 - COAST DO IT BEST HARDWARE	6/11/2026	4.99
hkop8711 - HK_MF_All-Owned_OP	2774	V0000080 - COMCAST	6/11/2026	169.69
hkop8711 - HK_MF_All-Owned_OP	2777	v0000719 - NATIONAL CENTER FOR HOUSING MANAGEMENT	6/11/2026	77.50
hkop8711 - HK_MF_All-Owned_OP	2778	V0000272 - PUGET SOUND ENERGY	6/11/2026	2,149.21
hkop8711 - HK_MF_All-Owned_OP	2780	V0000294 - SCOTT MCLENDONS HARDWARE	6/11/2026	75.83
hkop8711 - HK_MF_All-Owned_OP	2781	V0000312 - SILVERDALE WATER DISTRICT	6/11/2026	2,722.05
hkop8711 - HK_MF_All-Owned_OP	2782	V0000359 - WAVE ASTOUND	6/11/2026	77.85
hkop8711 - HK_MF_All-Owned_OP	2783	t9000581 - Gustafson	6/11/2026	780.39
hkop8711 - HK_MF_All-Owned_OP	2779	v0000281 - RELIABLE PARTS	6/11/2026	70.15
hkop8711 - HK_MF_All-Owned_OP	99641232	V0000136 - HD SUPPLY - ACCT.#104436	6/12/2026	2,574.70
hkop8711 - HK_MF_All-Owned_OP	99098346	v0000143 - HOME DEPOT CREDIT SVCS- 4595	6/12/2026	1,151.03
hkop8711 - HK_MF_All-Owned_OP	JE 8188	REPAY HAP HK EFT 135 TEAYS 05/2026	6/15/2026	1,184.00
hkop8711 - HK_MF_All-Owned_OP	99448328	v0000143 - HOME DEPOT CREDIT SVCS- 4595	6/18/2026	381.76
hkop8711 - HK_MF_All-Owned_OP	2790	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	6/18/2026	12.50
hkop8711 - HK_MF_All-Owned_OP	2784	v0000598 - ASHLEY'S CLEANING	6/18/2026	925.00
hkop8711 - HK_MF_All-Owned_OP	2785	v0000710 - BLACKER, ROAN	6/18/2026	1,364.22
hkop8711 - HK_MF_All-Owned_OP	2786	V0000050 - BREMERTON CITY OF-Utility Billing	6/18/2026	5,318.29
hkop8711 - HK_MF_All-Owned_OP	2787	v0000746 - BUILDING A TRADITION, LLC	6/18/2026	9,320.00
hkop8711 - HK_MF_All-Owned_OP	2788	V0000070 - CINTAS FIRE 636525	6/18/2026	830.00
hkop8711 - HK_MF_All-Owned_OP	2789	V0000080 - COMCAST	6/18/2026	481.74
hkop8711 - HK_MF_All-Owned_OP	2791	V0000088 - DANO'S SEPTIC	6/18/2026	2,640.00
hkop8711 - HK_MF_All-Owned_OP	2792	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	6/18/2026	157.30
hkop8711 - HK_MF_All-Owned_OP	2793	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	6/18/2026	11,638.90
hkop8711 - HK_MF_All-Owned_OP	2794	V0000374 - PITNEY BOWES GLOBAL FINANCIAL SERVS/ PITNEY BOWES LEASE	6/18/2026	226.53
hkop8711 - HK_MF_All-Owned_OP	2795	v0000804 - PONCE EXCAVATION CONSTRUCTION & CONSULTING	6/18/2026	89,000.00
hkop8711 - HK_MF_All-Owned_OP	2796	V0000272 - PUGET SOUND ENERGY	6/18/2026	6,370.36
hkop8711 - HK_MF_All-Owned_OP	2797	V0000279 - REDROCK RESURFACING	6/18/2026	754.00
hkop8711 - HK_MF_All-Owned_OP	2798	V0000294 - SCOTT MCLENDONS HARDWARE	6/18/2026	38.97
hkop8711 - HK_MF_All-Owned_OP	2799	t9001928 - Summers	6/18/2026	28.50
hkop8711 - HK_MF_All-Owned_OP	99202773	V0000136 - HD SUPPLY - ACCT.#104436	6/19/2026	800.54
hkop8711 - HK_MF_All-Owned_OP	99279658	v0000201 - LOWES - AM DEPT	6/22/2026	811.72
hkop8711 - HK_MF_All-Owned_OP	2800	V0000048 - BREM AIR DISPOSAL, INC.-Residential accts	6/25/2026	5,895.20
hkop8711 - HK_MF_All-Owned_OP	2802	V0000077 - COAST DO IT BEST HARDWARE	6/25/2026	77.98
hkop8711 - HK_MF_All-Owned_OP	2805	V0000272 - PUGET SOUND ENERGY	6/25/2026	68.04

Payment Summary
June 2026 Board Cash Disbursement Report

hkop8711 - HK_MF_All-Owned_OP	2809	V0000359 - WAVE ASTOUND	6/25/2026	389.86
hkop8711 - HK_MF_All-Owned_OP	2807	V0000294 - SCOTT MCLENDONS HARDWARE	6/25/2026	246.44
hkop8711 - HK_MF_All-Owned_OP	2808	v0000089 - WA DEPARTMENT OF COMMERCE	6/25/2026	42,300.00
hkop8711 - HK_MF_All-Owned_OP	2806	v0000423 - ROBEDEAU PLUMBING & SEWER SERVICE	6/25/2026	1,065.00
hkop8711 - HK_MF_All-Owned_OP	2801	V0000065 - CASCADE NATURAL GAS CORP.	6/25/2026	605.09
hkop8711 - HK_MF_All-Owned_OP	2804	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	6/25/2026	641.96
hkop8711 - HK_MF_All-Owned_OP	JE 8236	WIRE TRANSFER- ACCOUNT #8711 FOR JUNE 2026 PAYROLL	6/26/2026	57,984.99
hkop8711 - HK_MF_All-Owned_OP	JE 8237	WIRE TRANSFER- ACCOUNT #8711 RD PROJECTS FOR JUNE 2026 PAYROLL	6/26/2026	26,251.18
hkop8711 - HK_MF_All-Owned_OP	99351558	v0000201 - LOWES - AM DEPT	6/27/2026	11,285.88
hkop8711 - HK_MF_All-Owned_OP	99402932	v0000001 - Housing Kitsap	6/29/2026	5,000.00
hkop8711 - HK_MF_All-Owned_OP	99402913	v0000610 - HK_MF_RD-REQ-RESERVES	6/29/2026	2,314.00
				602,417.86

Bank	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	1124	t9000429 - Broadrick	6/1/2026	77.00
hk7911 - HK_MF_Sep_Corp_OP	1125	t0000141 - Bryant	6/1/2026	73.00
hk7911 - HK_MF_Sep_Corp_OP	1126	t9001378 - Dunbar	6/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1127	t9000534 - Dunn	6/1/2026	18.00
hk7911 - HK_MF_Sep_Corp_OP	1128	t9000459 - Fontana	6/1/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	1129	t9000414 - Grace	6/1/2026	1,688.00
hk7911 - HK_MF_Sep_Corp_OP	1130	t9001330 - Haynes	6/1/2026	47.00
hk7911 - HK_MF_Sep_Corp_OP	1131	t9000462 - Hoskinson	6/1/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	1132	t9000735 - Ives	6/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1133	t9000564 - JOHNSON	6/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1134	t9000555 - KELLEY	6/1/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	1135	t9000495 - KELLY	6/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1136	t9000437 - Mason	6/1/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	1137	t9000419 - O'Con	6/1/2026	14.00
hk7911 - HK_MF_Sep_Corp_OP	1138	t9000436 - Olafsen	6/1/2026	83.00
hk7911 - HK_MF_Sep_Corp_OP	1139	t0000150 - Rhodelander	6/1/2026	27.00
hk7911 - HK_MF_Sep_Corp_OP	1140	t9000743 - Scherler-Evenson	6/1/2026	121.00
hk7911 - HK_MF_Sep_Corp_OP	1141	t9001487 - Short	6/1/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	JE 8094	FUND TRANSFER- VIEWMONT MAY TO SEPT 2025 PAYROLL REIMBURSEMENT	6/1/2026	101,936.97
hk7911 - HK_MF_Sep_Corp_OP	JE 8096	FUND TRANSFER- RAILROAD MAY 2026 INTERFUND REIMBURSEMENT	6/1/2026	3,629.16
hk7911 - HK_MF_Sep_Corp_OP	JE 8097	FUND TRANSFER-LIBERTY BAY MAY 2026 INTERFUND REIMBURSEMENT	6/1/2026	5,481.01
hk7911 - HK_MF_Sep_Corp_OP	JE 8098	FUND TRANSFER- HERITAGE OCTOBER- DECEMBER 2025 PAYROLL REIMBURSEMENT	6/1/2026	43,894.09
hk7911 - HK_MF_Sep_Corp_OP	JE 8099	FUND TRANSFER- DYES INLET OCTOBER- MAY 2026 PAYROLL REIMBURSEMENT	6/1/2026	38,007.34
hk7911 - HK_MF_Sep_Corp_OP	JE 8100	FUND TRANSFER- KITSAP APARTMENTS FEBRUARY TO MAY 2026 INTERFUND REIMBURSEMENT	6/1/2026	161,764.30
hk7911 - HK_MF_Sep_Corp_OP	JE 8101	FUND TRANSFER- RED BARN OCTOBER TO DECEMBER 2025 PAYROLL REIMBURSEMENT	6/1/2026	58,101.67
hk7911 - HK_MF_Sep_Corp_OP	1142	v0000746 - BUILDING A TRADITION, LLC	6/4/2026	17,013.36
hk7911 - HK_MF_Sep_Corp_OP	1143	V0000065 - CASCADE NATURAL GAS CORP.	6/4/2026	212.42
hk7911 - HK_MF_Sep_Corp_OP	1144	v0000380 - Century Link	6/4/2026	165.14
hk7911 - HK_MF_Sep_Corp_OP	1145	V0000138 - HENERY HARDWARE, INC.	6/4/2026	17.23
hk7911 - HK_MF_Sep_Corp_OP	1146	v0000508 - J.V MANUFACTURING, INC. /CRAM-A-LOT	6/4/2026	6,154.16
hk7911 - HK_MF_Sep_Corp_OP	1147	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	6/4/2026	40.54
hk7911 - HK_MF_Sep_Corp_OP	1148	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	6/4/2026	11,120.00
hk7911 - HK_MF_Sep_Corp_OP	1149	V0000272 - PUGET SOUND ENERGY	6/4/2026	5,195.56
hk7911 - HK_MF_Sep_Corp_OP	1150	V0000287 - RODDA PAINT COMPANY	6/4/2026	364.07
hk7911 - HK_MF_Sep_Corp_OP	1151	V0000294 - SCOTT MCLENDONS HARDWARE	6/4/2026	132.28
hk7911 - HK_MF_Sep_Corp_OP	1152	V0000359 - WAVE ASTOUND	6/4/2026	117.90
hk7911 - HK_MF_Sep_Corp_OP	1153	V0000121 - GLOBAL VERIFICATION NETWORK	6/5/2026	171.09
hk7911 - HK_MF_Sep_Corp_OP	1154	v0000089 - WA DEPARTMENT OF COMMERCE	6/5/2026	9,526.86
hk7911 - HK_MF_Sep_Corp_OP	99221715	v0000143 - HOME DEPOT CREDIT SVCS- 4595	6/5/2026	1,143.34
hk7911 - HK_MF_Sep_Corp_OP	99779795	v0000201 - LOWES - AM DEPT	6/9/2026	986.98
hk7911 - HK_MF_Sep_Corp_OP	99411230	V0000135 - HD SUPPLY - #3320024	6/10/2026	6,413.99
hk7911 - HK_MF_Sep_Corp_OP	99417466	V0000135 - HD SUPPLY - #3320024	6/10/2026	8,145.44
hk7911 - HK_MF_Sep_Corp_OP	99434222	V0000135 - HD SUPPLY - #3320024	6/10/2026	6,143.67
hk7911 - HK_MF_Sep_Corp_OP	1155	V0000050 - BREMERTON CITY OF-Utility Billing	6/11/2026	2,660.22
hk7911 - HK_MF_Sep_Corp_OP	1156	V0000070 - CINTAS FIRE 636525	6/11/2026	233.82
hk7911 - HK_MF_Sep_Corp_OP	1157	V0000121 - GLOBAL VERIFICATION NETWORK	6/11/2026	285.15
hk7911 - HK_MF_Sep_Corp_OP	1158	V0000138 - HENERY HARDWARE, INC.	6/11/2026	50.18
hk7911 - HK_MF_Sep_Corp_OP	1159	v0000620 - HILL CONSTRUCTION	6/11/2026	16,225.00
hk7911 - HK_MF_Sep_Corp_OP	1161	v0000719 - NATIONAL CENTER FOR HOUSING MANAGEMENT	6/11/2026	155.00
hk7911 - HK_MF_Sep_Corp_OP	1162	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	6/11/2026	812.28
hk7911 - HK_MF_Sep_Corp_OP	1163	v0000267 - POULSBO, CITY OF	6/11/2026	4,747.82
hk7911 - HK_MF_Sep_Corp_OP	1164	V0000272 - PUGET SOUND ENERGY	6/11/2026	25.12
hk7911 - HK_MF_Sep_Corp_OP	1165	v0000281 - RELIABLE PARTS	6/11/2026	124.02
hk7911 - HK_MF_Sep_Corp_OP	1166	v0000423 - ROBEDEAU PLUMBING & SEWER SERVICE	6/11/2026	1,093.00

Payment Summary
June 2026 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	1167	V0000312 - SILVERDALE WATER DISTRICT	6/11/2026	680.59
hk7911 - HK_MF_Sep_Corp_OP	1168	v0000089 - WA DEPARTMENT OF COMMERCE	6/11/2026	8,021.46
hk7911 - HK_MF_Sep_Corp_OP	1169	V0000362 - WEST SOUND UTILITY DISTRICT	6/11/2026	20,323.72
hk7911 - HK_MF_Sep_Corp_OP	1170	v0000719 - NATIONAL CENTER FOR HOUSING MANAGEMENT	6/11/2026	77.50
hk7911 - HK_MF_Sep_Corp_OP	1171	v0000455 - KURTZ, HEATHER	6/11/2026	148.85
hk7911 - HK_MF_Sep_Corp_OP	1172	V0000272 - PUGET SOUND ENERGY	6/11/2026	2,331.05
hk7911 - HK_MF_Sep_Corp_OP	99200654	v0000143 - HOME DEPOT CREDIT SVCS- 4595	6/12/2026	398.10
hk7911 - HK_MF_Sep_Corp_OP	99679029	V0000135 - HD SUPPLY - #3320024	6/12/2026	65.73
hk7911 - HK_MF_Sep_Corp_OP	1173	V0000374 - PITNEY BOWES GLOBAL FINANCIAL SERVS/ PITNEY BOWES LEASE	6/18/2026	226.52
hk7911 - HK_MF_Sep_Corp_OP	1174	v0000698 - APARTMENTS LLC	6/18/2026	1,146.60
hk7911 - HK_MF_Sep_Corp_OP	1175	v0000710 - BLACKER, ROAN	6/18/2026	70.00
hk7911 - HK_MF_Sep_Corp_OP	1176	v0000380 - Century Link	6/18/2026	71.88
hk7911 - HK_MF_Sep_Corp_OP	1177	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	6/18/2026	13,360.16
hk7911 - HK_MF_Sep_Corp_OP	1178	v0000474 - PETTY CASH FUND - PORT ORCHARD VISTA	6/18/2026	58.79
hk7911 - HK_MF_Sep_Corp_OP	1179	V0000271 - PUCKETT & REDFORD P.L.L.C.	6/18/2026	10,570.33
hk7911 - HK_MF_Sep_Corp_OP	1180	V0000272 - PUGET SOUND ENERGY	6/18/2026	3,691.59
hk7911 - HK_MF_Sep_Corp_OP	1181	v0000281 - RELIABLE PARTS	6/18/2026	21.65
hk7911 - HK_MF_Sep_Corp_OP	1182	v0000445 - SOUND PEST CONTROL	6/18/2026	475.10
hk7911 - HK_MF_Sep_Corp_OP	1183	v0000424 - TRS MECHANICAL, INC	6/18/2026	10,548.59
hk7911 - HK_MF_Sep_Corp_OP	99174348	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	6/18/2026	804.48
hk7911 - HK_MF_Sep_Corp_OP	99361240	v0000143 - HOME DEPOT CREDIT SVCS- 4595	6/18/2026	629.61
hk7911 - HK_MF_Sep_Corp_OP	99071540	v0000201 - LOWES - AM DEPT	6/22/2026	5,461.91
hk7911 - HK_MF_Sep_Corp_OP	RC 56898	Returned item t0000239	6/22/2026	1,361.00
hk7911 - HK_MF_Sep_Corp_OP	99178588	v0000201 - LOWES - AM DEPT	6/23/2026	2,494.73
hk7911 - HK_MF_Sep_Corp_OP	99477517	V0000135 - HD SUPPLY - #3320024	6/23/2026	3,675.54
hk7911 - HK_MF_Sep_Corp_OP	99488955	V0000135 - HD SUPPLY - #3320024	6/23/2026	9,710.35
hk7911 - HK_MF_Sep_Corp_OP	99493796	V0000135 - HD SUPPLY - #3320024	6/23/2026	7,831.04
hk7911 - HK_MF_Sep_Corp_OP	99530141	V0000135 - HD SUPPLY - #3320024	6/23/2026	4,928.76
hk7911 - HK_MF_Sep_Corp_OP	99211531	v0000201 - LOWES - AM DEPT	6/24/2026	5,037.35
hk7911 - HK_MF_Sep_Corp_OP	99529256	V0000135 - HD SUPPLY - #3320024	6/24/2026	696.57
hk7911 - HK_MF_Sep_Corp_OP	1184	v0000802 - ALLEGIANCE HEATING & AIR CONDITIONING	6/25/2026	8,627.05
hk7911 - HK_MF_Sep_Corp_OP	1185	v0000698 - APARTMENTS LLC	6/25/2026	207.67
hk7911 - HK_MF_Sep_Corp_OP	1186	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	6/25/2026	16,949.07
hk7911 - HK_MF_Sep_Corp_OP	1187	V0000070 - CINTAS FIRE 636525	6/25/2026	188.85
hk7911 - HK_MF_Sep_Corp_OP	1188	V0000075 - CLEAN N ROOTER LLC	6/25/2026	1,330.19
hk7911 - HK_MF_Sep_Corp_OP	1189	v0000681 - HARBOR APPEALS AND LAW PLLC	6/25/2026	385.00
hk7911 - HK_MF_Sep_Corp_OP	1190	V0000138 - HENERY HARDWARE, INC.	6/25/2026	388.61
hk7911 - HK_MF_Sep_Corp_OP	1191	V0000150 - INTELLISYSTEMS, INC.	6/25/2026	688.17
hk7911 - HK_MF_Sep_Corp_OP	1192	v0000508 - J.V MANUFACTURING, INC. /CRAM-A-LOT	6/25/2026	1,070.16
hk7911 - HK_MF_Sep_Corp_OP	1193	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	6/25/2026	430.42
hk7911 - HK_MF_Sep_Corp_OP	1194	V0000268 - PREMIER RENTALS	6/25/2026	151.17
hk7911 - HK_MF_Sep_Corp_OP	1195	V0000271 - PUCKETT & REDFORD P.L.L.C.	6/25/2026	6,657.40
hk7911 - HK_MF_Sep_Corp_OP	1196	V0000287 - RODDA PAINT COMPANY	6/25/2026	1,919.07
hk7911 - HK_MF_Sep_Corp_OP	1197	v0000810 - Skip Beahm	6/25/2026	109.20
hk7911 - HK_MF_Sep_Corp_OP	1198	V0000359 - WAVE ASTOUND	6/25/2026	291.25
hk7911 - HK_MF_Sep_Corp_OP	99236461	v0000201 - LOWES - AM DEPT	6/25/2026	3,411.71
hk7911 - HK_MF_Sep_Corp_OP	JE 8238	WIRE TRANSFER- ACCOUNT #7911 KITSAP APARTMENTS FOR JUNE 2026 PAYROI	6/26/2026	42,255.82
hk7911 - HK_MF_Sep_Corp_OP	JE 8239	WIRE TRANSFER- ACCOUNT #7911 COMPONENT UNITS FOR JUNE 2026 PAYROLL	6/26/2026	36,943.35
hk7911 - HK_MF_Sep_Corp_OP	99402914	v0000608 - HK_MF_SEP-CORP-RESERVES	6/29/2026	3,850.00
hk7911 - HK_MF_Sep_Corp_OP	99403072	v0000201 - LOWES - AM DEPT	6/29/2026	1,936.12
hk7911 - HK_MF_Sep_Corp_OP	99843646	V0000135 - HD SUPPLY - #3320024	6/29/2026	3,387.24
hk7911 - HK_MF_Sep_Corp_OP	99402931	v0000001 - Housing Kitsap	6/30/2026	5,000.00
				766,240.25

Bank	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3310	v0000582 - AHBL, INC	6/1/2026	1,400.00
shop3911 - Self Help SHOP	3311	V0000128 - H.D. FOWLER COMPANY	6/1/2026	326.37
shop3911 - Self Help SHOP	3312	v0000204 - MADRONA HOMES LLC	6/1/2026	7,117.50
shop3911 - Self Help SHOP	3313	V0000240 - NORTHWEST WATER SYSTEMS	6/1/2026	9,298.75
shop3911 - Self Help SHOP	3314	v0000421 - RAR FENCE LLC	6/1/2026	72.00
shop3911 - Self Help SHOP	3315	v0000344 - VALLEY SUPPLY CO.	6/1/2026	2,608.63
shop3911 - Self Help SHOP	3316	V0000110 - FERGUSON ENTERPRISES INC	6/10/2026	3,884.58
shop3911 - Self Help SHOP	3317	V0000209 - MASON PUD3	6/10/2026	72.24
shop3911 - Self Help SHOP	3318	v0000582 - AHBL, INC	6/29/2026	9,350.00
shop3911 - Self Help SHOP	3319	V0000209 - MASON PUD3	6/29/2026	69.69
shop3911 - Self Help SHOP	3320	V0000272 - PUGET SOUND ENERGY	6/29/2026	103.16
shop3911 - Self Help SHOP	3321	V0000362 - WEST SOUND UTILITY DISTRICT	6/29/2026	2,500.00
shop3911 - Self Help SHOP	3322	V0000183 - KITSAP P.U.D.#1	6/29/2026	11,800.00

Payment Summary
June 2026 Board Cash Disbursement Report

48,602.92

Bank	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	107	v0000766 - DAFFODIL STORAGE	6/1/2026	295.00
shga2112 - SELF-HELP GENERAL ACCOUNT	108	V0000183 - KITSAP P.U.D.#1	6/1/2026	250.00
shga2112 - SELF-HELP GENERAL ACCOUNT	109	v0000202 - LOWES HIW, INC.	6/1/2026	87.26
shga2112 - SELF-HELP GENERAL ACCOUNT	110	V0000272 - PUGET SOUND ENERGY	6/10/2026	10.83
shga2112 - SELF-HELP GENERAL ACCOUNT	111	V0000256 - PACIFICA LAW GROUP, LLP	6/11/2026	4,720.50
shga2112 - SELF-HELP GENERAL ACCOUNT	99174265	V0000168 - KITSAP BANK-VISA-DEAN NAIL	6/18/2026	21.83
shga2112 - SELF-HELP GENERAL ACCOUNT	99342321	v0000302 - SH - HOME DEPOT - STORE	6/22/2026	1,748.98
shga2112 - SELF-HELP GENERAL ACCOUNT	112	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	6/22/2026	641.03
shga2112 - SELF-HELP GENERAL ACCOUNT	113	v0000766 - DAFFODIL STORAGE	6/29/2026	295.00
shga2112 - SELF-HELP GENERAL ACCOUNT	114	V0000227 - MYPRINTINGSERVICES.COM	6/29/2026	61.00
				8,131.43

Bank	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20718	v0000793 - Jose Technologies	6/1/2026	300.00
self2111 - Self Help - Family AP Acct	20714	V0000043 - B-MORE ELECTRIC	6/1/2026	12,071.58
self2111 - Self Help - Family AP Acct	20715	V0000061 - CALPORTLAND COMPANY	6/1/2026	2,012.76
self2111 - Self Help - Family AP Acct	20716	v0000761 - DTG53, LLC	6/1/2026	322.50
self2111 - Self Help - Family AP Acct	20717	v0000484 - JAG CONSTRUCTION LLC	6/1/2026	3,778.99
self2111 - Self Help - Family AP Acct	20719	V0000179 - KITSAP GARAGE DOOR CO.	6/1/2026	1,331.27
self2111 - Self Help - Family AP Acct	20720	v0000458 - M&C DRYWALL, INC.	6/1/2026	11,045.86
self2111 - Self Help - Family AP Acct	20721	v0000204 - MADRONA HOMES LLC	6/1/2026	737.78
self2111 - Self Help - Family AP Acct	20722	V0000214 - MILES SAND & GRAVEL	6/1/2026	4,235.39
self2111 - Self Help - Family AP Acct	20723	V0000218 - MITCHELL LUMBER CO	6/1/2026	12,238.30
self2111 - Self Help - Family AP Acct	20724	V0000223 - MR DUCTLESS	6/1/2026	10,612.06
self2111 - Self Help - Family AP Acct	20725	V0000287 - RODDA PAINT COMPANY	6/1/2026	1,028.98
self2111 - Self Help - Family AP Acct	20726	v0000344 - VALLEY SUPPLY CO.	6/1/2026	357.45
self2111 - Self Help - Family AP Acct	20728	v0000557 - MARIO'S PLUMBING	6/10/2026	11,335.38
self2111 - Self Help - Family AP Acct	20729	V0000270 - PRO VISION	6/10/2026	9,246.78
self2111 - Self Help - Family AP Acct	20731	V0000287 - RODDA PAINT COMPANY	6/10/2026	1,681.19
self2111 - Self Help - Family AP Acct	20727	V0000112 - FINAL VISION INC	6/10/2026	1,907.00
self2111 - Self Help - Family AP Acct	20730	V0000272 - PUGET SOUND ENERGY	6/10/2026	336.68
self2111 - Self Help - Family AP Acct	99174047	V0000168 - KITSAP BANK-VISA-DEAN NAIL	6/18/2026	340.92
self2111 - Self Help - Family AP Acct	20732	v0000463 - DYLAN TAYLOR CONSTRUCTION LLC	6/22/2026	11,285.71
self2111 - Self Help - Family AP Acct	20733	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	2,877.36
self2111 - Self Help - Family AP Acct	20734	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	8,857.87
self2111 - Self Help - Family AP Acct	20735	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	5,600.65
self2111 - Self Help - Family AP Acct	20736	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	2,523.07
self2111 - Self Help - Family AP Acct	20737	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	2,859.15
self2111 - Self Help - Family AP Acct	20738	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	6,621.27
self2111 - Self Help - Family AP Acct	20739	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	2,371.97
self2111 - Self Help - Family AP Acct	20740	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	7,414.73
self2111 - Self Help - Family AP Acct	20741	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	8,250.89
self2111 - Self Help - Family AP Acct	20742	v0000343 - USDA RURAL DEVELOPMENT	6/22/2026	6,297.61
self2111 - Self Help - Family AP Acct	99022414	v0000302 - SH - HOME DEPOT - STORE	6/22/2026	1,596.78
self2111 - Self Help - Family AP Acct	99398825	v0000808 - R&R FOUNDATION SPECIALIST, LLC	6/23/2026	1,694.15
self2111 - Self Help - Family AP Acct	20743	v0000029 - ARROW LUMBER & HARDWARE LLC	6/29/2026	63.08
self2111 - Self Help - Family AP Acct	20744	V0000043 - B-MORE ELECTRIC	6/29/2026	12,657.16
self2111 - Self Help - Family AP Acct	20745	v0000761 - DTG53, LLC	6/29/2026	322.50
self2111 - Self Help - Family AP Acct	20746	v0000662 - Insulation NW, LLC	6/29/2026	8,569.12
self2111 - Self Help - Family AP Acct	20747	V0000218 - MITCHELL LUMBER CO	6/29/2026	30,669.81
self2111 - Self Help - Family AP Acct	20748	V0000223 - MR DUCTLESS	6/29/2026	5,306.03
self2111 - Self Help - Family AP Acct	20749	V0000287 - RODDA PAINT COMPANY	6/29/2026	1,176.29
self2111 - Self Help - Family AP Acct	20750	V0000298 - SEATTLE LIGHTING	6/29/2026	641.75
self2111 - Self Help - Family AP Acct	20751	v0000344 - VALLEY SUPPLY CO.	6/29/2026	605.36
				213,183.18

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	184	t0000490 - Jackson	6/18/2026	79.03
				79.03

Bank	Check#	Vendor	Date	Amount
hksd1711 - HK_MF_All-Owned_SD	23575	t9000581 - Gustafson	6/11/2026	432.00
hksd1711 - HK_MF_All-Owned_SD	23576	t0000341 - Teays	6/11/2026	7.75
hksd1711 - HK_MF_All-Owned_SD	23577	t0000434 - Galla	6/18/2026	155.00
				594.75

Payment Summary
June 2026 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	Amount
corr2511 - HK_MF_Sep_Corp_RES	6	v0000606 - HK_MF_SEP-CORP-OPERATING	6/30/2026	45,481.62
				45,481.62

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	29	v0000267 - POULSBO, CITY OF	6/4/2026	868.30
nord1111 - Nordic Cottages Operating	30	v0000370 - YARDI SYSTEMS, INC.	6/4/2026	4.50
nord1111 - Nordic Cottages Operating	99407035	V0000135 - HD SUPPLY - #3320024	6/10/2026	140.10
nord1111 - Nordic Cottages Operating	31	V0000077 - COAST DO IT BEST HARDWARE	6/11/2026	37.62
nord1111 - Nordic Cottages Operating	32	v0000801 - ELYON MAINTENANCE INC	6/11/2026	600.00
nord1111 - Nordic Cottages Operating	33	v0000370 - YARDI SYSTEMS, INC.	6/11/2026	4.00
nord1111 - Nordic Cottages Operating	34	V0000272 - PUGET SOUND ENERGY	6/18/2026	111.30
nord1111 - Nordic Cottages Operating	99403026	v0000001 - Housing Kitsap	6/30/2026	3,662.04
				5,427.86

Bank	Check#	Vendor	Date	Amount
hk7111 - Public Housing FSS Escrow	5	t0009263 - Spinek	6/1/2026	37,255.27
				37,255.27

Aggregate Total	3,184,430.03
Less Intercompany Payments	1,230,486.46
Total Disbursements	1,953,943.57



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: July 28, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: Procurement Policy Revisions

AGENDA ITEM: 4. C.

SUBMITTED BY: Laura Auerbach

TITLE: Director of Procurement

Summary Statement:

Housing Kitsap is proposing revisions to its Procurement Policy to align with procurement threshold changes issued by the U.S. Department of Housing and Urban Development (HUD) in October 2025.

The proposed revisions increase the Micro-Purchase Threshold and the Simplified Acquisition Threshold. These adjustments reflect the rising costs of materials and labor while providing greater flexibility and efficiency in the procurement process. Increasing these thresholds is also expected to encourage greater participation by small businesses in Housing Kitsap's procurement opportunities, including Small Works projects, by reducing administrative barriers for lower-dollar procurements.

The revised policy maintains appropriate procurement guidelines and oversight while ensuring Housing Kitsap remains compliant with current HUD requirements and guidance.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Clarence Moriwaki, Chair

ATTEST: _____

Heather Blough, Executive Director



Housing Kitsap Procurement Policy

Revised: July 28, 2026

Previous Versions

September 24, 2024

November 22, 2022

May 30, 2019

March 4, 2014

October 20, 2009

April 19, 2005

July 6, 1994

Contents

SECTION 1.	INTRODUCTION	2
SECTION 2.	GENERAL PROVISIONS.....	2
SECTION 3.	ETHICS IN PUBLIC CONTRACTING	4
SECTION 4.	PROCUREMENT PLANNING	4
SECTION 5.	PROCUREMENT METHODS.....	6
SECTION 6.	INDEPENDENT COST ESTIMATE (ICE).....	14
SECTION 7.	CONTRACT COST AND PRICE.....	14
SECTION 8.	SEALED COMPETITIVE BIDDING	15
SECTION 9.	COMPETITIVE PROPOSALS	17
SECTION 10.	CANCELLATIONS OF SOLICITATIONS.....	19
SECTION 11.	BONDING AND RETAINAGE REQUIREMENTS.....	20
SECTION 12.	CONTRACTOR QUALIFICATIONS AND DUTIES.....	21
SECTION 13.	CONTRACT PRICING ARRANGEMENTS.....	24
SECTION 14.	CONTRACT CLAUSES.....	25
SECTION 15.	CONTRACT ADMINISTRATION	26
SECTION 16.	SPECIFICATIONS.....	26
SECTION 17.	APPEALS AND REMEDIES.....	26
SECTION 18.	ASSISTANCE TO SMALL AND OTHER BUSINESSES.....	28
SECTION 19.	BOARD APPROVAL OF PROCUREMENT ACTIONS	30
SECTION 20.	DELEGATION OF CONTRACTING AUTHORITY	30
SECTION 21.	RECORDS	30
SECTION 22.	FUNDING AVAILABILITY.....	31
SECTION 23.	AGENCY'S INTENT TO COMPLY.....	31
SECTION 24.	ALTERNATIVE PUBLIC WORKS CONTRACTING PROCEDURES (See Chapter 39.10 RCW).....	31

SECTION 1. INTRODUCTION

- 1.1 General.** Established for the Kitsap County Consolidated Housing Authority dba Housing Kitsap (hereinafter, "Housing Kitsap") by Action of Housing Kitsap's Board of Commissioners (Board), this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between Housing Kitsap and the United States Department of Housing and Urban Development (HUD), federal regulations, including 24 CFR §85 and 2 CFR §200, and state regulations for procurement utilizing state and local funds and public works. This Policy applies when Housing Kitsap, as opposed to some other entity in which Housing Kitsap is a partner or member, is conducting the procurement and federal dollars are funding the project.

SECTION 2. GENERAL PROVISIONS

- 2.1 General.** Housing Kitsap shall:

- 2.1.1** Provide for a procurement system of quality and integrity;
- 2.1.2** Provide for the fair and equitable treatment of all persons or firms involved in purchasing by Housing Kitsap;
- 2.1.3** Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to Housing Kitsap;
- 2.1.4** Promote competition in contracting consistent with the requirements of 2 CFR §200.319.
- 2.1.5** Assure Housing Kitsap purchasing actions are in full compliance with applicable federal law and standards, HUD regulations, Washington State law and local laws.
- 2.1.6** Avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. 2 CFR §200.318.
- 2.1.7** Foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, Housing Kitsap will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- 2.1.8** Use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

- 2.2 Application.** This Policy applies to all procurement actions of Housing Kitsap, regardless of the source of funds, except as noted under "exclusions" below. However, nothing in this Policy shall prevent Housing Kitsap from complying with the terms and conditions of any grant, contract, gift, or bequest that is otherwise consistent with the law. When both federal and non-federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If

it is not possible to separate the funds, federal procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

2.3 Definitions.

2.3.1 “Competitive Proposal” means a proposal submitted by an offeror in response to a request for proposal (RFP) or a request for qualifications (RFQ) advertised by Housing Kitsap.

2.3.2 “Micro-purchase” means an acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold, which is currently ~~\$10,000~~ **\$15,000** and is subject to change. 2 CFR §200.1 & 320; 48 CFR §2.101; 41 USC §1902 (a)(1).

2.3.3 “Procurement” means as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance, (3) consultant services, (3) Architectural and Engineering (A/E) services, (5) Social Services, and (6) other services.

2.3.4 “Sealed Competitive Bidding” means a sealed bid submitted by a contractor in response to an invitation for bid (IFB) or competitive solicitation placed by Housing Kitsap.

2.3.5 “Simplified Acquisition Threshold” means the dollar amount below which Housing Kitsap may purchase property or services using small purchase methods. This threshold is set by the Federal Acquisition Regulation at 48 C.F.R Subpart 2.1 in accordance with 41 USC §1908, 2 CFR §200.1 & 320. As of **October 1 2025**, the threshold is ~~\$250,000~~ **\$350,000 and is subject to change**. 48 CFR §2.101. FAR 2.101

2.4 Exclusions. This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR §990. These excluded areas are subject to applicable state and local requirements.

2.5 Changes in Laws and Regulations. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.6 Multiple Funding Sources and Prevailing Wages.

2.6.1 Multiple Funding Sources. Where Housing Kitsap is utilizing multiple sources of funding, the most restrictive policy should be followed except where specifically preempted by federal law or regulation.

2.6.2 Prevailing Wages – State Funding. For all public works and maintenance contracts, prevailing wages are required. State prevailing wages as provided in chapter 39.12 RCW and chapter 296-127 WAC are required except where specifically preempted by federal

law or regulation.

2.6.3 Prevailing Wages – Federal Funding. For all prime construction contracts in excess of \$2,000, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. 2 CFR §200, Appendix II – Davis-Bacon Act (40 USC §3141–3148).

SECTION 3. ETHICS IN PUBLIC CONTRACTING

3.1 General. Housing Kitsap hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law. Housing Kitsap employees found in willful non-compliance with this policy are subject to disciplinary action under Housing Kitsap's Employee Handbook up to and including dismissal.

3.2 Conflicts of Interest. No employee, officer, Board member, or agent of Housing Kitsap shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. 2 CFR §200.318. This type of conflict would be when one of the persons listed below has a financial or any other type of interest or tangible personal benefit in a firm competing for the award:

- An employee, officer, Board member, or agent involved in making the award;
- His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- His/her partner; or
- An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

3.3 Gratuities, Kickbacks, and Use of Confidential Information. No officer, employee, Board member, or agent of Housing Kitsap shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain. 2 CFR §200.318.

3.4 Prohibition Against Contingent Fees. Contractors wanting to do business with Housing Kitsap must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

SECTION 4. PROCUREMENT PLANNING

4.1 General. Planning is essential to managing the procurement function properly. Hence, Housing Kitsap will periodically review its record of prior purchases, as well as future needs, to:

- 4.1.1** Find patterns of procurement actions that could be performed more efficiently or economically; specifically, Housing Kitsap will establish and maintain a log of procurement lessons learned to help increase efficiency in each subsequent procurement action.
 - 4.1.2** Maximize competition and competitive pricing among contracts and decrease Housing Kitsap's procurement costs, including using value engineering for construction projects of sufficient size;
 - 4.1.3** Reduce Housing Kitsap administrative costs;
 - 4.1.4** Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
 - 4.1.5** Minimize errors that occur when there is inadequate lead time.
 - 4.1.6** Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.
- 4.2 Domestic Preferences for Procurements.** As appropriate and to the extent consistent with law, Housing Kitsap should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 CFR §200.322. For purposes of this section:
- "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- 4.3 Procurement of recovered materials.** Housing Kitsap and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 as amended, 42 U.S.C. 6962. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. 2 CFR §200.323.

Housing Kitsap should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may

include purchasing compostable items and other products and services that reduce the use of single-use plastic products. 2 CFR §200.323.

SECTION 5. PROCUREMENT METHODS

5.1 Price Breakdown Prohibited. Housing Kitsap shall not break down requirements aggregating more than the purchase thresholds set below into several purchases that are less than the applicable threshold merely to avoid any requirements that apply to purchases that exceed the stated threshold.

5.2 Petty Cash Purchases. Purchases under \$50 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, Housing Kitsap shall ensure that security is maintained and that only authorized individuals have access to the account. These accounts should be reconciled and replenished periodically.

5.3 Purchases or Leases of Supplies, Materials, or Equipment

5.3.1 Supplies, materials, and equipment are considered tangible items which are manufactured and are moveable at the time of purchase. It is important to distinguish between materials, supplies and equipment used in public works contracts as opposed to non-public works contracts as different bidding requirements apply to each. Examples include office supplies, off the shelf software, hardware, trucks, copy machines, auto parts, gravel, or janitorial supplies.

5.3.2 Purchases Totaling More than \$75,000 – Sealed Bidding. For purchases totaling more than \$75,000, the sealed competitive bidding process described in Section 8 of this Policy will be used. The lowest responsive and responsible bidder, as defined in RCW 39.26.160 and addressed in Section 12 of this Policy, shall be selected. After reviewing all bid submissions, Housing Kitsap may enter into negotiations with the lowest responsive and responsible bidder in order to determine if the bid may be improved. RCW 39.26.160(4). Housing Kitsap may not use this negotiation opportunity to permit a bidder to change a nonresponsive bid into a responsive bid. Records of bids obtained shall be maintained and open to public inspection. Records regarding all bids will be retained in accordance with Section 21 of this policy.

5.3.3 Purchases Totaling \$10,000.01 to \$75,000 – Price Quotations. For purchases totaling \$10,000.01 to \$75,000, price quotes shall be solicited from three (3) to five (5) vendors and the contract will be awarded to the lowest responsive and responsible bidder, as defined in RCW 39.26.160 and addressed in Section 12 of this Policy, shall be selected. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. Whenever possible, quotes must be obtained from vendors on an approved vendor list. Records of quotations obtained shall be maintained and open to public inspection. Records regarding all quotes will be retained in accordance with Section 21 of this policy.

5.3.4 Purchases Totaling \$10,000 and Under – Price Quotations. Whenever practical, price quotes shall be solicited from up to three (3) vendors for purchases or leases of supplies,

materials, or equipment in amounts not exceeding \$10,000 in a single transaction. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. Purchases shall be distributed equitably among qualified suppliers. 2 CFR §200.320(a); 41 USC §1902. Records regarding all quotes will be retained in accordance with Section 21 of this policy. Records of quotations obtained shall be maintained and open to public inspection.

5.4 Professional Services (Does Not Include Architect and Engineering Services)

- 5.4.1** Professional services are those provided by an independent contractor and which require specialized knowledge, advanced education, or professional licensing or certification and where the primary service provided is mental or intellectual, involving the consistent exercise of judgment and discretion. Professional services may include computer programmers, accountants, attorneys, physicians, consultants, and graphic artists.
- 5.4.2** Federal funds may not be used to procure legal services when prohibited by 2 CFR §200.435.
- 5.4.3 Services Totaling Above \$75,000 – Competitive Proposal.** For professional services contract totaling above \$75,000, the competitive proposal process (RFP or RFQ) described in Section 9 of this policy will be used.
- 5.4.4 Services Totaling \$10,000.01 to \$75,000 – Price Quotations.** For professional services totaling \$10,000.01 to \$75,000 price quotations will be invited from at least three (3) qualified providers. Whenever possible quotes must be solicited from the Consultant Roster. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. The contract will be awarded to the qualified provider whose proposal is most advantageous to Housing Kitsap with price and other factors considered. Records of quotations obtained shall be maintained and open to public inspection. Records regarding all quotes will be retained in accordance with Section 21 of this policy.
- 5.4.5 Services Totaling \$10,000 or Less – Price Quotation.** Housing Kitsap must solicit one (1) or more price quotes and ensure that the price for the services is reasonable in the industry and that the provider is qualified. Whenever possible quotes must be solicited from the Consultant Roster. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. The contract will be awarded to the qualified provider whose proposal is most advantageous to Housing Kitsap with price and other factors considered. Records regarding all quotes will be retained in accordance with Section 21 of this policy. Records of quotations obtained shall be maintained and open to public inspection.

5.5 Public Works Projects

- 5.5.1** Public Work means all work, construction, alteration, repair, or improvement other than ordinary maintenance. RCW 39.04.010.
- 5.5.2 Federally Funded Projects.**

- A. **Projects Totaling More than ~~\$250,000~~ \$350,000 – Sealed Bidding.** For public works projects using federal funds totaling more than the Simplified Acquisition Threshold (currently \$250,000) the sealed competitive bidding process described in Section 8 of this Policy will be used.
- B. **Projects Totaling ~~\$10,000.01 to \$250,000~~ \$15,001 to \$350,000 – Bid Quotations.** For public works projects totaling ~~\$10,000.01 to \$250,000~~ \$15,001 to \$350,000 price quotations will be invited from at least three (3) contractors and the contract will be awarded to the lowest bidder. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. After an award is made, the bid quotations shall be open to public inspection and available by electronic request. Records regarding all quotes will be retained in accordance with Section 21 of this policy.
- C. **Projects Totaling ~~\$10,000~~ \$15,000 or Less – Bid Quotation.** For public works projects totaling ~~\$10,000~~ \$15,000 or less price quotations will be invited from at least one (1) contractor and the contract will be awarded to the lowest bidder. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. After an award is made, the bid quotations shall be open to public inspection and available by electronic request. Records regarding all quotes will be retained in accordance with Section 21 of this policy

5.5.3 State Funded Projects.

- A. **Contracts Totaling \$150,000 and Above – Sealed Competitive Bidding.** For public works projects using state funds totaling more than \$150,000 the sealed competitive bidding process described in Section 8 of this Policy will be used. The lowest responsive and responsible bidder, as defined in RCW 39.04.350 and addressed in Section 12 of this Policy, shall be selected and awarded the contract.
- B. **Small Works Roster.**
1. Housing Kitsap may establish and use a small works roster for awarding contracts under RCW 39.04.151 through 39.04.154. RCW 35.82.076.
 2. **Projects Totaling less than 150,000 – Direct Contracting.** Direct Contracting cannot be used for projects involving federal funds. Direct contracting can be used for stated funded public works projects, which cost less than \$150,000, not including sales tax. RCW 39.04.152. The following procedures will be used for Direct Contracting:
 - The Director of Procurement, in consultation with other staff as needed, will develop a project notice, which will include:
 - i. A scope of work including the nature of the work to be performed as well as materials and equipment to be furnished. Detailed plans and specifications are not required. RCW 39.04.152(3);
 - ii. A project timeline;
 - iii. A budget. RCW 39.04.152(4)(b)(i).;

- iv. Any bonding and retainage requirements;
 - v. A contract sample; and
 - vi. Responsibility Criteria Certification.
 - Selection of Prospective Contractor. Housing Kitsap will select a prospective contractor from the applicable roster and email the selected contractor the project notice and a timeline for response. If a prospective contractor does not respond to the project notice within the specified time period, another contractor will be selected from the applicable roster. In selecting a prospective contractor, Housing Kitsap will consider the following:
 - i. If 6 or more small business* contractors are on the roster, Housing Kitsap must choose one of the small businesses on the roster that have indicated interest in performing work in the applicable geographical area. RCW 39.04.152(4)(b)(i).
 - ii. If there are 5 or less small business* contractors on the applicable roster, Housing Kitsap may direct contract with any contractor on the roster. RCW 39.04.152(4)(b)(ii).
 - iii. Housing Kitsap must rotate through the contractors on the roster and must, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, utilize different contractors on different projects. RCW 39.04.152(4)(b)(i).
 - iv. A qualified contractor is one who meets the responsible bidder criteria in RCW 39.04.350 and has completed a responsibility criteria certification. Housing Kitsap will not enter into a contract for a contractor that does not meet responsibility criteria in RCW 39.04.350.
 - v. The Director of Procurement will utilize a tracking system to ensure that Housing Kitsap is rotating through the contractors on an applicable basis.
 - vi. Housing Kitsap must notify the small and veteran-owned businesses on the applicable roster when direct contracting is utilized. RCW 39.04.152(4)(b)(iii).
- * "Small business" means a business meeting the certification criteria for size, ownership, control, and personal net worth adopted by the office of minority and women's business enterprises in accordance with RCW 39.19.030.
- Direct Contract. If a prospective contractor responds to a project notice with the specified time period and is a qualified contractor, as defined above, then Housing Kitsap will enter into a contract with the prospective contractor based on the terms of the project notice. If the prospective

contractor does not agree to the terms of the project notice, then Housing Kitsap will use best efforts to negotiate with the qualified contractor to reach agreed upon terms.

- **Failure to Reach an Agreed Upon Terms.** If Housing Kitsap and the selected contractor are unable to reach agreed upon terms, the Director of Procurement will send notice to the contractor that the “negotiation process” is terminated and provide two (2) business days (protest period) before contacting the next rotated contractor from the project-specific roster. The Director of Procurement will document the rationale for terminating the negotiation in the project file. Rationale for terminating negotiation can include failure to reach agreement on scope of work, project schedule, project budget, or contract terms or another sound documented reason.
3. **Contract Reporting.** On an annual basis, Housing Kitsap must publish a list of small works contracts awarded and contractors contacted for direct negotiation pursuant to RCW 39.04.200.

5.6 General Purchased Services

- 5.6.1** General Purchased Services are all service work that is not considered a public work or a professional service. These services are usually repetitive, routine, or mechanical in nature, support Housing Kitsap’s day-to-day operations, involve the completion of specific tasks or projects, and involve minimal decision-making. These services may include elevator inspection, delivery/courier services, automotive services, and instructors.
- 5.6.2 Contracts Above \$75,000 – Competitive Proposal.** For contracts totaling more than \$75,000 Housing Kitsap must use the competitive proposal process (RFP or RFQ) consistent with Section 9 of this policy.
- 5.6.3 Services Totaling \$10,000.01 to \$75,000 – Price Quotations.** Housing Kitsap must solicit at least three (3) price quotes from qualified providers for services totaling \$10,000.01 to \$75,000. Whenever possible quotes must be solicited from the Consultant Roster. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. The contract will be awarded to the qualified provider whose proposal is most advantageous to Housing Kitsap with price and other factors considered. Records of quotations obtained shall be maintained and open to public inspection. Records regarding all quotes will be retained in accordance with Section 21 of this policy.
- 5.6.4 Services Totaling \$10,000 and Under – Price Quotation.** Housing Kitsap must solicit one (1) or more price quotes for services totaling \$10,000 and under to ensure that the price for the services is reasonable in the industry and that the provider is qualified. Whenever possible quotes must be solicited from the Consultant Roster. Quotes must be in writing and may be solicited through fax, email, E-Procurement, or by other reasonable method. The contract will be awarded to the qualified provider whose proposal is most advantageous to Housing Kitsap with price and other factors considered. Purchases shall be distributed equitably among qualified suppliers. 2 CFR §200.320(a); 41 USC §1902.

Records regarding all quotes will be retained in accordance with Section 21 of this policy.

5.6 Computer Services

- 5.6.1** Computer Services means electronic data processing or telecommunication equipment, software, or services. RCW 39.04.270. This does not include “off-the-shelf” equipment and software, which requires no Housing Kitsap customization and is offered to all consumers on an as-is basis.
- 5.6.2** Off-the-shelf equipment and software will be procured consistent with Section 5.3 of this policy or consistent with this section.
- 5.6.3** Regardless of cost, all Computer Services contracts will be procured using the competitive proposal process (RFP) consistent with Section 9 of this policy. RCW 39.04.270. The award shall be made to the qualified bidder whose proposal is most advantageous to Housing Kitsap with price and other factors considered. Housing Kitsap may reject any and all proposals for good cause and request new proposals. RCW 39.04.270.

5.8 Architectural and Engineering (A/E) Services

- 5.8.1** A/E services means professional services rendered by any person, other than as an employee of Housing Kitsap, contracting to perform activities within the scope of the general definition of Architects (chapter 18.08 RCW), Engineers and Land Surveyors (chapter 18.43 RCW), and Landscape Architects (Chapter 18.96 RCW).
- 5.8.2** A/E services will be procured consistent with the requirements of chapter 39.80 RCW.
 - A. Request for Qualifications.** Housing Kitsap will publish in advance the requirement for A&E Services. RCW 39.80.030. The announcement will state concisely the general scope and nature of the project or work for which the services are required and Housing Kitsap’s contact information to obtain further details. Housing Kitsap can comply with this requirement by:
 - Publishing an announcement on each occasion when professional services provided by a consultant are required by Housing Kitsap; or
 - Announcing generally to the public its projected requirements for any category or type of A&E Services. RCW 39.80.030
 - B. Annual Submissions of Qualifications.** In the procurement of architectural and engineering services, Housing Kitsap shall encourage firms engaged in the lawful practice of their profession, including minority and women-owned firms and veteran-owned firms, to submit annually a statement of qualifications and performance data. RCW 39.80.040
 - C. Evaluation.** In selecting a firm for a project, Housing Kitsap will:
 - Evaluate current statements of qualifications and performance data on file with the County and those submitted by other firms regarding the proposed project;
 - Conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services;

- Evaluate the applicable firms based upon criteria established by Housing Kitsap; and
- Award the contract to the firm deemed to be the most highly qualified to provide the services. RCW 39.80.040.

D. **Contract Negotiation.** After selecting a firm, Housing Kitsap will negotiate a contract at a price which Housing Kitsap determines is fair and reasonable taking into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof. RCW 39.80.050

If Housing Kitsap is unable to negotiate a satisfactory contract at a price Housing Kitsap determines to be fair and reasonable, negotiations with that firm shall be formally terminated and Housing Kitsap will select other firms in accordance with RCW 39.80.040 and RCW 39.80.050 until an agreement is reached or the process is terminated. RCW 39.80.050.

5.9 Noncompetitive Procurement.

5.9.1 **Cooperative Purchasing/Intergovernmental Agreements.** To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, Housing Kitsap is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements. 2 CFR §200.318.

5.9.2 **Interlocal Cooperation Act.** Under the Interlocal Cooperation Act, chapter 39.34 RCW, Housing Kitsap may purchase materials, services, and public work from an already existing contract between another public agency and a vendor. This process is referred to as “piggybacking”.

A. **Piggybacking Process.** To use the piggybacking process, the scope of work in the awarding public agency’s contract must be essentially the same as the scope of work for Housing Kitsap’s anticipated project. Additionally, the awarding public agency must:

1. Comply with its own procurement/bid requirements;
2. Advertise in accordance with its own statutory requirements. If these requirements are satisfied, the advertising requirements for Housing Kitsap are also satisfied even if they differ from the Housing Kitsap’s advertising requirements;
3. Post the bid or solicitation notice on its website or provide an access link on the state’s web portal to the notice; and,
4. Ensure that its request for bids and final contract allows for the contract to be used by more other public agencies. RCW 39.34.030(5)(b).

To use the piggybacking process Housing Kitsap will review and document that the awarding agency has met its obligations under RCW 39.34.030(5)(b).

B. **Interlocal Purchasing Agreement.** Prior to entering into a piggybacking agreement with a vendor, Housing Kitsap must enter into an interlocal purchasing agreement with the public agency that awarded the contract. RCW 39.34.030(2). The interlocal purchasing agreement must meet the contracting requirements in RCW 39.34.030(3 & 4).

C. **Architectural and Engineering Services (A&E).** For A&E Services, a form of piggybacking may be used. RCW 39.34.030(6). In order to piggyback off another agency's A&E contract, Housing Kitsap and the other agency must enter into an interlocal purchasing agreement that specifies the scope of the A&E Services, and the interlocal purchasing agreement must be entered into *prior* to the other agency soliciting the A&E services. RCW 39.34.030(6)(b).

5.9.3 Purchases From Federal Contracts. Housing Kitsap may purchase supplies, materials, electronic data processing and telecommunication equipment, software, services, and/or equipment from or through the United States government without calling for bids, notwithstanding any law or charter provision to the contrary. RCW 39.32.090.

5.9.4 Surplus Property. Housing Kitsap may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. 2 CFR §200.318. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.

5.9.5 Conditions for Use. Noncompetitive procurements can only be awarded in accordance with § 200.320(c). 2 CFR §200.319. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using purchase procedures, sealed complete bidding, cooperative purchasing, or competitive proposals, and if one of the following applies:

- The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold and the project is not a public work;
- The item is available only from a single source, based on a good faith review of available sources;
- The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation. "Emergency" means unforeseen circumstances beyond the control of Housing Kitsap that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. RCW 39.04.280
- HUD authorizes the use of noncompetitive proposals, and it is not a public works contract; or
- After solicitation of a number of sources, competition is determined inadequate.

2 CFR §200.320.

5.9.6 Purchase Contracts and Public Works Contracts – State Funding. For purchase contracts and public works contracts using state funding competitive bidding requirements may be waived for purchases which are single source, involve special facilities or market conditions, in the event of an emergency, or for insurance bonds or for public works in the event of an emergency. RCW 39.04.280. "Emergency" means unforeseen circumstances beyond the control of Housing Kitsap that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. RCW 39.04.280

5.9.7 Justification. Each purchase using noncompetitive procurement shall be supported by written justification and approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or single-source procurements. The justification, to be included in the procurement file, should include the following information:

- A. Description of the requirement;
- B. For single-source purchases, the history of prior purchases and their nature (competitive vs. noncompetitive);
- C. The specific federal or state statutory exception;
- D. Statement as to the unique circumstances that require award by noncompetitive procurement;
- E. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
- F. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
- G. Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

SECTION 6. INDEPENDENT COST ESTIMATE (ICE)

6.1 General. For all purchases using federal funds, Housing Kitsap shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

SECTION 7. CONTRACT COST AND PRICE

7.1 Cost or Price Analysis. Housing Kitsap must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, Housing Kitsap must make independent estimates before receiving bids or proposals. 2 CFR §200.324(a).

- 7.2 Costs.** Costs or prices based on estimated costs for contracts using federal funds are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices would be allowable for the non-federal entity under 2 CFR §200, Subpart E—Cost Principles. 2 CFR §200.324(b).
- 7.3 Method of Contracting.** The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used. 2 CFR §200.324(c).
- 7.4 Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through sealed competitive bidding, competitive proposals, or non-competitive proposals, or for projects originally procured through soliciting quotations and the amount of the contract modification will result in a total contract price in excess of the Simplified Acquisition Threshold.

SECTION 8. SEALED COMPETITIVE BIDDING

- 8.1 Sealed Competitive Bidding.** Under sealed bids, Housing Kitsap will publicly solicit bids and award a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the solicitation, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed Simplified Acquisition Threshold. 2 CFR §200.320(b).
- 8.2 Conditions for Using Sealed Bids.**
- 8.2.1 Federal Funding.** For public work projects involving federal funding Housing Kitsap shall use sealed bidding if the following conditions are present: 1) a complete, adequate, and realistic statement of work, specification, or purchase description is available; 2) two or more responsible bidders are willing and able to compete effectively for the work; and 3) the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. 2 CFR §200.320(b)(1).
- 8.2.2 State Funding.** For public works projects involving state funding Housing Kitsap shall use sealed bidding for the Public Works projects \$150,000 or more. RCW 39.04.152.
- 8.3 Solicitation Format.**
- 8.3.1 Solicitation Format.** A solicitation will include the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. 2 CFR §200.320(b). In addition, the solicitation will include the following:
- A. **Time Period for Submission of Bids.** The solicitation will clearly state the date and time bids are due. In determining the bid due date, Housing Kitsap will consider the scope and complexity of the project and allow for a reasonable amount of time for contractors to prepare and submit sealed bids.
- B. **Supplemental Bidder Criteria.** As addressed in Section 12 of this Policy, the

solicitation will include any supplemental bidder criteria determined necessary based on the project type and scope. RCW 39.04.350.

- C. **Bonding and Retainage Requirement.** As addressed in Section 11 of this Policy, the solicitation will include any applicable bonding and retainage requirements. RCW 39.04.152(5).

8.4 Solicitation Advertisement. Solicitation must be done publicly.

8.4.1 Time Frame. Advertisements shall be published not less than once each week at least fourteen (14) days prior to the last date upon which bids will be received.

8.4.2 Advertising Method. Housing Kitsap will use the following solicitation method.

- **Print Medium.** Housing Kitsap must advertise in newspapers or other print mediums of local or general circulations. Housing Kitsap may also advertise in various trade journals or publications (for construction).
- **E-Procurement.** Housing Kitsap may conduct its public procurements through the Internet using e-procurement systems.
- **Website.** Housing Kitsap will advertise a solicitation on its website.

8.3.2 Form of Advertisements. Notices/advertisements should state, at a minimum, the date and time bids will be opened, the place, date, and time that the bids are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s). 2 CFR §200.320(b). For public works projects the advertisement will include the character of the work to be done, the materials and equipment to be furnished.

8.4 Receipt of Bids. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening.

8.5 Withdrawal of Bid. A bidder may withdraw its bid, either personally or by written request, at any time prior to the time set for the bid submittal deadline. If a previously submitted bid is withdrawn before the bid due date and time, the bidder may submit another bid at any time up to the bid closing date and time. After the bid closing date and time, all submitted bids shall be irrevocable until contract award.

8.6 Cancellation of Bid Solicitations. Housing Kitsap will follow the cancellation procedures in Section 10.

8.7 Bid Opening and Award. Bids shall be opened publicly at the time and place stated in the solicitation. 2 CFR §200.320(b). All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder as addressed in Section 12. 2 CFR §200.320(b). If equal low bids are received from responsible bidders, selection may be made by drawing lots or other similar random method. The method for doing this shall be stated

in the solicitation. Where specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs must be considered in determining which bid is lowest. 2 CFR §200.320(b).

- 8.8 Mistakes in Bids.** After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document, but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of Housing Kitsap or fair competition shall not be permitted.

SECTION 9. COMPETITIVE PROPOSALS

- 9.1** Unlike competitive sealed bidding, the competitive proposal method, also known as RFP or RFQ, permits consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to Housing Kitsap, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.
- 9.2 Conditions for Use.** For contracts using federal funds, where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that exceed the small purchase threshold or for data processing and telecommunications systems. The competitive proposal process cannot be used for public works contracts utilizing state and local funds.
- 9.2.1 Conditions for Use with Construction Contracts.** Only under limited circumstances, as allowed by state law would construction services be procured by competitive proposals; accordingly, construction services will most typically be procured utilizing the sealed bidding process (IFB) or obtaining quotes.
- 9.3 Solicitation Format.** Other than A/E services, competitive proposals shall be solicited through the issuance of an RFP or RFQ. The RFP/RFQ shall clearly identify any evaluation factors specifying the importance and relative value of each factor as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued.
- 9.3.1 Time Period for Submission of Proposals.** The solicitation will clearly state the date and time proposals are due. In determining the proposal date, Housing Kitsap will consider the scope and complexity of the project and allow for a reasonable amount of time for contractors to prepare and submit proposals.
- 9.4 Solicitation Advertisement.** Solicitation must be done publicly.

9.4.1 Time Frame. Advertisements shall be published at least once at least fourteen (14) days prior to the last date upon which proposals will be received.

9.4.2 Advertising Method. Housing Kitsap will use the following solicitation methods.

- **Print Medium.** Housing Kitsap must advertise in newspapers or other print mediums of local or general circulations and may advertise in various trade journals or publications (for construction).
- **E-Procurement.** Housing Kitsap may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, State and local requirements, and Housing Kitsap's procurement policy.
- **Website.** Housing Kitsap will advertise a solicitation on its website.

9.4.3 Form of Advertisements. Notices/advertisements should state, at a minimum, the place, date, and time that the proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

9.5 Receipt of Proposals. All solicitations received will be date and time-stamped and stored unopened in a secure place until the close date.

9.6 Withdrawal or Modification of Proposal. A proposer may modify or withdraw a submitted proposal prior to the proposal due date and time. A request to modify or withdraw a proposal must be in writing, signed by an authorized representative of proposer and submitted to the Director of Procurement. Faxed withdrawals will not be accepted. A withdrawn proposal may be re-submitted prior to the proposal due date and time.

9.7 Cancellation of Solicitations. Housing Kitsap will follow the cancellation procedures in Section 10.

9.8 Evaluation. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of proposals until after an award. Housing Kitsap may assign price a specific weight in the evaluation factors, or Housing Kitsap may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP/RFQ. The proposals shall be evaluated only on the factors stated in the RFP/RFQ. Where not apparent from the evaluation factors, Housing Kitsap shall establish an Evaluation Plan for each RFP/RFQ. Generally, all RFP/RFQs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

9.9 Negotiations Prior to Award.

9.9.1 Negotiations shall be conducted with all offerors who submit a proposal determined to

have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal.

9.9.2 Establishment of Deadlines. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between Housing Kitsap and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract.

9.9.3 Discussions. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize Housing Kitsap's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The Contracting Officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award.

9.9.4 Price Negotiations and Auctioning. The scope and extent of discussions are a matter of the contracting officer's judgment, but proposals shall be considered to the maximum extent practical. The Contracting Officer may inform an offeror that its price is considered by Housing Kitsap to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that Housing Kitsap's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

9.10 Contract Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to Housing Kitsap provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

SECTION 10. CANCELLATIONS OF SOLICITATIONS

10.1 Cancellation Before Bids/Proposals Received. An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

- The supplies, services, or construction is no longer required;

- The funds are no longer available;
- Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
- For good cause of a similar nature when it is in the best interest of Housing Kitsap.

10.2 Cancellation After Bids/Proposals Received. Any or all bids may be rejected if there is sound documented reason. 2 CFR §200.320(b). Sound documented reasons may include:

- The supplies or services (including construction) are no longer required;
- Ambiguous or otherwise inadequate specifications were part of the solicitation;
- All factors of significance to Housing Kitsap were not considered;
- Prices exceed available funds, and it would not be appropriate to adjust quantities to come within available funds;
- There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
- For good cause of a similar nature when it is in the best interest of Housing Kitsap.

10.3 Documentation. The reasons for cancellation shall be documented in the procurement file.

10.4 Advertisement and Notice. If a solicitation is cancelled, Housing Kitsap will cease advertising and a notice of cancellation shall be posted on Housing Kitsap's website. A notice of cancellation will be sent to all persons who submitted bids or proposals.

10.5 Problems with Specifications. If problems are found with the specifications, Housing Kitsap should cancel the solicitation, revise the specifications and re-solicit using an IFB.

SECTION 11. BONDING AND RETAINAGE REQUIREMENTS

11.1 Bid Bond. For public works contracts each bidder may be required to submit a bid guarantee equivalent to five percent (5%) of the bid price. For projects using federal funds, a 5% bid bond is required for contracts exceeding \$250,000. The solicitation will indicate whether a bid bond is required. The bid deposit of all unsuccessful bidders shall be returned after the contract is awarded and the required contractor's bond given by the successful bidder is accepted by Housing Kitsap.

11.2 Contractor's Bond (Performance & Payment). A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract. 2 CFR §200.326. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract. 2 CFR §200.326. For public works contract costing \$5,000 and higher, a contractor will provide a contractor's bond for one hundred percent (100%) of the contract price. RCW 39.08.010. For projects using federal funds, a performance and payment bond is required for contracts exceeding \$250,000. 2 CFR §200.326.

11.3 Bond Requirements. Bonds must be obtained from guarantee or surety company authorized to do business in the State of Washington, and when using federal funds from a company acceptable

to the U.S. Government. Individual sureties shall not be considered. U.S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

- 11.4 Retainage.** For public works contracts, the contract retainage requirements of chapter 60.28 RCW shall apply. For contract exceeding \$35,000, Housing Kitsap will reserve a contract retainage of five percent (5%) in accordance with RCW 60.28.011. For small public works contracts awarded through a bid solicitation, notice of any retainage reduction or waiver must be provided in bid solicitations. RCW 39.04.152(5).

SECTION 12. CONTRACTOR QUALIFICATIONS AND DUTIES

12.1 Contractor Responsibility

12.1.1 Determination of Responsibility. Housing Kitsap shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible.

12.1.2 Public Works Projects. To be considered a responsible bidder and qualified to be awarded a public works project, a bidder must meet:

A. **Responsibility Criteria.** A bidder must meet the responsibility criteria stated in RCW 39.04.350. A bidder must:

1. Have a current certificate of registration in compliance with Chapter 18.27 RCW, Chapter 18.106 RCW, Chapter 70.87 RCW, or Chapter 19.28 RCW.
2. Have a current Washington Unified Business Identifier (UBI) number.
3. If applicable:
 - Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
 - Have a Washington Employment Security Department number, as required in Title 50 RCW;
 - Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW.
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
5. For public works project subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of this Invitation for Bid.

6. Per RCW 39.04.350 and RCW 39.06.020, unless exempt, must have received training on requirements related to public work and prevailing wage from the Department of Labor and Industries (L&I).
 7. Within the three-year period immediately preceding the date of this Invitation for Bid, not have been determined by a final and binding citation and notice of assessment issued by L&I or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
- B. **Subcontractor Verification.** A bidder must verify responsibility criteria for each first-tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in RCW 39.04.350(1) and possesses all licenses required by law. RCW 39.06.020.
- C. **Supplemental Responsibility Criteria.** Housing Kitsap may establish additional relevant supplemental bidder responsibility criteria. Any supplemental bidder responsibility criteria must be included in the solicitation (invitation for bid or bidding documents). RCW 39.04.350(3). Supplemental bidder responsibility criteria for public works projects may include the following:
1. Bidder Experience. Experience as a contractor in the project field of work with satisfactory completion of projects of a similar nature in the recent past.
 2. Bidder Standing. A bidder will be in good standing and will not have had any public works contract terminated for cause or default by a government agency during a specified time period immediately preceding the bid submittal deadline, unless there are extenuating circumstances, and such circumstances are deemed acceptable to Housing Kitsap.
 3. Disbarment. A bidder must not be disbarred/excluded from Federal procurement and non-procurement programs throughout the U.S. Government (unless otherwise noted) and from receiving Federal contracts or certain subcontracts.
 4. Delinquent Taxes. A bidder will not be delinquent on paying state or federal taxes.
 5. Crimes Involving Bidding. A bidder will not have been convicted of a crime involving bidding during a specified time period immediately preceding a bid submittal deadline.
 6. Judgements Against Bidder. A bidder will not have any adverse judgements during a specified time period immediately preceding a bid submittal deadline.
 7. Subcontractor Verification. A bidder must verify supplemental responsibility criteria for each first-tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify supplemental responsibility criteria for each of

its subcontractors.

8. References. References from government entities for which bidder has or is providing the same or similar goods and/or services as Housing Kitsap's project.
9. Other. Other relevant criteria based on the project type, scope of work, budget, or significant factors.

C. **Modification to Supplemental Responsibility Criteria – Sealed Bidding.** A potential bidder may request that Housing Kitsap modify the supplemental responsibility criteria. Such requests shall be in writing, describe the nature of the concerns, and propose specific modifications to the criteria that will make the criteria more relevant and/or less restrictive of competition. A potential bidder should submit such requests no later than five (5) business days before the bid due date identified in the invitation for bid. Housing Kitsap will evaluate the information submitted by the potential bidder and respond before the bid due date. If the evaluation results in a change of the criteria, the County will issue an addendum to the solicitation identifying the new criteria. RCW 39.04.350(3)(b).

D. **Failure to Meet Supplemental Bidder Responsibility Criteria – Sealed Bidding.** If Housing Kitsap determines a bidder does not meet the Supplemental Bidder Responsibility Criteria, and is therefore not a responsible bidder, Housing Kitsap shall notify the bidder in writing via email with the reasons for its determination. If the bidder disagrees with this determination, it may appeal the determination by presenting additional information within two (2) full business days of the notice of the determination being sent. Housing Kitsap will consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, Housing Kitsap will not execute a contract with any other bidder until two (2) full business days after the bidder determined to be not responsible has received the final determination. RCW 39.04.350(3)(d).

12.1.3 Materials, Equipment, and Supplies. To be considered a responsible bidder and qualified to be awarded a contract for materials, equipment, or supplies will meet the bidder responsibility criteria as stated below. The solicitation documents must clearly set forth the requirements and criteria that Housing Kitsap will apply in evaluating bid submissions.

- A. **Responsibility Criteria.** In determining whether the bidder is a responsible bidder, Housing Kitsap must consider the following elements as stated in RCW 39.26.160(2):
1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 3. Whether the bidder can perform the contract within the time specified;
 4. The quality of performance of previous contracts or services;
 5. The previous and existing compliance by the bidder with laws relating to the contract or services;
 6. Whether, within the three-year period immediately preceding the date of the bid solicitation, the bidder has been determined by a final and binding citation and

notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW [49.48.082](#), any provision of chapter [49.46](#), 49.48, or [49.52](#) RCW; and

7. Such other information as may be secured having a bearing on the decision to award the contract.

B. Lowest Responsive and Responsible Bidder. In determining whether a bidder is the lowest responsive and responsible bidder, Housing Kitsap may consider best value criteria, including but not limited to:

1. Whether the bid satisfies the needs of the state as specified in the solicitation documents;
2. Whether the bid encourages diverse contractor participation;
3. Whether the bid provides competitive pricing, economies, and efficiencies;
4. Whether the bid considers human health and environmental impacts;
5. Whether the bid appropriately weighs cost and non-cost considerations; and
6. Life-cycle cost.

RCW 39.26.160(3).

C. Supplemental Bidder Responsibility Criteria. Any supplemental bidder responsibility criteria established by Housing Kitsap in this policy or in competitive solicitation. All additional bidder responsibility criteria must be included in the solicitation or bidding documents. Supplemental bidder criteria will be relevant to the project type, scope of work, budget, or other significant factors.

12.2 Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with federal regulations (2 CFR §200) or by other federal agencies, e.g., Dept of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Housing Kitsap staff shall conduct any required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place a copy of the search results within the applicable contract file. Housing Kitsap shall not award any contract to a contractor on the debarred contractor list created by the Washington State Department of Labor & Industries.

12.3 Prequalified Vendor Lists. All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

12.4 Exclusion of Contractors Involved in Drafting Specifications. Contractors that assist Housing Kitsap in developing or drafting specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. 2 CFR §200.319.

SECTION 13. CONTRACT PRICING ARRANGEMENTS

13.1 Contract Types

13.1.1 Cost plus a percentage of cost contract. Any type of contract which is appropriate to the procurement, and which will promote the best interests of Housing Kitsap may be used, provided the cost-plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and Housing Kitsap. For all cost reimbursement contracts, Housing Kitsap must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

13.1.2 Time and materials contracts. Housing Kitsap may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. 2 CFR §200.318. Time and materials type contract means a contract whose cost to Housing Kitsap is the sum of:

1. The actual cost of materials; and
2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Housing Kitsap must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

13.2 Options. Options for additional quantities or performance periods may be included in contracts, provided that:

- A. The option is contained in the solicitation;
- B. The option is a unilateral right of Housing Kitsap;
- C. The contract states a limit on the additional quantities and the overall term of the contract;
- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to Housing Kitsap than conducting a new procurement.

SECTION 14. CONTRACT CLAUSES

14.1 Contract Pricing Arrangements. All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by Housing Kitsap.

14.2 Federal Required Contract Clauses. Each contract that uses federal funds must contain the required contract clauses detailed within 2 CFR §85 and 2 CFR §200 and Appendix II.

14.3 State Required Contract Clauses. Each contract for public works estimated to exceed \$1,000,000 must include the required contract clauses detailed in RCW 39.04.370.

- 14.4 Leases.** Lease agreements must address the following:
- A. Term of the Lease – including starting and ending dates and renewal options;
 - B. Termination – including early termination procedures;
 - C. Costs and Expenses – including any discounts, deposits, and fees;
 - D. Maintenance; and
 - E. Notice.

SECTION 15. CONTRACT ADMINISTRATION

- 15.1 General.** Housing Kitsap shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the federal cost principle requirements and the requirements in Section 7 above.

SECTION 16. SPECIFICATIONS

- 16.1 General.** All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying Housing Kitsap's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. 2 CFR §200.318. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. 2 CFR §200.319. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.
- 16.2 Limitations on Specifications.** The following types of specifications shall be avoided:
- 16.2.1 Brand Names.** Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). 2 CFR §200.319(b).
 - 16.2.2 Conflicts.** Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur. 2 CFR §200.319(b).

SECTION 17. APPEALS, PROTESTS, AND REMEDIES

- 17.1 General.** It is Housing Kitsap intent to resolve all contractual issues informally and without litigation using the procedures outlined in sections 17.2 and 17.3 below. Disputes will not be referred to HUD unless all administrative remedies have been exhausted.
- 17.2 Informal Appeals Procedure.** For informal bid protests and appeals for non-public works contracts at or below the Simplified Acquisition Threshold the bidder/contractor may request to meet with the appropriate Contract Officer and/or Executive Director to attempt to resolve the issue.
- 17.3 Protests.** For purposes of this section, the term "Solicitation" includes: an invitation for bid,

competitive solicitation, request for proposal, request for qualifications, or another form of solicitation used by Housing Kitsap to procure materials or services.

17.3.1 Pre-Award Protests.

- A. Prior to the closing date for a Solicitation any prospective bidder or proposer may file a Pre-Award Protest regarding the terms, conditions, or requirements in the Solicitation.
- B. Pre-Award Protests must be submitted in writing via email (Procurement@housingkitsap.org) to Housing Kitsap - Director of Procurement.
- C. The Pre-Award Protest will include the following information:
 - Name, address, and phone number of Protester.
 - Name and number of the Solicitation.
 - A detailed description of Pre-Award Protest issue and any supporting documentation. It is the responsibility of the Protester to supplement his/her Pre-Award Protest with any subsequently discovered documents prior to a decision by Housing Kitsap.
 - Specific relief requested.
- D. Pre-Award Protests must be received by Housing Kitsap no later than 4:30 p.m. seven (7) business days prior to the close date established by the Solicitation. If the seventh (7th) business day is a Housing Kitsap holiday, the Pre-Award Protest must be received by 4:30 p.m. the following business day. The Pre-Award Protest shall be deemed received based on the email receipt date and time in Housing Kitsap's email system.
- E. Pre-Award Protests which do not contain the required information or are not submitted by 4:30 p.m. seven (7) business days prior to the closing date established by the Solicitation will not be considered.
- F. Upon receipt of a timely written Pre-Award Protest, the Director of Procurement, in consultation with the Executive Director, will review the issues presented in the Pre-Award Protest and respond in writing prior to the closing date established by the Solicitation.
- G. If Housing Kitsap's review results in a change to the terms, conditions, or requirements in the Solicitation Housing Kitsap will either issue an addendum identifying the change or withdraw the Solicitation.

17.3.2 Post-Award Protests.

- A. A bidder or proposer may file a written protest to an award by Housing Kitsap.
- B. The Post-Award Protest must be submitted in writing via email (Procurement@housingkitsap.org) to Housing Kitsap - Director of Procurement.

- C. The Post-Award Protest will include the following information:
- Name, address, and phone number of Protester.
 - Name and number of the Solicitation.
 - A detailed description of Protest issue and any supporting documentation. It is the responsibility of the Protester to supplement his/her Protest with any subsequently discovered documents prior to a decision by Housing Kitsap.
 - Specific relief requested.
- D. The Post-Award Protest must be filed within:
- Two (2) full business days following the bid opening, if no bidder or proposer requested copies of the bids/proposals received for the project, or
 - Two (2) full business days following when Housing Kitsap provided copies of the bids/proposals to those bidders or proposers requesting bids/proposals.
 - Intermediate Saturdays, Sundays, and legal holidays are not counted. If a business day is a Housing Kitsap holiday, the Protest must be received by 4:30 p.m. the following business day.
RCW 39.04.105.
- E. Post-Award Protests that do not contain the required information or are not submitted within required timelines will not be considered.
- F. If Housing Kitsap receives a written Post-Award Protest from a bidder or proposer the Director of Procurement, in consultation with the Executive Director, will review the issues presented and respond in writing to the Protester prior to contract execution. The decision shall be final.
- G. Housing Kitsap will not execute a contract for the project with anyone other than the protesting bidder or proposer without first providing at least two (2) full business days' written notice of Housing Kitsap's intent to execute a contract for the project.
RCW 39.04.105.

SECTION 18. ASSISTANCE TO SMALL AND OTHER BUSINESSES

- 18.1 Required Efforts.** When possible, Housing Kitsap should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered as set forth below. 2 CFR §200.321. Such consideration means:
1. These business types are included on solicitation lists;
 2. These business types are solicited whenever they are deemed eligible as potential sources;
 3. Dividing procurement transactions into separate procurements to permit maximum participation by these business types;
 4. Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types;
 5. Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 6. Requiring a contractor under a Federal award to apply this section to subcontracts.
- 2 CFR §200.321.

- 18.2 Section 3 Required Efforts.** Consistent with existing Federal, state, and local laws and regulations, Housing Kitsap and its contractors and subcontractors, must make best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers. 24 CFR §75.9(b). Housing Kitsap must make their best efforts described below in the following order of priority:
- To Section 3 business concerns that provide economic opportunities for residents of the public housing projects for which the assistance is provided;
 - To Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance;
 - To YouthBuild programs; and
 - To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.
- 18.3 Goals.** Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, veteran-owned business, and labor surplus area businesses, and Section 3 business concerns in Housing Kitsap prime contracts and subcontracting opportunities.
- 18.4 Definitions.** For purposes of this section the following definitions apply:
- A. "Labor Surplus Area business" means a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
 - B. "Minority-owned Business" means a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans. 12 CFR §4.62.
 - C. "Section 3 business concern" means a business concern meeting at least one of the following criteria, documented within the last six-month period: i) It is at least 51 percent owned and controlled by low- or very low-income persons; ii) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or iii) At is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. 24 CFR §75.5.
 - D. "Section 3 projects" means housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. The threshold is \$100,000 where the assistance is from the Lead Hazard Control and Healthy Homes programs, as authorized by Sections 501 or 502 of the

Housing and Urban Development Act of 1970 (12 U.S.C. 1701z–1 or 1701z–2), the Lead–Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.); and the Residential Lead–Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.). The project is the site or sites together with any building(s) and improvements located on the site(s) that are under common ownership, management, and financing.

- E. “Small Business” means a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size. 12 CFR §4.62.
- C. “Veteran” means a person who served in the active military, naval, air, or space service, and who was discharged or released therefrom under conditions other than dishonorable. 38 USC §101(2).
- D. “Veteran-owned Business” means a small business concern—not less than 51% of which is owned by one or more veterans or, in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more veterans. 15 USC §632(q).
- F. “Women-owned Business” means a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business. 12 CFR §4.62.

SECTION 19. BOARD APPROVAL OF PROCUREMENT ACTIONS

- 19.1 Purchasing Authority.** The Board appoints and delegates the necessary procurement authority to the Executive Director for all routine purchases and contracts included in Housing Kitsap’s adopted budgeted, to make purchases and execute contracts in emergency situations where health and safety are of immediate concern, and as otherwise pre-approved by the Board.
- 19.2 Limitations.** All procurement actions exceeding \$250,000 which are not included in Housing Kitsap’s adopted budget and not otherwise pre-approved by the Board must have approval from the Board prior to award, purchase, and/or contract execution. Furthermore, any real-estate transactions and purchases which do or may cause Housing Kitsap to incur new debt must have Board approval.

SECTION 20. DELEGATION OF CONTRACTING AUTHORITY

- 20.1 Delegation.** The Executive Director may delegate in writing all procurement authority as is necessary and appropriate to conduct the business of Housing Kitsap.
- 20.2 Procedures.** The Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with federal, state, or local law.

SECTION 21. RECORDS

- 21.1 Required Records.** Housing Kitsap must maintain records sufficient to detail the significant history

of each procurement action. 2 CFR §200.318. These records shall include, but shall not necessarily be limited to, the following:

- Date, time, vendor contact name, phone number, email (if applicable), and price quoted;
- Rationale for the method of procurement (if not self-evident);
- Rationale of contract pricing arrangement (also if not self-evident);
- Reason for accepting or rejecting the bids or offers;
- Verification of proper licensing, appropriate insurance, suspension and debarment checks as described under section 12 above;
- Basis for the contract price (as prescribed in this handbook);
- A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- Basis for contract modifications; and
- Related contract administration actions.

21.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

21.3 Record Retention and Format. Records will be retained consistent with the records retention requirements and schedules established by the Office of the Washington Secretary of State (SOS) or 2 CFR §200.334, when federal funds are utilized, whichever is stricter. Hardcopy originals may not be replaced with scanned images unless they: 1) are designated as “Non-Archival” by the SOS, 2) have been reviewed and approved for destruction by Housing Kitsap’s Records Officer, and 3) are replaced by images meeting SOS requirements.

21.4 Public Access to Procurement Records. Procurement records will be available for inspection and copying unless exempt under the Public Records Act (PRA), chapter 42.56 RCW or applicable federal law.

SECTION 22. FUNDING AVAILABILITY

22.1 General. Before initiating any contract, Housing Kitsap shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

SECTION 23. HOUSING KITSAP’S INTENT TO COMPLY

23.1 General. Housing Kitsap has established this Procurement Policy and maintains a procurement system and supporting policies and procedures with the intent to comply with all applicable federal regulations and, as such Housing Kitsap is exempt from prior HUD review and approval of individual procurement action.

SECTION 24. ALTERNATIVE PUBLIC WORKS CONTRACTING PROCEDURES (See Chapter 39.10 RCW)

24.1 When appropriate Housing Kitsap may use alternative public works contracting procedures consistent with the requirements in chapter 39.10 RCW.

24.2 General Contractor/Construction Manager Procedure (Chapter 39.10 RCW). When appropriate, Housing Kitsap may use general contractor/construction manager procedures for public works projects consistent with the requirements of chapter 39.10 RCW and any applicable federal requirements.



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: July 28, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: TSCOP Revisions – All Properties

AGENDA ITEM: 4. D.

SUBMITTED BY: Jennifer DiVitto & Maria Stitzel, Regional Directors of Property Management

Summary Statement:

Housing Kitsap is proposing revisions to its Tenant Selection and Continues Occupancy Plans to support greater consistency in our applicant and tenant suitability and eligibility practices. These updates are designed to align the policy language with our approved internal evaluation process, ensuring ongoing regulatory compliance while introducing measured flexibility in cases that may otherwise result in adverse actions.

The revised approach allows applicants and tenants to provide additional documentation when an event or screening result, could negatively impact their suitability or eligibility. This does not alter established due-process protections; rather, it enables the Regional Director or Compliance team to assess whether the supplemental information sufficiently mitigates the concern. When appropriate, this evaluation may prevent unnecessary adverse actions.

Proposed Changes:

The proposed edits will be in Section III: Eligibility and Suitability Criteria.

1. The first edit is to remove the current Case-by-case language that is Section III, Criminal Background screening. The language below will be removed from this section and expanded.

Case-by-Case Review & Mitigating Circumstances

Housing Kitsap will conduct an individualized assessment of any potentially disqualifying criminal history. Applicants will be given an opportunity to provide documentation supporting admission despite the history, including:

- Nature, severity, and recency of the offense
- Age at the time of the offense
- Time elapsed and conduct since the offense
- Evidence of rehabilitation (e.g., treatment, education, community service)
- Participation in reentry or support programs
- Letters of recommendation from employers, service providers, or others
- Court or legal documents showing expungement, dismissal, or resolution of charges

2. The second edit is adding the expanded subsection: Internal Evaluation & Escalation of Denial Decisions. This section has been added between Required Denials of Admission and Application Denial and Notification Procedures:

Internal Evaluation and Escalation of Denial Decisions

Housing Kitsap recognizes that certain admission and continued occupancy determinations may

require additional evaluation due to the nature of the circumstances, overlapping program requirements, or mitigating information provided by the applicant or resident.

To ensure consistent and equitable decision-making, Housing Kitsap may route proposed denials, terminations, or adverse actions through an internal evaluation process prior to issuing a final determination.

Property Management Evaluation

Denials or terminations related primarily to applicant suitability, tenancy behavior, lease compliance, or community safety may be reviewed by Property Management leadership, including the Regional Director or other designated supervisory staff.

These matters may include, but are not limited to:

- Criminal activity
- Negative rental history
- Lease violations
- Disturbance or nuisance behavior
- Unpaid landlord debt
- Housekeeping or health and safety concerns
- Threats to staff or residents
- Failure to comply with community rules

Housing Kitsap may consider mitigating circumstances, evidence of rehabilitation, corrective actions taken, or changes in behavior when evaluating suitability-related matters.

Compliance Evaluation

Denials or terminations involving program eligibility, regulatory compliance, or funding requirements may be reviewed by the Compliance Department or other designated program specialists.

These matters may include, but are not limited to:

- Income eligibility
- Student eligibility restrictions
- Household composition requirements
- Citizenship or immigration documentation
- Failure to provide required verifications
- Program recertification compliance
- HOTMA, HUD, USDA-RD, or LIHTC regulatory requirements
- Occupancy standard compliance

Eligibility determinations shall be made in accordance with applicable federal, state, and program regulations.

Joint Evaluation Matters

Certain situations may involve both tenancy-related concerns and program compliance considerations. In such cases, Housing Kitsap may require joint review between Property Management and Compliance staff prior to issuing a final determination.

These matters may include, but are not limited to:

- Fraud or misrepresentation
- Reasonable accommodation requests connected to screening criteria
- VAWA-related matters
- Mixed eligibility and suitability concerns
- Cases involving conflicting or incomplete information

Case-by-Case Review

When permitted by applicable law and program regulations, Housing Kitsap may conduct a review on a case-by-case basis prior to issuing a final denial or termination. Applicants or residents may be provided an opportunity to submit documentation or mitigating information for consideration

Such information may include:

- Evidence of rehabilitation
- Completion of treatment or support programs
- Changes in household circumstances
- Documentation supporting reasonable accommodation
- Letters of recommendation or support
- Evidence demonstrating resolution of prior issues

Submission of mitigating information does not guarantee approval or continued occupancy.

Due Process

The internal evaluation routing process described in this section is an administrative procedure intended to promote consistency in decision-making. It does not replace, reduce, or alter any informal review, grievance, appeal, or due process rights otherwise required by federal regulations, state law, or program requirements.

Applicants and residents shall continue to receive all notices and review opportunities required under the applicable housing program.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

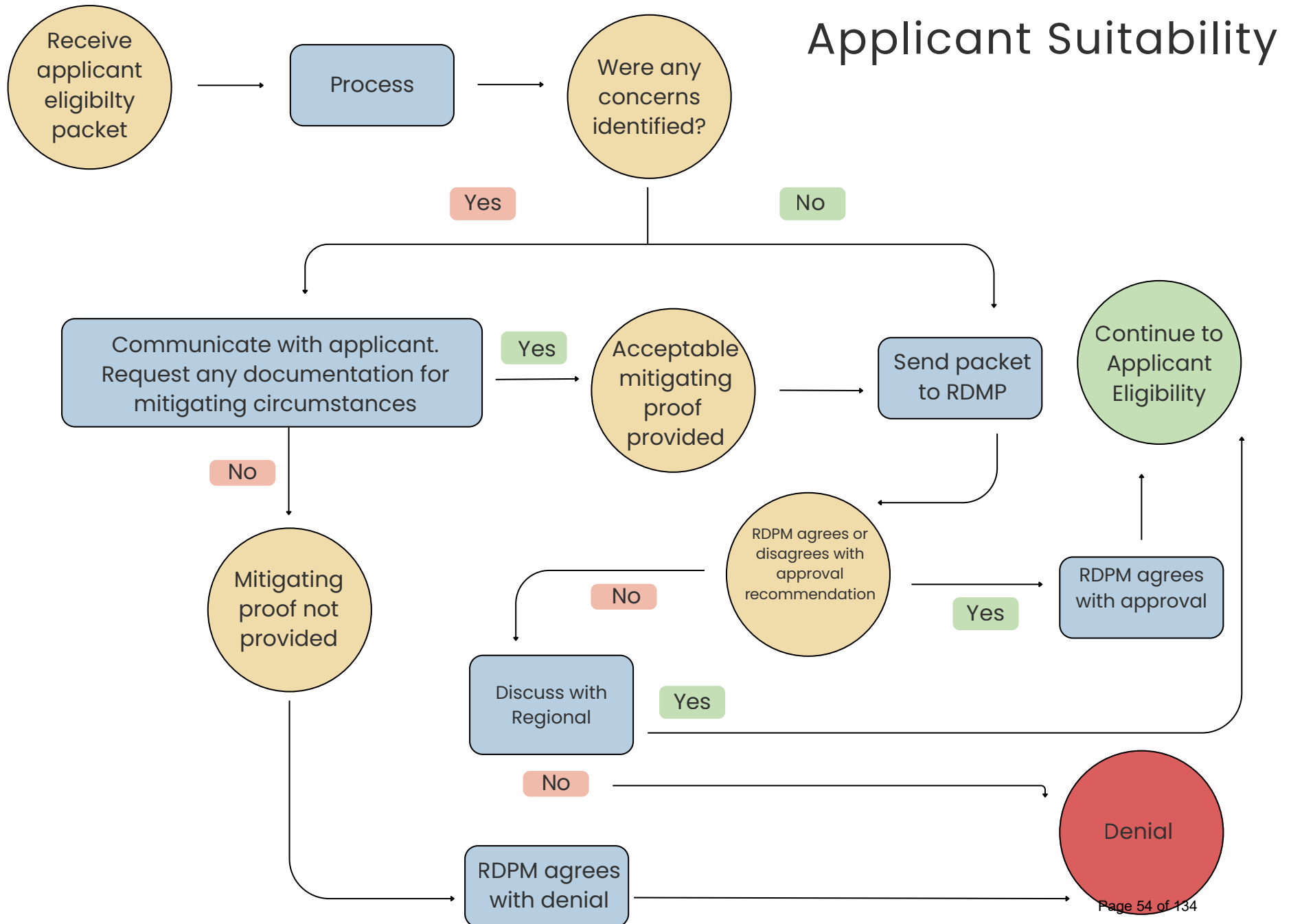
By: _____

Clarence Moriwaki, Chair

ATTEST: _____

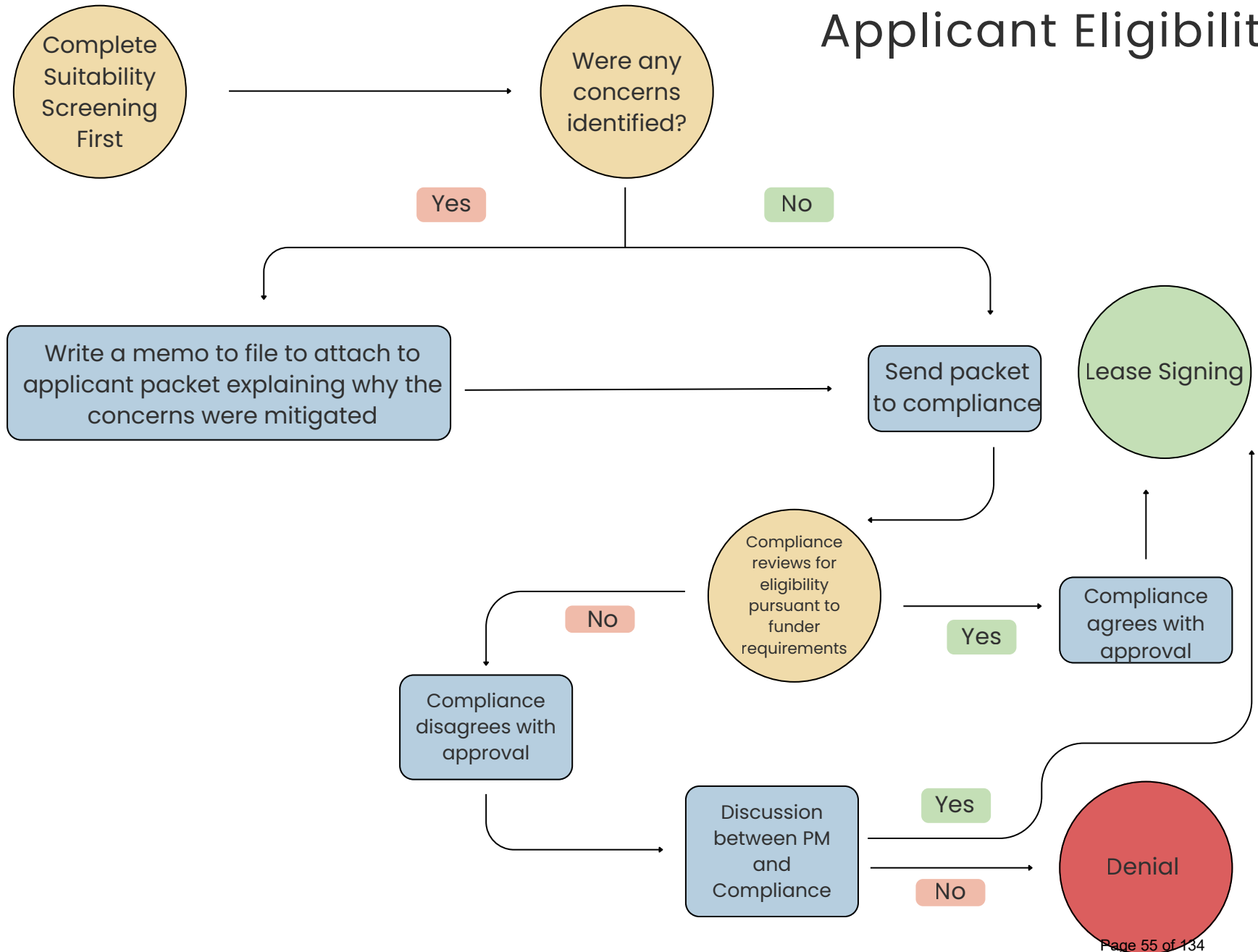
Heather Blough, Executive Director

Start Here



Start Here

Applicant Eligibility





Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: July 28, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: Conveyance of Stormwater Ponds

AGENDA ITEM: 4. E.

SUBMITTED BY: Dean Nail, Director of Acquisition and Development

Summary Statement:

Housing Kitsap developed the Megan Heights subdivision in the early 1980s to create buildable lots for the Self-Help Housing program. Under Board Resolution No. 220-1981, the stormwater ponds and related facilities within the plat are to be maintained by Kitsap County Stormwater Division. Although these two stormwater lots have remained in Housing Kitsap's ownership since the development was completed, Kitsap County has consistently provided the required maintenance and collected the associated assessments to support the stormwater infrastructure. Kitsap County Stormwater has now agreed to assume full ownership to ensure continued access and long-term maintenance of these facilities. The land was officially conveyed to Kitsap County on July 20, 2026, and is no longer part of Housing Kitsap's portfolio of insured raw land.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Clarence Moriwaki, Chair

ATTEST: _____

Heather Blough, Executive Director

AFTER RECORDING MAIL TO:

Kitsap County Public Works
614 Division Street, MS-26
Port Orchard, WA 98366
Attn: Molly Foster

Said documents were filed for record by
Pacific Northwest Title as accommodation only.
It has not been examined as to proper execution
or as to its effect upon title.

QUITCLAIM DEED

Grantor: KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY
Grantee: KITSAP COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF
WASHINGTON
(under the jurisdiction of the Public Works/Stormwater Division)
Abbreviated
Legal: Portion of the NE ¼ of the NW ¼ and the SE ¼ of the NW ¼, all in
Section 28, Township 24 North, Range 2 East, W.M., Kitsap County,
Washington
Tax Parcel Nos.: 5506-000-155-0001 & 5506-000-157-0009
Reference: N/A

THE GRANTOR, Kitsap County Consolidated Housing Authority a public body corporate and politic of the State of Washington (“**Grantor**”) for and in consideration of the mutual benefits to the parties and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, hereby conveys and quitclaims to Kitsap County, a Political Subdivision of the State of Washington, for the use and benefit of its Department of Public Works/Stormwater Division (“**Grantee**”), all of Grantor’s interest in and to the following described real property situated in Kitsap County, Washington:

Tracts G and I, Megan Heights, as per Plat recorded in Volume 22 of Plats, Pages 30 through 36, in Kitsap County, Washington.

[Signature(s) and notary acknowledgement(s) follow(s)]

2026EX04275 2026-07-20 AKELLY2 \$10.00

DATED this 17 day of July, 2026.

By: Heather Blough

Name: Heather Blough

Title: Executive Director

Accepted and Approved
KITSAP COUNTY

By: _____
Real Estate Services Manager
Authorized Signature

Date: _____

STATE OF WASHINGTON)
)ss.
COUNTY OF KITSAP)

On this 17th day of July 2026, before me, the undersigned notary public, personally appeared **Heather Blough**, known to me (or proven to me on the basis of satisfactory evidence) to be the **Executive Director** of **Kitsap County Consolidated Housing Authority**, a public body corporate and politic of the State of Washington, that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said entity for the uses and purposes therein mentioned, and on oath stated that she was authorized to execute said instrument.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal the day and year first above written.



Gloria J. Devery
Notary Public in and for the State of Washington
Printed Name: Gloria J Devery
Residing at: Bremerton
My appointment expires: 12/28/27



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: July 28, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Personnel Committee

AGENDA ITEM: 5. A.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

Continued Board discussion regarding establishment of a Personnel Committee.



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: July 28, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 6. A.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-23 approving the Artificial Intelligence (AI) Policy for Housing Kitsap

SUBMITTED BY: Laura Auerbach, Director of Procurement

Summary:

Housing Kitsap has developed a comprehensive Artificial Intelligence (AI) Usage Policy to establish standards for the responsible, ethical, and secure use of artificial intelligence technologies throughout the agency.

The policy provides employees, contractors, consultants, and vendors with clear expectations regarding appropriate AI use while protecting confidential information, ensuring human oversight, supporting compliance with public records requirements, and maintaining fair housing protections.

The policy reflects Housing Kitsap's commitment to embracing emerging technology in a manner that improves operational efficiency while safeguarding resident information, maintaining transparency, and complying with applicable federal and state laws. The policy also establishes governance, training requirements, security standards, procurement expectations, and an approval process for AI tools used on behalf of Housing Kitsap.

Approval of this policy will provide staff with a consistent framework for the use of AI technologies and position Housing Kitsap to responsibly leverage evolving technology while protecting the interests of the agency, its residents, and the public.

Recommended Action: Approve Resolution 2026-23 approving the Artificial Intelligence (AI) Policy for Housing Kitsap

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

ARTIFICIAL INTELLIGENCE USAGE POLICY

Housing Kitsap (HK)

Draft July 28, 2026

Summary:

Housing Kitsap's Artificial Intelligence (AI) Usage Policy establishes the standards for responsible, ethical, and effective use of AI tools within our agency in compliance with state and federal regulations.

Scope:

This policy applies to all Housing Kitsap employees, contractors, consultants, and vendor personnel who use AI tools on behalf of HK. It covers the usage of AI on all the organization's computers and electronic communication equipment, technology sources, accounts, software and systems, as well as the AI usage by external parties in the course of HK business.

This policy does not govern the use of AI on personal devices for non-business use.

Purpose:

Housing Kitsap supports the use of AI tools to provide efficiency, improve quality of written documents, assist in research and analytics, and strengthen operations. The purpose of this policy is to establish requirements for the responsible use of AI in the course of HK business. This policy aligns with the Washington State Public Records Act (Chapter 42.56 RCW), the Fair Housing Act of 1968, and federal and local laws.

Definitions:

- Artificial Intelligence (AI): Computer systems capable of performing tasks that typically require human intelligence. HK considers AI as any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI.
- Analytical AI: AI that categorizes or analyzes existing data.
- Bias: AI bias refers to biases or discrimination embedded in AI systems. It occurs when an AI tool produces skewed outputs as a result of training data biases reflecting historical prejudices or societal inequalities.

- Generative AI: A type of artificial intelligence that learns from vast amounts of existing data to create new, original content—such as text, images, video, code, or music—in response to a user prompt.
- Hallucinations: When AI documents contain entirely or partially fabricated citations that appear credible.
- Human Oversight: The process of requiring human review and approval.
- Output: The result of using AI tools.
- Personally Identifiable Information (PII): Information that may identify an individual either alone or when combined with other sensitive data.
- Prompt: An input submitted to an AI tool to generate a response. An input can be in multiple forms, including a command, question, query, or providing a text, document, image, or audio file.
- Protected Health Information (PHI): Any health or demographic information that identifies a specific individual.
- Public Record: A public record is any document or writing utilized in connection with Housing Kitsap business, regardless of physical form or characteristics including those created using AI.
- Shadow AI: Use of unsanctioned AI tools that may expose a security risk.

Guiding Principles & Framework for Responsible Use:

Housing Kitsap recognizes the significant and expanding role of artificial intelligence in the workplace. AI is a powerful tool that requires consistent, vigilant human oversight, and its use shall support, not replace, human decision-making. Housing Kitsap recognizes that the use of AI must align with the Agency's mission and values.

All employees, contractors, consultants, and vendors using AI on behalf of Housing Kitsap will:

- Internally only use Housing Kitsap approved AI tools as set forth in the below Approved Artificial Intelligence Tools list.
- Use AI resources ethically, responsibly and as a complement to other available resources.
- Access AI tools for a permitted use as defined below only when other resources are not available or inadequate (use AI judiciously and not for every business need).
- Assume AI is not accurate and output may contain errors. All output must be reviewed and checked by the employee for authenticity
- AI is often imbedded in online tools (e.g., Google) without your knowledge or the ability to disable it. Always check the accuracy of the AI output.
- Verify compliance with this policy for all AI output through human oversight

- Review citations as they may be inaccurate or fabricated by the AI tool (hallucinations).
- Ensure all use of AI is transparent and documented in accordance with the Washington State Public Records Act and applicable retention requirements
- Protect all sensitive resident, applicant, participant, and employee information (PII and PHI) to the greatest extent possible
- Confirm AI output complies with the Fair Housing Act, Title VI, ADA, and Section 504
- Recognize that all AI contains inherent bias as part of the programming and training data. Output must have human oversight to monitor these biases and deficiencies
- Consult a supervisor or the AI Policy Administrator if questions arise regarding the appropriateness of use
- Report any data exposure, security breach, or misuse immediately

Housing Kitsap encourages thoughtful and intentional use of AI. The use of AI depletes water, electricity and other natural resources. To preserve Housing Kitsap's sustainability goals and responsible technology practices, AI tools should be used purposely and only when they provide a meaningful value to the business needs of Housing Kitsap.

Permitted Uses:

Approved AI tools may be used to enhance productivity, solve complex issues and to support the work of Housing Kitsap.

AI is permitted in:

- Drafting and editing internal documents and reports
- Data entry and analysis
- Summarizing non-confidential information
- Research and brainstorming
- Meeting notes
- Calendar management, scheduling and administrative applications
- In pre-approved applications -- the drafting and editing of public facing documents with usage disclosure
- Special usage at the discretion of the Executive Director

Prohibited Uses:

Any AI use is prohibited for the following:

- Inputting any Housing Kitsap general financial, legal, confidential, or sensitive information relating to a resident, applicant, participant, employee, past, present, or future
- Using AI as the final decision-maker for eligibility, assistance, participation, or compliance enforcement action is prohibited. Final decisions must be made by authorized agency staff based on applicable laws, regulations, policies, and documented facts.
- Automated Decision Making related to enforcement actions, legal proceedings, compliance determinations, eligibility, employment decisions or resident rights without meaningful human review and approval
- Release of any Proprietary and confidential information (PII & PHI)
- Usage of unapproved AI tools (shadow AI) is prohibited

At no time is usage permitted in the creation of illicit content, fraud, impersonation, misinformation, retaliation or phishing.

Clarification of Proper Use

Deliberate Input Restriction

Employees shall not deliberately input, upload, paste, attach, or otherwise provide PII, PHI, resident records, applicant records, legal notices, reasonable accommodation documentation, financial information, or other confidential information to AI systems unless expressly authorized by Housing Kitsap.

Incidental Processing Requirement

Employees must consider whether AI tools may incidentally process sensitive information through access to emails, documents, spreadsheets, meeting records, or other organizational content. Before using AI-assisted features, employees must evaluate whether the requested task could result in the processing of confidential information.

Scenario	Category
Pasting a tenant ledger into Copilot Chat	Deliberate Input
Uploading a resident file to Copilot	Deliberate Input
Asking Copilot to summarize your in box	Incidental Processing

Asking Copilot to summarize a SharePoint folder	Incidental Processing
Using Copilot to draft a generic community newsletter	Does not present significant PII concerns
Using Copilot within Word to help write a tenant-specific legal notice	Incidental Processing (because Copilot can see the document contents)

Oversight Authority

- Executive Director (ED): Accountable for agency-wide AI governance
- AI Policy Administrator: Maintains approved AI tool list, coordinates training, provides usage support, leads emergency response and follows advances in technology
- Public Records Officer: Advises on records retention and storage; ensures AI-related records are captured appropriately
- Procurement Director: Ensures AI tools are used responsibly by vendors and contractors as outlined in contracts, agreements, purchase orders, and all terms and conditions.
- Property Management and Compliance: Uphold the Fair Housing and Civil Rights rules; prevent AI usage in final determinations and decisions regarding housing eligibility.
- Self Help/Single Family: Must adhere to the same requirements as Property Management and Compliance.

Public Records:

Pursuant to the Washington State Public Records Act, Chapter 42.56 RCW, if an AI application influences the creation or alteration of documents, it may become a public record and must be treated like any other public record. The Public Records Officer will provide guidance and training on best practices for record retention consistent with HK's schedules.

Requirements:

- Staff must preserve final work products and associated records in approved systems such as email, shared drives, and document management systems
- AI tool accounts used for Housing Kitsap business should maintain history or audit logs where available
- Prompts and outputs used to support official agency decisions, recommendations, policies, communications, or other public business may constitute public records and must be retained according to applicable retention schedules under the guidance of the Public Records Officer

Data Privacy & Security:

- AI used in the workplace will be scrutinized to meet cybersecurity and other protection standards
- Active monitoring of how AI is used in practice will be enforced for compliance with this policy
- At no time shall employees input non-public, confidential, or protected data into an AI system unless explicitly approved
- Only AI tools approved by Housing Kitsap shall be used
- No attorney-client privileged content, confidential or proprietary information may be included in any AI prompt or output

If a data exposure or a security breach occurs, is suspected of occurring, or is observed, report the incident through the following steps:

- Take action immediately upon identifying the issue
- Notify the designated AI Policy Administrator within the agency
- Report the incident to employees' direct supervisor and allow them to escalate as appropriate
- Next steps will be at the direction of the AI Policy Administrator

Procurement & Contracting

- All vendors, contractors, professional specialists and consultants shall comply with all AI guidelines outlined in Housing Kitsap's Procurement Policy
- Contractors must disclose and specify AI functionality, intended uses, limitations, and compliance monitoring procedures in the contract documents
- Vendors must contractually agree to the privacy and security standards outlined in this policy
- Housing Kitsap reserves the right to monitor; audit and request documentation of any AI used in work performed under contract
- Employees may not procure or subscribe to AI tools for Housing Kitsap business outside established procurement processes. The approval and authorization of the Executive Director and AI Policy Administrator is required for any alternative AI tools or platforms

Transparency & Disclosure:

Any use of AI in public facing materials, reports or policies must be disclosed when Housing Kitsap deems appropriate. Minor edits may not require disclosure.

Disclosure statement example, “This document has been drafted with the assistance of artificial intelligence tools. All content has been reviewed by Housing Kitsap.”

Training:

The AI Policy Administrator will provide mandatory training to all agency users. Prior to receiving an AI tool license, required training must be completed and access approved by the Executive Director. Supervisors must ensure staff understand the AI procedures and how to use these tools responsibly, securely and within the guidelines outlined in this AI policy.

Enforcement:

All staff must sign a copy of this policy as a recognition of understanding. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. It may result in canceling contracts or vendor agreements with Housing Kitsap. Personal use of Housing AI tools is strictly prohibited and may be cause for dismissal.

Policy Review:

This policy shall be reviewed and updated annually or as determined by the Executive Director and AI Policy Administrator. AI usage shall be monitored to adapt to the rapidly changing development of AI tools and uses, emerging AI concerns, best practices in AI use, and the changing needs of Housing Kitsap.

This policy will take effect upon adoption by the Board of Commissioners.

Acceptance:

By adhering to this policy, I commit to using AI tools responsibly.

Signature and Date

Approved Artificial Intelligence Tools:

- TBD

The list of accepted AI tools listed in this policy will be revised as agency business needs change. The Approved AI tools list may be updated by the Executive Director without requiring formal amendment to this policy.

DRAFT

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

RESOLUTION 2026-23

RESOLUTION APPROVING THE ARTIFICIAL INTELLIGENCE (AI) POLICY

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

WHEREAS, Housing Kitsap has developed a comprehensive Artificial Intelligence (AI) Usage Policy to establish standards for the responsible, ethical, and secure use of artificial intelligence technologies throughout the agency; and

WHEREAS, this policy will provide staff with a consistent framework for the use of AI technologies and position Housing Kitsap to responsibly leverage evolving technology while protecting the interests of the agency, its residents, and the public;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the Artificial Intelligence (AI) Policy for Housing Kitsap.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 28th day of July, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: July 28, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 6. B.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-24 approving the updated Information Technology (IT) Policy

SUBMITTED BY: Laura Auerbach, Director of Procurement

Previous Actions:

The most recent IT Policy was approved on April 27, 2021.

Summary:

This update responds to the rapid advancement of technology to allow Housing Kitsap to best utilize the technology available to us while safeguarding resident information, maintaining transparency, and complying with applicable federal and state laws. This update also clarifies governance, training requirements, security standards, and record keeping.

Due to the number of revisions to this policy, the entire draft policy is attached.

Recommended Action: Approve Resolution 2026-24 approving the updated Information Technology (IT) Policy

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

INFORMATION TECHNOLOGY POLICY

Housing Kitsap (HK)

Draft July 14, 2026

Summary:

Housing Kitsap's Information Technology Policy establishes the standards for responsible, ethical, and secure use of the Agency's technology, communications systems and hardware — including mobile and cellular devices. All users are expected to uphold these standards in compliance with state and federal regulations and Housing Kitsap's policies.

Scope:

This policy applies to all Housing Kitsap employees (full and part-time), contractors, consultants, volunteers, and other authorized individuals who use the organization's technology resources in any capacity. It covers all technology owned, licensed, or operated by Housing Kitsap, including but not limited to:

- Desktop and laptop computers, tablets, and mobile devices
- Agency-issued cellular phones and smartphones
- File servers, printers, fax machines, and office phones
- Email, internet, online services, and software applications (including Teams, Zoom, Microsoft Copilot)
- Any hardware issued by Housing Kitsap regardless of location (office, home, job site)

This policy does not govern personal devices used solely for non-business purposes.

Purpose:

Housing Kitsap provides technology resources to support the business activities of the Agency. This policy outlines how these assets shall be used and managed in a consistent ethical, legal, and operationally beneficial way in support of HK's mission. This policy aligns with the Washington State Public Records Act (Chapter 42.56 RCW), applicable federal and state laws, and Housing Kitsap's internal policies.

Definitions:

- Artificial Intelligence: (AI): Computer systems capable of performing tasks that typically require human intelligence. HK considers AI as any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI.
- Electronic Communications Systems: All tools and infrastructure used for digital communication and data storage, including email, internet, shared drives, phones, and messaging platforms.
- Incidental Personal Use: Brief, occasional personal use of agency technology that does not interfere with business operations or productivity.

- Personally Identifiable Information (PII): Information that may identify an individual, either alone or when combined with other data.
- Protected Health Information (PHI): Any health or demographic information that identifies a specific individual.
- Public Record: Any document utilized in connection with Housing Kitsap business, regardless of format or how it was created.
- Remote Access: Accessing Housing Kitsap systems and data from a location outside of Agency offices.
- Shadow IT: The use of unsanctioned software, applications, or services that have not been approved by the IT department.
- User: Any employee (full-time, part-time, or limited term), volunteer, independent contractor, consultant, or any other individual with authorized access to Housing Kitsap's technology resources

Guiding Principles & Framework for Responsible Use:

Housing Kitsap will manage technology resources in accordance with the following principles:

- Protection of resident, applicant, participant, employee, and agency information
- Compliance with federal, state, and local laws and regulations
- Responsibility as stewards of public resources
- Vigilance in maintaining cybersecurity and risk management
- Operate with transparency and accountability
- Support for operational efficiency and organization
- Provide the human oversight of automated technologies and decision-making tools
- Mindfulness of the utilization of storage capacity
- Maintenance of professionalism in all messaging (assume anything written may be made public)

All users of Housing Kitsap technology resources are expected to uphold these principles in all business activities.

Acceptable Use:

Permitted uses include:

- Business communications via email, phone, approved messaging platforms, and text
- Creation, storage, and sharing of work documents and records
- Research, data analysis, and reporting
- Use of Agency-approved software and applications
- Remote work and off-site business activities using Agency-issued equipment
- Utilization of cloud-based technology and storage
- Incidental personal use that is infrequent, reasonable, does not interfere with work, does not create cybersecurity risks, and does not violate any Housing Kitsap policy. Although incidental and occasional personal use is permitted, users automatically waive any rights to privacy when using Agency systems.

Prohibited Use:

The following uses of Housing Kitsap technology resources are strictly prohibited:

- Engaging in communications that are discriminatory, defamatory, pornographic, obscene, threatening, harassing, or otherwise offensive toward any individual or group
- Creating, browsing, downloading, forwarding, or printing pornographic, profane, or otherwise offensive material
- Any communication or activity that violates federal, state, or local law
- Campaigning for or against any political candidate, ballot proposal, or issue
- Unauthorized use of another user's credentials or impersonation of another individual on Agency systems
- Advertising, solicitation, or commercial activity unrelated to Housing Kitsap business
- Knowingly introducing a virus, malware, or other malicious software into Agency systems
- Use of Shadow IT — unapproved applications, cloud services, or platforms — for Agency business
- Installing or subscribing to software or technology services without prior approval
- Using systems in a manner that interferes with business operations, including streaming services or excessive personal use
- Using personal devices for Agency business unless pre-approved in an emergency situation

At no time shall Agency technology be used for fraud, misinformation, retaliation, or phishing.

Ownership of Technology Resources:

All Housing Kitsap technology resources, data, communications, records, and work output are the property of Housing Kitsap. This includes but is not limited to:

- Email accounts and communications
- Shared drives and cloud storage
- Databases and software applications
- Text messages sent or received on Agency equipment
- Documents and records created in the course of Agency business
- AI generated output

Upon voluntary or involuntary termination of employment, all Housing Kitsap information and technology assets shall be returned immediately. Accessory items, including cords, phone cases, and laptop/surface travel cases, must also be provided back to the agency.

Copying, printing or otherwise utilizing Agency property or technology resources for personal benefit during or after employment is prohibited unless approved in advance.

Equipment Responsibility:

All hardware issued by Housing Kitsap is Agency property and must be treated as such, regardless of location.

- Users may not physically alter or attempt repairs on any Agency hardware

- Reasonable precautions must be taken to prevent loss, theft, or damage to Agency-owned devices
- Lost or stolen devices must be reported to the IT manager and direct supervisor immediately
- Agency-owned cell phones are required for some positions. Expectations of hours and intended use shall be determined based on job responsibilities and agency needs

Use of personally owned equipment to conduct Agency business is prohibited and at the user's sole risk.

Account Security:

Users shall follow agency practices to reduce security risks:

- Passwords must be a minimum of eight characters and include at least one uppercase letter, one lowercase letter, one number, and one symbol
- Passwords must not be shared with any other person
- Passwords must be kept secure and not written in an accessible location
- Users must lock, log off, or reboot computers and devices when leaving them unattended, regardless of duration
- Unauthorized use of another user's credentials or impersonation of another individual on Agency systems is prohibited

Information Protection:

Housing Kitsap manages and protects Personal Identifiable Information (PII) and Protected Health Information (PHI) in the process of operations. This confidential and sensitive data includes but is not limited to:

- Resident and applicant information
- Employee records
- Financial and Procurement records
- Legal records and attorney-client privileged communications

Unauthorized disclosure, misuse, alteration, or destruction of protected information from any device is prohibited.

Cybersecurity & Risk Management:

All users share responsibility for protecting Housing Kitsap systems and information. Users shall:

- Exercise caution with email attachments, links, and messages from unknown or unverified sources
- Remain alert to phishing, malicious messaging and unusual hardware performance
- Verify the legitimacy of any communication before interacting with it — if unsure, contact the sender directly through a known channel rather than via the original message
- Report suspicious communications to IT immediately
- Regularly monitor Barracuda for blocked emails and contacts

Housing Kitsap is not responsible for personal losses resulting from scams or personal data exposure to personal devices.

Reporting Security Incidents:

Prompt reporting reduces risk and helps protect the agency's electronic communication systems and information. Suspected violations must be reported immediately, and if sensitive in nature, confidentially. Users who prefer not to report to their supervisor may contact Human Resources or the Executive Director.

Users must immediately report to the IT Manager and direct supervisor (or alternative listed above):

- Lost or stolen devices
- Suspected phishing attempts or social engineering
- Malware infections or unauthorized system access
- Data breaches or exposure of confidential information
- Policy violations or suspicious technology activity

IT & Public Records:

Users must comply with the Washington State Public Records Act (Chapter 42.56 RCW), applicable records retention schedules, and Housing Kitsap's records management requirements. Electronic communications conducted through Housing Kitsap systems may constitute public records under Washington State law. This applies to:

- Email and text messages
- Microsoft Teams or Zoom communications; meeting recordings
- Shared documents and cloud-based storage
- AI generated output
- Final documents and associated records
- Any agency business conducted by text, email or other form of communication on a personal device

The Public Records Officer will provide guidance and training on best practices for records retention.

Mobile & Cellular Device Usage:

Housing Kitsap issues portable devices to support business operations. Uses shall include business-related calls, text messages, and approved applications and systems. Prohibited uses include but are not limited to:

- Personal phone calls or text messages beyond incidental use
- Communication of any campaigns for political candidates, ballot proposals, or issues
- Use of personal devices to conduct official Agency business without approval
- Using any device while driving (RCW 46.61.667)
- Independent purchase, subscription, download, or implementation of any apps not agency installed – including games – without prior approval

Remote Work & Remote Access:

Users accessing Housing Kitsap systems remotely shall:

- Utilize only approved access methods and only secure internet connections – no open-source Wi-Fi
- Protect confidential information and Agency data at all times
- Secure Agency-issued devices in accordance with this policy
- Comply with all cybersecurity requirements

Remote access privileges may be modified, suspended, or revoked as necessary to protect Agency systems and data.

Artificial Intelligence:

Sanctioned Artificial Intelligence tools and technology may be used on Housing Kitsap issued devices. The use of AI shall comply with the Housing Kitsap Artificial Intelligence Usage Policy.

Monitoring & Privacy Expectations:

Users should have no expectation of privacy when using Housing Kitsap technology resources. Monitoring shall be conducted in accordance with applicable laws and Agency policies. Housing Kitsap reserves the right to review, and audit technology resources as necessary to:

- Protect Agency systems and data
- Investigate security concerns and suspected policy violations
- Ensure policy compliance
- Support Agency operations
- Meet legal and regulatory obligations

All incidental usage of HK devices and technology for personal use shall be subject to these reviews. Any business conducted on personal devices is not private and is the property of Housing Kitsap.

Training:

IT will provide mandatory training to all Agency users on technology use, cybersecurity awareness, and this policy. Training must be completed prior to being granted access to Agency systems. Supervisors must ensure staff understand their responsibilities under this policy and how to use technology securely and appropriately.

Oversight Authority:

- Executive Director (ED): Accountable for agency-wide technology governance
- IT Manager/IT: Owner of the Information Technology policy. Manages and maintains approved software and hardware; manages security, access, and compliance monitoring; leads incident response; provides required training
- Public Records Officer: Advises on records retention and works with the IT Manager to confirm necessary precautions are taken to preserve data
- Supervisor: In conjunction with IT, responsible for ensuring staff within their departments understand and adhere to this policy

- Human Resources: Coordinates with IT and supervisors on disciplinary matters related to policy violations

Enforcement:

All staff must sign a copy of this policy as acknowledgment of understanding. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Housing Kitsap reserves the right to install monitoring programs to track employee use of internet, computers, and electronic communications systems and to act on any violations found through such monitoring. Housing Kitsap further reserves the right to examine any Agency computer and all electronic communications sent or received via Agency systems.

Policy Review:

This policy shall be reviewed annually. Technology use will be monitored to adapt to evolving risks, tools, and the changing needs of Housing Kitsap.

This policy will take effect upon adoption by the Board of Commissioners.

Acceptance:

By signing below, I acknowledge that I have read, understand, and agree to comply with Housing Kitsap's Information Technology Policy.

Signature

Date

Printed Name

Department / Title

The list of sanctioned software programs and apps shall be revised as agency business needs change.

Approved Software:

o MS Office 365

- o Word
- o Excel
- o Outlook
- o Teams
- o One Drive
- o One Note
- o Access
- o Power Point
- o Publisher
- o Copilot
- Symantec EPP
- Adobe Pro
- Google Chrome
- MitelConnect
- Teamviewer
- Yardi
- Act
- Smarsh Telemessage
- PageFreezer
- PayNW
- Hibu
- SRFax
- Barracuda
- Docusign
- Zoom

Phone apps:

- Android Capture – Smarsh
- Adobe Acrobat Reader
- Telemessage
- Google Messages
- HCMTogo - PayNW
- Intune Company Portal
- Microsoft Authenticator
- Excel
- OneDrive
- Outlook
- SharePoint
- Teams
- Word
- Teamviewer
- Yardi Mobile Maintenance

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

RESOLUTION 2026-24

RESOLUTION APPROVING THE UPDATED INFORMATION TECHNOLOGY (IT) POLICY

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

WHEREAS, the rapid advancement of technology requires an update to the IT Policy to ensure security while best utilizing the technology available; and

WHEREAS, the updated IT Policy clarifies governance, training requirements, security standards, and record keeping; and

WHEREAS, Housing Kitsap’s legal counsel has reviewed the policy to ensure compliance with local, state, and federal laws;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the updated Information Technology (IT) Policy.

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 28th day of July, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: July 28, 2026

ESTIMATED TIME: 2 minutes

AGENDA ITEM: 6. C.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-25 approving the write-off of uncollectible balances as of June 30, 2026.

SUBMITTED BY: Roan Blacker, Finance Director

Summary:

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

The proposed write-offs involve activity prior to June 30, 2026. The balances proposed for write-off are as follows: (see table on next page)

Property	Tenant ID	Description	Requested Tenant Write-Off
Conifer Woods	t9001481	rent, court fees, cleaning, storage	\$ 8,894.88
Heritage	t9000398	rent, cleaning	741.07
Heritage	t900413	rent and damages	2,468.12
Heritage	t9000455	rent and damages	1,904.36
Heritage	t900466	rent, storage and damages	25,134.59
Park Place	t9001439	rent, damages and cleaning	7,622.00
Park Place	t0000187	rent, damages and cleaning	8,346.32
Park Place	t0000306	rent and cleaning	9,606.00
Park Place	t0000250	rent, legal fees,	22,476.43
Park Place	t0000265	damages	2,983.29
Park Place	t0000280	rent, damages and cleaning	7,448.84
Park Place	t9001366	rent, damages and cleaning	9,116.15
Park Place	t0000205	rent, damages and cleaning	20,035.53
Park Place	t0000166	rent, damages and cleaning	17,696.47
Park Place	t9000720	rent, cleaning	2,848.00
Viewmont East	t9000482	rent	3,365.00
Viewmont East	t9000487	rent, cleaning	10,809.00
Viewmont East	t9000492	rent	3,299.48
Viewmont East	t9000502	rent	353.50
Viewmont East	t9000513	rent	14,273.00
Viewmont East	t9000532	rent	29,696.94
Viewmont East	t9000556	rent	12,398.00

\$221,516.97

Recommended Action: Approve Resolution 2026-25 approving the write-off of uncollectible balances as of June 30, 2026.

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

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

RESOLUTION 2026-25

RESOLUTION APPROVING THE ATTACHED WRITE OFF AS OF JUNE 30, 2026

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

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

WHEREAS, the staff of Housing Kitsap (HK) has reviewed and analyzed a portion of the tenant related accounts receivable for tenants who no longer reside in HK owned properties, and has deemed that these tenant balances as of June 30, 2026, are not likely to be collected by HK Staff; and

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

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

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

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 28th day of July, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: July 28, 2026 **ESTIMATED TIME:** 10 minutes **AGENDA ITEM:** 6. D.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-26 approving the redemption of the remaining \$125,000 Revenue Bonds, 2005 (Bremerton Government Center) on October 1, 2026

SUBMITTED BY: Roan Blacker, Finance Director

Previous Actions:

On June 30, 2005, Housing Kitsap issued its \$2,325,000 Revenue Bonds, 2005 (Bremerton Government Center) (the "Bonds") to (i) finance or refinance the construction of Norm Dicks Government Center, (ii) fund a reserve for the Bonds, and (iii) pay a portion of the costs of issuing the 2005 Bonds. The Bonds were structured to pay interest semiannually with annual maturities and sinking fund payments commencing on July 1, 2006, until maturity on July 1, 2034, with coupon rates from 3.00% to 4.50%.

The Bonds were partially redeemed on July 1, 2013. Currently there remain \$125,000 of 4.50% Bonds due in annual sinking fund payments from July 1, 2026, until maturity on July 1, 2034.

Additional information:

Pursuant to the Bond documents, Housing Kitsap is permitted to currently redeem the Bonds with no premium. Redeeming the Bonds now will avoid making future interest payments of \$26,100, and also avoid paying ongoing bond-related costs such as trustee fees and arbitrage calculation costs.

Recommended Action: Approve Resolution 2026-26 approving the redemption of the remaining \$125,000 Revenue Bonds, 2005 (Bremerton Government Center) on October 1, 2026.

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

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

RESOLUTION 2026-26

**RESOLUTION APPROVING THE REDEMPTION OF THE REMAINING \$125,000 REVENUE BONDS, 2005
(BREMERTON GOVERNMENT CENTER) ON OCTOBER 1, 2026**

WHEREAS, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), considers it good business practice to occasionally review and pay off debt if funds are available; and

WHEREAS, general funds have been identified as a source to retire the Kitsap County Consolidated Housing Authority Revenue Bonds, 2005 (Bremerton Government Center) (the “Bonds”); and

WHEREAS, after the July 1, 2026, debt service payment there remains \$125,000 of Bonds outstanding with a final maturity of July 1, 2034, carrying a 4.50% interest rate; and

WHEREAS, by redeeming these Bonds in full, HK will avoid making \$26,100 of future interest payments, and also avoid paying ongoing associated bond-related charges such as trustee fees and arbitrage calculation costs; and

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby authorize the Executive Director to proceed with the redemption of the Bonds in full on October 1, 2026, in accordance with the terms of the bond indenture;

ADOPTED by the Housing Kitsap Board of Commissioners at an open public meeting this 28th day of July 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: July 28, 2026

ESTIMATED TIME: 20 minutes

AGENDA TITLE: Executive Session

AGENDA ITEM: 7. A.

Executive Session regarding litigation, pursuant to RCW 42.30.110(1)(i).

Script for Board Chair:

Before Executive Session:

“The Board will now meet in executive session to discuss litigation as allowed by RCW 42.30.110(1)(i). The Board will be in executive session until _____ am. The Board may take further action following the executive session.”

After Executive Session:

“The time is now _____. I call the regular meeting back to order. No action was taken during the Executive Session.”

If any action is required, it may be taken now.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: July 28, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Executive Director/Committee Update

AGENDA ITEM: 8. A.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

1. Executive Committee/General:

- Claim filed by Southern Cross neighbors
- Continuing Kitsap Mental Health Services Board, including one committee.
- Continuing discussions regarding employee retention, succession planning, and continued examination of organizational chart approved last year. Informal review of Washington State Housing Authorities' benefits complete, which has been reviewed with Leadership team and incorporated into discussions about retention, succession planning, and review of current compensation.
- Working with staff to assist in implementing the Job Cost module for grants and other contracts
- New process implemented this year for the application to Kitsap County's Coordinated Grant opportunity to improve consistency across all applications submitted.
- All staff summer event held. As always, Staff ambassadors did a great job with camping being the theme. Was held at the Crosby Center in Seabeck.
- HUD field office representative has begun outreach meetings again.
- Engaged Public Affairs is now under contract to provide assistance with Housing Kitsap's public messaging
- Working with Director of Compliance and Housing Resources Bainbridge on providing required information to finalize the HAP contract for the 7 project-based vouchers awarded to the Erickson Project.
- First draft report from the Development Consultant, not fully populated. Another meeting planned at the end of the month, hope to have full report soon. Very exciting to begin planning for this next phase of Housing Kitsap's growth.

2. Finance:

- Meeting weekly with Finance Director
- Attending, when possible, bi-weekly meetings between property management and property accounting
- Electronic automatic payment process for Housing Assistance Payments (HAP) to external landlords was successful for July HAP run. For Housing Kitsap owned units, there was some data cleanup that needed to be completed.
- Continual discussions regarding processes and timelines for routine activities.

3. Housing (Property Management, Compliance, Housing Choice Voucher):

- Shortfall meeting for Calander Year 2026 was held June 9. Will be meeting monthly. Submitted request for funds expended for Housing Assistance Payments (HAP) for the voucher program participants to reimburse funds spent over what has been paid.
- Maintenance Technicians have been hired, some through a temp service, some direct recruits.
- HUD is requiring an Executive Director “attestation” be submitted for Voucher and PBRA programs. Attached letter from industry groups regarding process HUD is following and identifying missing steps.

4. Administration/Procurement:

- Hiring is a continual process between vacant positions and newly authorized positions.

5. Development/Single Family

- Howerton Place – Kingston Cares – Purchase and Sale Agreement signed, and grant application submitted.
- In discussions with a developer for Poulsbo site for Self Help. Working on purchase and sale agreement
- Riverstone – Group 4 closed week of July 20.
- Vikings Crest vacant, unbuildable land sale to the City of Poulsbo will require a public hearing. Likely at the August Board meeting.



July 6, 2026

U.S. Department of Housing and Urban Development
Office of the Executive Secretariat
451 7th St. SW, Room 10139
Washington, DC 20410-0001

Re: Privacy Act of 1974; System of Records [Docket No. FR-7106-N-18]¹

To Whom It May Concern:

On behalf of the National Association of Housing and Redevelopment Officials (NAHRO), the Public Housing Authorities Directors Association (PHADA), the National Leased Housing Association (NLHA), the Council of Large Public Housing Authorities (CLPHA), and the Housing and Development Law Institute (HDLI) (collectively the Industry Groups), we are pleased to offer the following comments in response to the notice titled “Privacy Act of 1974; System of Records” (Docket No. FR-7106-N-18), published in the Federal Register on June 5, 2026.

The Industry Groups represent thousands of housing providers that provide housing to millions of federally assisted families.

This comment letter notes procedural and substantive deficiencies in HUD’s actions related to the Enterprise Income Verification Systematic Alien Verification for Entitlements (EIV-SAVE) tenant matching report that this System of Records notice (SORN) details. The Industry Groups’ primary objection is that the EIV-SAVE tenant matching report was in use months before this SORN was published in violation of the Privacy Act of 1974 (Privacy Act). For this reason, and certain other reasons detailed below, the Industry Groups ask HUD to halt the use of the EIV-SAVE tenant matching report. The Industry Groups also provide steps that HUD may take to come into compliance with the law.

Industry Group Comments

Procedural Defects

The Department should withdraw this SORN because of procedural defects in how it implemented the EIV-SAVE tenant report.

Privacy Act of 1974

The Privacy Act, as amended, requires that federal agencies provide 30 days for interested stakeholders to provide written comments *before* a system of records with new or intended uses is established or revised. It states that “[e]ach agency that maintains a system of records . . .” must meet certain requirements.² One requirement is to “. . . publish in the Federal Register upon establishment or revision a notice of the existence and character of the system of records . . .”³ Additionally, “. . . at least 30 days

¹ All citations are informal.

² 5 U.S.C. § 552a(e).

³ 5 U.S.C. § 552a(e)(4).

prior to publication of information under [the previous sentence], publish in the Federal Register notice of any new use or intended use of the information in the system, and provide an opportunity for interested persons to submit written data, views, or arguments to the agency”⁴

The Department failed to follow the requirements of the Privacy Act in this instance. As detailed below, both HUD’s Office of Public and Indian Housing and HUD’s Office of Housing were using and requiring housing agencies to use the EIV-SAVE tenant matching report before the mandated comment period for the system of records.

Office of Public and Indian Housing

On January 22, 2026, HUD sent a guidance letter in the form of an email to housing agencies.⁵ The letter states that the “. . . EIV-SAVE Tenant Matching Report, cross references Inventory Management System/PIH Information Center (IMS/PIC) data with U.S. Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) data. The letter also states that “[w]ithin the next 30 days, [housing agencies] must review the report, verify that [the agency has] accurately reported individuals’ citizenship/immigration status on the HUD-50058, and initiate corrective actions, as necessary.”

On March 9, 2026, HUD sent an email to housing agencies providing additional information on the EIV-SAVE report.⁶ The letter again stated that the “. . . [EIV-SAVE tenant matching report] cross references HUD public housing and Section 8 tenant information, as reported on Form-50058, with U.S. Citizenship and Immigration Services (USCIS) data on tenants’ citizenship and immigration status.”

On May 6, 2026, HUD sent another email to housing agencies.⁷ The email stated that “. . . HUD has refreshed the EIV-SAVE Tenant Matching Report with new SAVE responses and IMS/PIC data from April 2026.” The Department also stated that “PHAs should review the list, verify that they have accurately reported individuals’ citizenship or immigration status on the HUD-50058, and initiate corrective actions as appropriate.” The email stated that “. . . HUD will require PHAs to attest that they have reviewed the citizenship or immigration status of the identified individuals on the EIV-SAVE Tenant Matching Report and have verified their eligibility for federal Public Housing and/or Housing Choice Voucher assistance consistent with Section 214 of the Housing and Community Development Act of 1980 and implementing regulations at 24 CFR part 5 subpart E.”

On June 4, 2026, HUD sent another email to housing agencies.⁸ This email provided instructions on how housing agencies could attest “. . . that they have reviewed the citizenship or eligible immigration status of the identified individuals on the EIV-SAVE Tenant Matching Report.” It stated that housing agencies had to attest that they had reviewed the new report by August 3, 2026.

⁴ 5 U.S.C. § 552a(e)(11).

⁵ Email from HUD on January 22, 2026. See Appendix A. Text of the email can be accessed at <https://www.hud.gov/sites/default/files/PIH/documents/PHA-Letter-on-EIV-Report.pdf>.

⁶ Email from HUD on March 9, 2026. See Appendix A. Text of the email can be accessed at <https://www.nahro.org/wp-content/uploads/2026/03/HUD-EIV-SAVE-Guidance-Email-March-2026.pdf>.

⁷ Email from HUD on May 6, 2026. See Appendix A. Text of the email can be accessed at <https://www.nahro.org/wp-content/uploads/2026/05/HUD-EIV-SAVE-Guidance-Update-5-6-2026.pdf>.

⁸ Email from HUD on June 4, 2026. See Appendix A. Text of the email can be accessed at <https://www.nahro.org/wp-content/uploads/2026/06/Attestation-Follow-Up-Letter-6-4-2026.pdf>.

Office of Housing

HUD's Office of Housing sent an electronic bulletin on May 21, 2026.⁹ The bulletin stated "The EIV-SAVE Tenant Matching Report is a point in time report which cross-references HUD-50059 tenant data submitted to HUD's Tenant Rental Assistance Certification System (TRACS) with information in U.S. Citizenship and Immigration Services (USCIS)'s Systematic Alien Verification for Entitlements (SAVE) system to produce an initial verification response." [Footnotes omitted.] It also states that ". . . Owners/Agents must access the EIV-SAVE Tenant Matching Report in EIV for each project with an identified discrepancy and resolve all discrepancies"

The Department published the SORN on June 5, 2026. It acknowledged that the SORN was published after the system had been in use by stating it was ". . . reflecting system updates, including implementation of a new Systematic Alien Verification for Entitlements (SAVE) Report and replacement of the Income Discrepancy Report with the Income Validation Tool (IVT) built on the MicroStrategy platform."¹⁰ In stating that the SORN was "reflecting system updates," it was implying that the systems are already in use.

The Department's written instructions to housing agencies, owners, and operators to use the EIV-SAVE tenant matching report were sent before the publication of the SORN informing the public of the EIV-SAVE report. In this way, the Department failed to follow the Privacy Act's requirement of a 30-day comment period before a modification of a system of records.

HUD Privacy Handbook Rev. 1.0

The Department's privacy handbook requires a 30-day comment period for a SORN before a new or modified system of records is used. The handbook states that "[t]he Department shall not disclose any records pursuant to a new or modified routine use until after the 30-day comment period has ended and the department has considered any comment from the public and determined that no further modifications are necessary."¹¹ The analysis of how the Department violated the Privacy Act also applies in illustrating how the Department is violating the HUD Privacy Handbook.

OMB Circular A-108

The Office of Management and Budget's Circular A-108 requires a 30-day comment period for a SORN before the new or modified system of records is used. The OMB Circular states the following:

General. The Privacy Act requires agencies to publish a SORN in the *Federal Register* describing the existence and character of a new or modified system of records. A SORN is comprised of the *Federal Register* notice(s) that identifies the system of records, the purpose(s) of the system, the authority for maintenance of the records, the categories of records maintained in the system, the categories of individuals about whom records are maintained, the routine uses to which the records are subject, and additional details about the system. The requirement for agencies to publish a SORN allows the Federal Government to accomplish one of the basic objectives of the

⁹ Bulletin from HUD on May 21, 2026. See Appendix A. The bulletin may also be found at <https://content.govdelivery.com/accounts/USHUDFHA/bulletins/4185e7c>.

¹⁰ 91 Fed. Reg. 34,245, <https://www.federalregister.gov/d/2026-11295/p-3>.

¹¹ U.S. Department of Housing and Urban Development, HUD Privacy Handbook 1325.1 REV. 1.0, 10/18/2021, <https://www.hud.gov/sites/dfiles/OCHCO/documents/privacy-handbook-2021.pdf>, p. 33.

Privacy Act – fostering agency accountability through public notice. [Footnotes omitted.]¹²

The OMB circular also states that “[a]ny new or significantly modified routine uses require a minimum of 30 days after publication in the *Federal Register* before the routine uses are effective and may be used as the basis for disclosure of a record in the system.”¹³ The OMB circular continues with the following:

Agencies shall publish notice of any new or significantly modified routine use sufficiently in advance of the proposed effective date of the routine use to permit time for the public to comment and for the agency to review those comments. In no circumstance may an agency use a new or significantly modified routine use as the basis for a disclosure fewer than 30 days following *Federal Register* publication.¹⁴

The analysis of how the Department violated the Privacy Act also applies in illustrating how the Department is violating OMB Circular A-108.

Administrative Procedure Act

The Administrative Procedure Act prohibits agency actions that are “. . . contrary to law.”¹⁵ As noted above, the use of the EIV-SAVE tenant matching report before publishing a SORN and considering written comments is contrary to law (i.e., the Department’s actions violated the Privacy Act). As such, it also violates the Administrative Procedure Act and is subject to judicial review.

Substantive Defects

HUD lacks the authority to use the EIV-SAVE tenant matching report on U.S. citizens or nationals or people at or over the age of 62.

The Housing and Community Development Act of 1980 Does Not Give HUD the Authority to Require that United States Citizens or People 62 or Older Be Subject to a Systematic Alien Verification for Entitlements (SAVE) Search

The Housing and Community Development Act of 1980, as amended, does not give HUD the authority to subject United States citizens or nationals or people at or over the age of 62 to a SAVE search. Section 214 of the Housing and Community Development Act of 1980 is the relevant section that authorizes HUD to verify immigration status. The statute states the following:

If the declaration states that the individual is not a citizen or national of the United States and that the individual is younger than 62 years of age, the declaration shall be verified by the Immigration and Naturalization Service.¹⁶

The statute clearly states that Immigration and Naturalization Service may only verify the status of people

¹² Office of Management and Budget, Circular No. A-108, https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/circulars/A108/omb_circular_a-108.pdf, p. 5.

¹³ Office of Management and Budget, Circular No. A-108, https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/circulars/A108/omb_circular_a-108.pdf, p. 7.

¹⁴ Office of Management and Budget, Circular No. A-108, https://www.whitehouse.gov/wp-content/uploads/legacy_drupal_files/omb/circulars/A108/omb_circular_a-108.pdf, p. 7.

¹⁵ 5 U.S.C. § 706(2)(A). The language of the APA states that a “. . . reviewing court shall . . . hold unlawful and set aside agency action, findings, and conclusions found to be . . . not in accordance with law”

¹⁶ 42 U.S.C. § 1436a(d)(1)(A).

who are not citizens or nationals of the United States and who are younger than the age of 62 in the context of determining eligibility for federal rental assistance programs.¹⁷

For U.S. citizens or nationals, section 214 authorizes housing agencies to take different actions. The statute states the following:

If the declaration states that the individual is a citizen or national of the United States, the applicable Secretary,¹⁸ or the agency administering assistance covered by this section, may request verification of the declaration by requiring presentation of documentation that the applicable Secretary considers appropriate, including a United States passport, resident alien card, alien registration card, social security card, or other documentation.¹⁹

It does not authorize a SAVE search (or a verification by the Immigration and Naturalization Service) but instead authorizes a housing agency to require the presentation “. . . of documentation that the [HUD] Secretary considers appropriate, including a United States passport, resident alien card, alien registration card, social security card, or other documentation.”²⁰

Section 214 does state that a housing agency “shall have access to any relevant information contained in the SAVE system (or any successor thereto) that relates to any individual or family applying for financial assistance.”²¹ Nonetheless, information for U.S. citizens or nationals or people at or over the age of 62 is not relevant information for verification because their verification can occur absent SAVE searches. HUD can ensure that housing agencies have access to relevant information contained in the SAVE system by ensuring that housing agencies have access to the SAVE system to verify individuals (on a case-by-case basis) who are under the age of 62 and have declared that they have eligible immigration status.

By subjecting U.S. citizens and nationals and people under the age of 62 to unauthorized SAVE searches, the Department is acting contrary to section 214 of the Housing and Community Development Act of 1980, as amended.

Privacy Act of 1974

The Privacy Act states that “[n]o agency shall disclose any record which is contained in a system of records by any means of communication . . . to another agency, except pursuant to a written request by, or with

¹⁷ It is not clear if a SAVE search conducted by the Department of Homeland Security is the same as having a declaration verified by the Immigration and Naturalization Service, but for the purposes of this comment letter, we will give the most generous possible reading to HUD and assume that they are synonymous.

¹⁸ Please note that this does not authorize HUD to request this additional documentation. Section 214 also states that “. . . financial assistance for any individual receiving such assistance . . . is to be terminated, the public housing agency or other local governmental entity involved (in the case of public housing or assistance under section of the United States Housing Act of 1937) or the applicable Secretary (in the case of any other financial assistance) shall take one of the following actions . . .” 42 U.S.C. § 1436a(c)(1). In the case of public housing or assistance under section 8, the entity that may request verification of the declaration is the agency administering assistance (i.e., the housing agency or the project-based rental assistance owner) not HUD. The statute empowers the entity administering the assistance to make the decision about whether to request additional documentation beyond the self-certification required for citizens.

¹⁹ 42 U.S.C. § 1436a(d)(1)(A).

²⁰ 42 U.S.C. § 1436a(d)(1)(A).

²¹ 42 U.S.C. § 1436a(i)(2)(B)(iii).

the prior written consent of, the individual to whom the record pertains”²² A record is defined as any “. . . item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.”²³ There are certain exceptions. One exception is a “routine use” which is a “disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected.”²⁴

In its SORN, HUD states that certain disclosures shall be considered a routine use. One of the disclosures for the Inventory Management System/Public Housing Information Center (IMS/PIC) and the Tenant Rental Assistance Certification System (TRACS) is “[t]o the Department of Homeland Security . . . their respective employees and agents, for the purpose of conducting matching programs to verify initial or continued eligibility for HUD rental assistance programs” As noted above, section 214 of the Housing and Community Development Act of 1980 does not require nor authorize HUD to conduct SAVE searches for U.S. citizens or nationals or people at or over the age of 62 for the purposes of verifying eligibility for federal rental assistance programs. Therefore any disclosures of IMS/PIC or TRACS data for those categories of people do not fall within the “routine use” exception of the Privacy Act. For those categories of people, disclosing those records to the Department of Homeland Security does not further any eligibility verification purposes and disclosure of the records is not compatible with the eligibility verification purpose for which the data were collected. In those instances, the Privacy Act’s general prohibition of sharing records absent prior written consent stands.

As always, the Industry Groups wish to work collaboratively with HUD. If the Department wishes to implement this policy, we recommend that it take the following steps:

1. Halt the use of the EIV-SAVE tenant matching report and the required review attestation;
2. Withdraw this SORN and the Department’s mixed-status families proposed rule;
3. Work with Congress to amend the necessary statutes to ensure that HUD has the substantive authority to take these steps; and
4. Once all the relevant statutes have been amended giving HUD additional authority, HUD should carefully follow all the requirements (including allowing for the necessary written comment periods before agency actions are taken) of the Administrative Procedure Act, the Privacy Act, and any other statute that may impose procedural requirements when crafting regulations and implementing new systems.

Following these four steps will bring HUD into compliance with the law and ensure that any regulation or new or modified system of records that it wishes to enact will be done lawfully.

²² 5 U.S.C. § 552a(b).

²³ 5 U.S.C. § 552a(a)(4).

²⁴ 5 U.S.C. § 552a(a)(7), (b)(3).

The Industry Groups thank the Department for the opportunity to share these comments. If the Department has any questions or comments on these points or any other issue, please feel free to reach out to Tushar Gurjal at tgurjal@nahro.org.

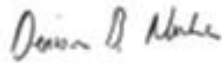
Sincerely,



Mark Thiele,
CEO,
National Association of Housing and
Redevelopment Officials (NAHRO)



Crystal Wojciechowski,
Executive Director,
Public Housing Authorities Directors Association
(PHADA)



Denise B. Muha,
Executive Director,
National Leased Housing Association (NLHA)



La Shelle Dozier,
Executive Director,
Council of Large Public Housing Authorities
(CLPHA)



Lisa L. Walker,
CEO And General Counsel,
Housing and Development Law Institute (HDLI)

Appendix A
Text of the Emails and Bulletins Sent to Housing Providers on EIV-SAVE



**U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

WASHINGTON, DC 20410-5000

Assistant Secretary for Public and Indian Housing

Dear Executive Director,

Please see below an important communication requiring your prompt attention and response.

In a [letter sent to Executive Directors on December 16, 2025](#), I reminded you of PHAs' legal obligations under Section 214 of the Housing and Community Development Act of 1980 (Section 214) and President Trump's Executive Order 14218, *Ending Taxpayer Subsidization of Open Borders*, to verify the citizenship and immigration status of all individuals prior to admission to the Public Housing or Housing Choice Voucher programs. I also mentioned that HUD was developing a new report in the Enterprise Income Verification system (EIV) to assist PHAs in determining when additional verification of immigration status may be necessary. Today, I am writing to inform you that this new EIV report is now available, and that PHAs are required to utilize it and take all necessary action within the next 30 days, as directed below.

The new EIV report, **EIV-SAVE Tenant Matching Report**, cross references [Inventory Management System/PIH Information Center](#) (IMS/PIC) data with U.S. Citizenship and Immigration Services (USCIS) [Systematic Alien Verification for Entitlements](#) (SAVE) data. The report includes a list of individuals whose citizenship or eligible immigration status needs to be confirmed by the PHA, due to possible discrepancies between what appears in SAVE and what has been provided for the individual on the HUD-50058 (line 3i). The report includes individuals for whom a SAVE initial verification response indicates they may be ineligible for HUD assistance or more information is required to classify the individual's immigration status (see Appendix A of the letter from December 16, 2025). This could include individuals whom the PHA determined were Eligible Citizens but who are identified by SAVE as potentially ineligible. If the PHA has already determined the individual is an Ineligible Noncitizen, they are not included in the report.

Inclusion on this report does not automatically mean that an individual is ineligible for HUD assistance. Rather, as noted in the letter from December 16, 2025, in some cases more information is required to classify the individual's immigration status (e.g., by seeking additional verification in SAVE, reviewing Class of Admission codes in SAVE, and requesting further documentation). Since PHAs are required to obtain the information necessary to determine eligibility for HUD assistance prior to admitting an individual, you should already have any additional verification documented in tenant records.

Within the next 30 days, your PHA must review the report, verify that you have accurately reported individuals' citizenship/immigration status on the HUD-50058, and initiate appropriate corrective actions, as necessary. For each individual, PHAs should confirm, as needed, that:

- The PHA has sought additional verification from SAVE to verify eligible immigration status.
- The PHA has retained documentation in the tenant file that confirms the individual's citizenship or eligible immigration status (e.g., documentation and SAVE verification).
- The PHA has correctly coded the individual on the HUD-50058.

For any individual whose citizenship/immigration status is incorrectly reported on the HUD-50058, PHAs must immediately initiate an appropriate corrective action. This would include submitting a corrected HUD-50058 to PIC. If an individual is determined to be ineligible for HUD assistance, PHAs may be required to initiate termination of assistance, depending on the overall makeup of the household.

Compliance with the new report will be monitored. PHAs that fail to use EIV reports in accordance with established requirements may be subject to sanctions. Sanctions may include but are not limited to issuance of a corrective action order; reimbursement from non-HUD sources; withholding or reducing funding, or any other available corrective action or sanction as HUD deems necessary.

The new report will appear as an option within the Income Validation Tool (IVT) Report in the EIV system. [Attached](#) are step-by-step instructions on how to access the report.

If you have additional questions, please direct them to the EIV Help Desk at EIV_Help@hud.gov.

Sincerely,



Benjamin R. Hobbs
Assistant Secretary
Office of Public and Indian Housing



OFFICE OF PUBLIC & INDIAN HOUSING

March 9, 2026

Dear Executive Director,

On January 22, 2026, HUD sent a [letter to public housing agencies](#) (PHAs) announcing the publication of the **EIV-SAVE Tenant Matching Report (EIV-SAVE Report)**. This report cross references HUD public housing and Section 8 tenant information, as reported on Form HUD-50058, with U.S. Citizenship and Immigration Services (USCIS) data on tenants' citizenship and immigration status.

The January letter required PHAs to review the EIV-SAVE Report, verify the citizenship and immigration status of individuals identified on the report is correctly reported on the HUD-50058, and initiate any appropriate corrective actions by February 21, 2025. While some corrective actions may take longer to complete, HUD expects all PHAs, including Moving to Work (MTW) PHAs, to have reviewed the EIV-SAVE Report and initiated any appropriate corrective actions at this time. PHAs should maintain documentation of their review, as it may be requested by HUD.

HUD has received numerous questions about what actions a PHA should take based on the information contained in the EIV-SAVE Report. HUD intends to publish an FAQ document in March with further guidance.

Below are some common examples of actions taken by a PHA after reviewing the EIV-SAVE Report and comparing it to tenant files and the HUD-50058 of record:

- The PHA confirms they have the appropriate documentation in accordance with HUD requirements (see 24 CFR part 5, subpart E), and no further verification or changes to a tenant's HUD-50058 are needed.
- The PHA identifies typographical errors or other minor corrections and submits an updated HUD-50058.

- The PHA submits additional documentation into SAVE to confirm the individual's status. See the [documentation from USCIS](#) on how to submit such information.
- The PHA determines an individual's citizenship or immigration status was incorrectly reported to HUD in the Inventory Management System/PIH Information Center (IMS/PIC) and submits an updated HUD-50058.

Note that the data on the EIV-SAVE Report does not refresh, and an individual will remain on the report even after corrective actions are completed. Also, some MTW Expansion PHAs may not be able to submit corrective HUD-50058s into IMS/PIC at this time and should maintain their own internal tracking of HUD-50058 changes.

For questions about how to understand the EIV-SAVE Report's "SAVE Initial Verification Status" column, PHAs can find guidance once logged into the SAVE system on the [USCIS website](#). In particular, HUD recommends the most recent version of the "Guide to Understanding SAVE Verification Responses" on the Resources page.

Please refer to the [December 2025 letter](#) for HUD guidance on the relationship between SAVE statuses and eligibility for federal housing assistance under Section 214 of the Housing and Community Development Act of 1980.

Thank you for helping to ensure that HUD's programs are compliant with federal law and that we are only assisting eligible individuals.

Sincerely,



Benjamin Hobbs

Assistant Secretary

This message was sent to employees of HUD's Office of Public and Indian Housing.



OFFICE OF PUBLIC & INDIAN HOUSING

May 6, 2026

Dear Executive Director,

I am reaching out to notify Public Housing Agencies (PHAs) of updates for the EIV-SAVE Tenant Matching Report, which cross references Inventory Management System/PIH Information Center (IMS/PIC) data with U.S. Citizenship and Immigration Services (USCIS) Systematic Alien Verification for Entitlements (SAVE) data.

First, HUD has refreshed the EIV-SAVE Tenant Matching Report with new SAVE responses and IMS/PIC data from April 2026. HUD appreciates PHAs who reviewed the report in January 2026 and made corrective actions in IMS/PIC. As a result, some records have been removed from the report. The refresh includes an update to other records, new admissions, and additions to households since the initial release. PHAs should review the list, verify that they have accurately reported individuals' citizenship or immigration status on the HUD-50058, and initiate corrective actions as appropriate. If a PHA has already reviewed and verified an individual's information as part of reviewing the EIV-SAVE Tenant Matching Report published in January, the PHA may only need to confirm that they have undertaken appropriate actions on the basis of that verification.

Second, HUD will require PHAs to attest that they have reviewed the citizenship or immigration status of the identified individuals on the EIV-SAVE Tenant Matching Report and have verified their eligibility for federal Public Housing and/or Housing Choice Voucher assistance consistent with Section 214 of the Housing and Community Development Act of 1980 and implementing regulations at 24 CFR part

5 subpart E. HUD will provide instructions on how to submit this attestation within the next two weeks, and PHAs will be required to submit this attestation within 60 days after being provided instructions.

Finally, HUD is issuing a [Frequently Asked Questions \(FAQ\) document](#) for reviewing and responding to the EIV-SAVE Tenant Matching Report.

Thank you for your partnership and continued diligence to ensure HUD assistance is only delivered to eligible individuals. Please direct questions regarding the EIV-SAVE Tenant Matching Report to VerificationQuestions@hud.gov.

Sincerely,



Benjamin Hobbs
Assistant Secretary

This message is from HUD's Office of Public and Indian Housing.

Public housing agency primary contact information is retrieved from the Inventory Management System/PIH Information Center (IMS/PIC) each week. In addition, users may [subscribe to HUD lists](#) and/or [manage their subscriptions](#).

Thank you for furthering HUD's mission in the communities you serve.



OFFICE OF PUBLIC & INDIAN HOUSING

June 4, 2026

Executive Director,

I am following up on my [May 6 letter](#) announcing the availability of the latest EIV-SAVE Tenant Matching Report. In the May 6 letter, I alerted that HUD would require PHAs to attest that they have reviewed the citizenship or immigration status of the identified individuals on the EIV-SAVE Tenant Matching Report. This follow-up letter provides instructions on how to attest that you have verified those individuals' citizenship or eligible immigration status, consistent with section 214 of the Housing and Community Development Act of 1980, and implementing regulations at 24 CFR part 5, subpart E.

Using the instructions below, PHA executive directors, or other authorized PHA officials, will submit their attestation electronically to HUD through DocuSign by **August 3, 2026**.

Process to Submit an Attestation

PHA executive directors, or other authorized PHA officials, will:

1. Visit [DocuSign](#)
2. Complete the following fields:
 - PHA Code
 - PHA Name
 - Submitter Name

- Submitter Job Title
- Submitter Email

3. Click the attestation button to affirm the provided statement:

I confirm, on behalf of [PHA Name], that staff has reviewed the EIV-SAVE Tenant Matching Report dated April 10, 2026, reviewed the citizenship or eligible immigration status of the identified individuals, and has verified their citizenship or eligible immigration status, consistent with section 214 of the Housing and Community Development Act of 1980, and implementing regulations at 24 CFR part 5, subpart E.

The date of signature will be added automatically. After reviewing, select *Finish*. At this point, you may save a copy for your records. DocuSign will automatically send acknowledgment of receipt to the submitter's email address.

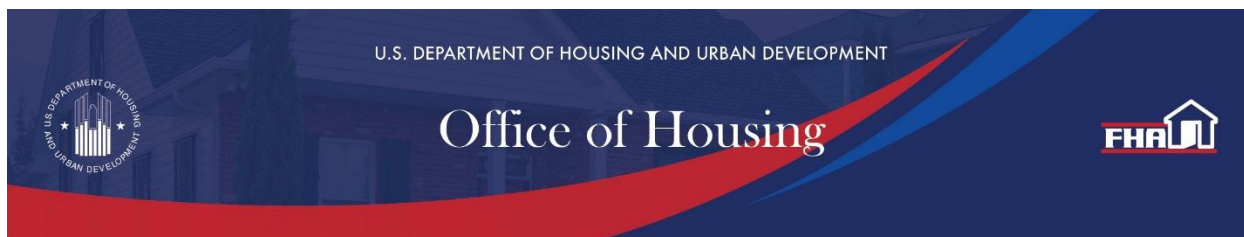
Thank you for your diligence and attention to ensuring our programs continue to serve eligible families. Please direct any questions regarding the EIV-SAVE Tenant Matching Report or the required attestation to VerificationQuestions@hud.gov.

Sincerely,



Benjamin Hobbs
Assistant Secretary

[View PDF Version](#)



EIV Citizenship Verification Tool

Office of Housing sent this bulletin at 05/21/2026 01:42 PM EDT

Having trouble viewing this email? [View it as a Web page.](#)



EIV Citizenship Verification Tool

Dear Owners/Agents:

Please note that the below communication requires Owners/Agents to act on information in HUD's Enterprise Income Verification (EIV) system within 30 calendar days of today's date.

In a [letter sent to Owners/Agents on January 12, 2026](#), the Department reminded you of your legal obligation to ensure that Section 8 Project-Based Rental Assistance (PBRA) is provided only to U.S. citizens and noncitizens who have eligible immigration status^[1]. That letter also reaffirmed the procedures you must take to verify PBRA applicant citizenship/eligible immigration status and how to calculate prorated assistance for mixed-status families^[2].

Today, HUD's Office of Multifamily Housing Programs released a new EIV project-level report for Owners/Agents to assist in identifying potential tenant eligibility discrepancies using available federal citizenship and immigration information.

EIV-SAVE Tenant Matching Report

The **EIV-SAVE Tenant Matching Report** is a point in time report which cross-references HUD-50059 tenant data submitted to HUD's Tenant Rental Assistance Certification System (TRACS) with information in U.S. Citizenship and Immigration Services (USCIS)'s [Systematic Alien Verification for Entitlements](#) (SAVE) system[3] to produce an initial verification response[4].

This report is designed to include tenants who have a potential discrepancy between their citizenship/eligible immigration status listed in TRACS and the information in SAVE. The Owner/Agent must review these discrepancies and ensure tenant eligibility in accordance with Attachment A.

At the time of this communication, the EIV-SAVE Tenant Matching Report is a one-time report. In its current state, a tenant will not actually be removed from the report until HUD publishes an updated report. In the future, HUD may provide an updated report on a routine basis.

To access this report in EIV and review a sample of the **EIV-SAVE Tenant Matching Report (including an explanation of the report's data fields)**, please refer to the instructions outlined in Attachment A.

Owners/Agents can only access EIV-SAVE Tenant Matching Reports for their assigned projects and must have access to EIV to review the report. Please email MFH_EIV@hud.gov for assistance with EIV access and EIV project assignments.

References:

[1] Section 214 of the Housing and Community Development Act of 1980 and Executive Order 14218, *Ending Taxpayer Subsidization of Open Borders*.

[2] *Mixed family*, as defined in 24 CFR § 5.504, means a family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

[3] SAVE is an online information service that provides point in time immigration status and U.S. citizenship information to federal, state, local, territorial, and tribal agencies.

[4] Initial verification is the first step in determining an individual's eligibility for federal benefits. Initial verification electronically compares the information from HUD against immigration records available to the Department of Homeland Security and returns a response within seconds.

Required Owner/Agent Actions within the Next 30 Days

Within the next 30 calendar days, Owners/Agents must access the EIV-SAVE Tenant Matching Report in EIV for each project with an identified discrepancy and resolve all discrepancies by performing the step-by-step actions described in Attachment B. Please thoroughly review attachments A and B prior to taking any action. Please note, not all projects have tenant discrepancies, so some Owners/Agents will find that they have no reports to review or that they have fewer reports to review than the number of projects that they own/manage. If a project does not have a report, then there are no discrepancies for the Owner/Agent to resolve.

This action will verify **1) that tenant data submissions to TRACS are error free and 2) that Owners/Agents obtained the required citizenship/eligible immigration documentation for all tenants in accordance with HUD's regulations in 24 CFR Part 5, Subpart E**. The Department believes that many of the discrepancies noted on the report can be resolved by correcting data entry errors in HUD-50059 submissions, but others will require more in-depth investigation.

Importantly, a tenant's inclusion in the report **does not definitively** mean that they are ineligible for assistance. Owners/Agents may not deny or end an individual's assistance based on discrepancies noted in the report that require further action or resubmission to SAVE. If an Owner/Agent determines that a tenant is ineligible for assistance **after** following all required steps in Attachment B, they must allow for an appeal and informal hearing per 24 CFR § 5.514 **before** terminating or prorating the tenant's assistance.

If a tenant believes that their record at a federal agency contains errors or needs to be updated, the individual **must** contact the agency that maintains the record, such as the [Social Security Administration](#) or [U.S. Citizenship and Immigration Services](#). It is important to note that SAVE is a database tool and it cannot correct source records.

Please note that tenants classified as ineligible noncitizens in TRACS are not currently assisted under PBRA and are excluded from the EIV-SAVE Tenant Matching Report.

HUD recommends that owners/agents use all available resources to learn more about SAVE and its capabilities, including the following webpages:

- <https://www.uscis.gov/save>
- [SAVE Records Fast Facts for Benefit Applicant](#) (provides more information on records updates and corrections).
- [SAVE Tutorial: Introduction to SAVE and the Verification Process for SAVE Users](#)
- [SAVE Guidance](#)

Owner/Agent Compliance

Owners/Agents should complete the steps in Attachment B for each tenant with an identified discrepancy. Aside from submitting corrected HUD-50059s and adjustments to Housing Assistance Payment (HAP) vouchers when appropriate, Owners/Agents do not need to submit additional follow up information. HUD will monitor EIV-SAVE Tenant Matching Report usage and may request information from an Owner/Agent as necessary.

Failure to perform the steps outlined in this letter may result in [EIV penalties per Handbook 4350.1, REV-1](#), Ch. 9-19 and/or [Active Partners Participation System \(APPS\)](#) compliance flags for the Owner/Agent.

We sincerely appreciate your ongoing collaboration and commitment to ensuring that HUD assistance is provided only to eligible individuals and families. Please direct your EIV and SAVE questions to the following email boxes:

- EIV-SAVE Tenant Matching Report: MFH_SAVE@hud.gov
- EIV access and project assignments: MFH_EIV@hud.gov
- SAVE registration: MFH_SAVE@hud.gov
- SAVE password reset: <https://secure.login.gov/>

Please do not email USCIS with requests for account registration or password updates. USCIS **does not** manage HUD SAVE accounts.

References:

See Housing Notice 2016-15: [Processing Guide for Previous Participation Reviews of Prospective Multifamily Housing and Healthcare Programs' Participants](#)

Attachment A: How to Navigate the EIV-SAVE Tenant Matching Report

Select **USCIS-SAVE System** under **External Links** on the EIV home page:



Note: This link previously redirected users to SAVE; this link now directs users to the EIV-SAVE Tenant Matching Report.

Click on the drop-down menus to select either a **Contract Number** or a **Project Number**. Please note, your drop-down list will only contain properties you manage in EIV that have one or more tenants identified with discrepancies. If a project does not show up on the list, it does not have any identified discrepancies.

Next, click **Get Report**.



Enterprise Income Verification EIV MF-SAVE Tenants Matching Report

Select Contract Number

[Get Report](#)

Select Project Number

[Get Report](#)

Below is a sample **MF EIV-SAVE Tenant Matching Report** for an individual project. Please note, the report will only contain tenants with identified discrepancies. Many impacted contracts will have a small number of tenants (five or less). The date in the top right corner of the page is the date that the TRACS data was cross-referenced with SAVE information.

Select **[Back to EIV MF-SAVE Navigation](#)** to get back to the main page. From here, owners/agents can select a different Contract Number or Project Number to review.



MF EIV-SAVE Tenant Matching Report

Report updated as of 4/22/2026

[Back to EIV MF-SAVE Navigation Page](#)

Contract Number

Property ID

Project Number

Head of Household SSN

Member SSN

Member First Name

Member Last Name

Tenant Details

Contract Number	Project Number	Property ID	Head of Household SSN	Effective Date	Subsidy Type Code	Member SSN	First Name	Last Name	Unit Address	USCIS Response
			xxx-xx-xx	2/1/2026	H1	xxx-xx-2181				Immigration Enumerator Required - Resubmit with Additional Information

Explanation of Data Fields:

Contract Number: A project's unique 11-character number assigned by HUD for the purpose of identifying the project's rental assistance contract.

Project Number: A project's unique 8-character number assigned by HUD for the purpose of identifying the project's loan.

Property ID: The property's unique 9-digit ID assigned by HUD in its portfolio database, the integrated Real Estate Management System (iREMS).

Head of Household SSN: The last 4 digits of the head of household's Social Security Number.

Effective Date: The effective date of the income recertification (HUD-50059) from which tenant data was cross-referenced with SAVE information.

Subsidy Type Code: The subsidy type code entered into the family's HUD-50059. For example, H1 = Section 8; H4 = 236.

Member SSN: The last 4 digits of the family member's Social Security Number whose TRACS data is potentially discrepant with their information in SAVE.

First Name: The family member with the potential discrepancy's first name.

Last Name: The family member with the potential discrepancy's last name.

Unit Address: The family's unit address in the project. This information will populate from the form HUD-50059 if it was entered by the owner/agent.

USCIS Response: The initial verification response returned for the family member by SAVE.

Attachment B: Step-by-Step Instructions to Resolve Discrepancies in the EIV-SAVE Tenant Matching Report

Note: Owners/Agents must ensure they have both EIV **and** SAVE access **before** completing the following steps. Certain SAVE resources can only be accessed when a user is logged in.

Step 1: Log in to SAVE and navigate to Help>Resources to find the ***Guide to Understanding SAVE Verification Responses***. Locate the "Initial Verification Responses" section of the Guide to assist with interpreting the USCIS Responses listed in the EIV report.

Step 2: Log in to EIV and navigate to the USCIS-SAVE System report under “External Links”. Select a contract or project number to review. **Note:** Only properties with tenant discrepancies will have reports available to review.

Step 3: Find the USCIS Response (last column of the report) for each tenant listed in the project’s report. *If the tenant is no longer receiving assistance or no longer lives at the property, then no further action is necessary.*

Step 4: Confirm that the tenant’s file contains acceptable evidence of eligible immigration status required by 24 CFR § 5.508 *and* prior SAVE verification results (including Class of Admission (COA)[\[1\]](#)) if applicable. See the table below for a description of acceptable evidence based on an individual’s citizenship or immigration status.

If acceptable evidence does not exist in the tenant file, then the owner/agent must obtain the required evidence and verify the tenant’s eligible immigration status per 24 CFR § 5.512.

References:

[\[1\]](#) COA refers to a specified single category of admission to a lawful immigration status

Citizenship/Immigration Status	Required Evidence of Citizenship or Eligible Immigration Status
U.S. citizens or U.S. nationals	Signed declaration of U.S. citizenship or U.S. nationality

	• Owners may require applicants/residents to provide verification of citizenship
Noncitizens who are 62 or older at the time of admission	• Signed declaration of eligible immigration status • Proof of age document
All other noncitizens	• Signed declaration of eligible immigration status • An original document designated by DHS as acceptable evidence of immigration status in one of the six categories in § 5.506(a) for the specific immigration status claimed by the individual • Verification consent form
Individuals who do not contend immigration status Note: <i>These individuals will not be listed in the EIV-SAVE Tenant Matching Report</i>	• The family must identify in writing to the owner/agent the family member (or members) who do not contend that they have eligible immigration status.

Step 5: Verify that the tenant's biographic information in *Section C. Household Information* of the HUD-50059 (e.g., name, date of birth, relationship code, citizenship status, Social Security Number, alien registration number, etc.) is correct based on tenant file documents. Owners/agents must immediately correct any data entry errors by transmitting a corrected HUD-50059 to TRACS.

Note: Do not use dashes when entering an individual's alien registration number into the HUD-50059. For example, if an alien registration number is A-123-456-789, enter the alphanumeric number as A123456789.

Step 6: If steps 4 and 5 do not resolve the discrepancy between the information for a tenant listed in the EIV-SAVE Tenant Matching Report and the acceptable evidence of eligible immigration status provided by the tenant, then the Owner/Agent may create a new SAVE case using a full nine-digit Social Security Number (SSN) and/or immigration enumerator (such as an A-Number/USCIS Number, Arrival-Departure Record I-94 Number, SEVIS ID Number, Naturalization/Citizenship Certificate Number, or Visa Number) to determine the tenant's citizenship/eligible immigration status. If the Owner/Agent determines that the tenant does not have citizenship or eligible immigration status based on the previous steps, the owner/agent must follow HUD's regulations at 24 CFR § 5.514 prior to reducing or terminating a family's assistance, after obtaining a signed verification consent form from the tenant, or an adult residing in the unit if the tenant is a child.

Step 7: Retain the EIV-SAVE Tenant Matching Report in both the project's EIV Master File and in the tenant file, along with notes on actions taken to resolve the discrepancy.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: July 28, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Finance Update

AGENDA ITEM: 8. 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 June 2026 Housing Assistance Payments (HAP) grant funds for HK's Housing Choice Voucher program:

	June 2026
HAP – Rent and utilities	\$ 646,914
Administrative Fee	<u>50,500</u>
TOTAL	\$ 697,414

- Submitted the June 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.
- Proposed to redeem the \$125,000 outstanding Housing Revenue Bonds, 2005 (Bremerton government Center) to save approximately \$35,000 in future interest payments and bond related fees.

2. Financial Statements, Tenant Charges and Receivables, and Loan Payments for FY 2027:

- Attached are the draft Balance Sheet for June 2026, YTD actual to budget through June 2026, and the Cash Flow Projection through the new 2027 fiscal year.
- Also attached are the monthly trailing tenant charges, collections, aged account receivables for the most recent eight months, and HK's scheduled loan payments for this new fiscal year.

Kitsap Consolidated Housing Authority
Unaudited - Statement of Net Position - For Management Purposes Only
June 30, 2026
HK BUSINESS TYPE ACTIVITIES ONLY (Note Consolidated to include Component Units)

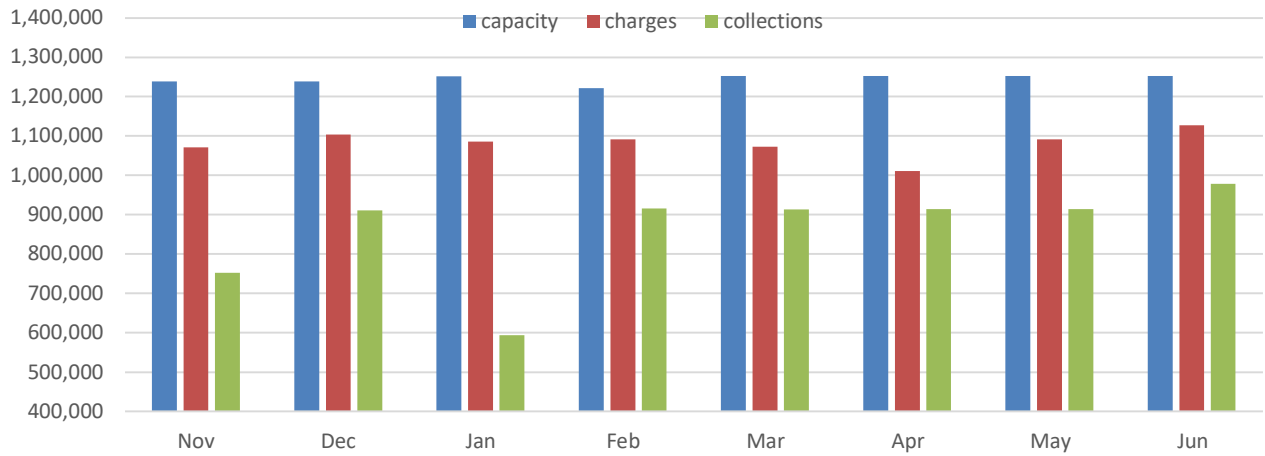
Assets and Deferred Outflow of Resources		5/31/2026
Current Assets		
Cash & Cash Equivalents	\$	6,286,965
Tenant Security Deposits		591,516
Accounts Receivable, Net		1,713,848
Notes Receivable, Current		245,224
Government Grants Receivable		181,847
Prepaid Expense & Other Assets		188,262
Construction in Progress		3,753,711
Total Current Assets		<u>12,961,374</u>
Non-Current Assets		
Restricted Cash		6,545,190
Notes Receivable, Non-Current		28,218,162
Net Pension Asset		629,745
Capital Assets, Net		42,255,689
Investment In Limited Partnerships		2,665,931
Total Non-Current Assets		<u>80,314,716</u>
Deferred Outflows of Resources (PERS - Pension)		1,176,184
Total Assets and Deferred Outflow of Resources	\$	<u>94,452,274</u>
Liabilities, Deferred Inflows of Resources and Net Position		
Current Liabilities		
Accounts Payable	\$	322,402
Accrued Expenses		910,110
Tenant Security Deposits Payable		600,105
Unearned Revenue		315,429
Accrued Compensated Absences, Current		237,173
Notes Payable, Current		(98,540)
Accrued Interest Payable		311,309
Total Current Liabilities		<u>2,597,988</u>
Non-Current Liabilities		
Accrued Compensated Absences, Non-Current		79,057
Accrued Pension Liabilities		260,325
Notes Payable, Non-Current		39,768,855
Accrued Interest Payable, Non-Current		6,057,521
Other Non-Current Liabilities		57,028
Total Non-Current Liabilities		<u>46,222,786</u>
Deferred Inflows of Resources (PERS-Pension)		307,834
Net Position		
Restricted		1,599,016
Unrestricted		43,724,649
Total Net Position		<u>45,323,665</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	\$	<u>94,452,274</u>

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 6/30/2026

HK BUSINESS TYPE ACTIVITIES ONLY (Consolidated to include Component Units)

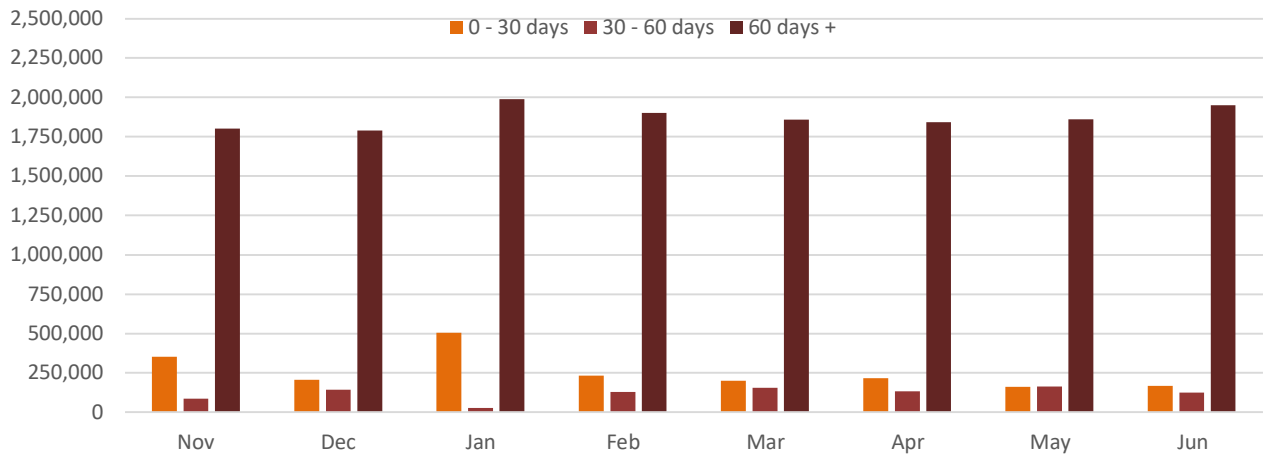
	Current Month				Year to Date			
	June-2026 <u>Actual</u>	June-2026 <u>Budget</u>	<u>Variance</u>	<u>var %</u>	12 months <u>Actual</u>	12 months <u>Budget</u>	<u>Variance</u>	<u>var %</u>
Income								
Rent and Other Tenant Related Income	\$ 1,352,569	\$ 1,366,568	\$ (13,999)	-1.0%	\$ 15,298,714	\$ 16,398,815	\$ (1,100,101)	-6.7%
Self Help Sales and Other Income	10	95,000	(94,990)	-100.0%	116,000	1,140,000	(1,024,000)	-89.8%
Grant Income	798,548	803,500	(4,952)	-0.6%	9,625,985	9,641,996	(16,011)	-0.2%
Interest Income	(324,440)	53,244	(377,684)	-709.3%	121,926	638,928	(517,002)	-80.9%
Total Income	1,826,686	2,318,311	(491,625)	-21.2%	25,162,625	27,819,739	(2,657,114)	-9.6%
Expense								
Payroll/Labor Expense	404,791	508,129	(103,337)	-20.3%	5,114,414	6,097,544	(983,129)	-16.1%
Property Expense	291,130	189,000	102,130	54.0%	2,319,676	2,267,997	51,679	2.3%
Utilities	143,890	139,180	4,711	3.4%	1,931,114	1,670,155	260,959	15.6%
Marketing/Advertising Expense	6,080	2,344	3,736	159.4%	27,566	28,128	(562)	-2.0%
Office Expense	20,220	32,513	(12,293)	-37.8%	288,412	390,151	(101,739)	-26.1%
Operational/Professional	271,474	238,907	32,567	13.6%	2,394,440	2,866,890	(472,449)	-16.5%
Grant Expense	846,999	718,319	128,680	17.9%	8,625,656	8,619,822	5,834	0.1%
Self Help Lot Sales & Other Costs	-	79,167	(79,167)	-100.0%	106,363	950,004	(843,641)	-88.8%
Insurance/Tax Expense	55,495	53,458	2,037	3.8%	655,074	641,499	13,575	2.1%
Depreciation & Amortization	119,517	117,701	1,816	1.5%	1,489,315	1,412,410	76,905	5.4%
Interest on Debt	(284,376)	97,433	(381,808)	-391.9%	769,213	1,169,190	(399,977)	-34.2%
Total Expense	1,875,221	2,176,149	(300,928)	-13.8%	23,721,245	26,113,791	(2,392,546)	-9.2%
Net Income (Loss)	\$ (48,535)	\$ 142,162	\$ (190,698)	-134%	\$ 1,441,380	\$ 1,705,948	\$ (264,568)	-16%

Housing Kitsap rental charges and collections



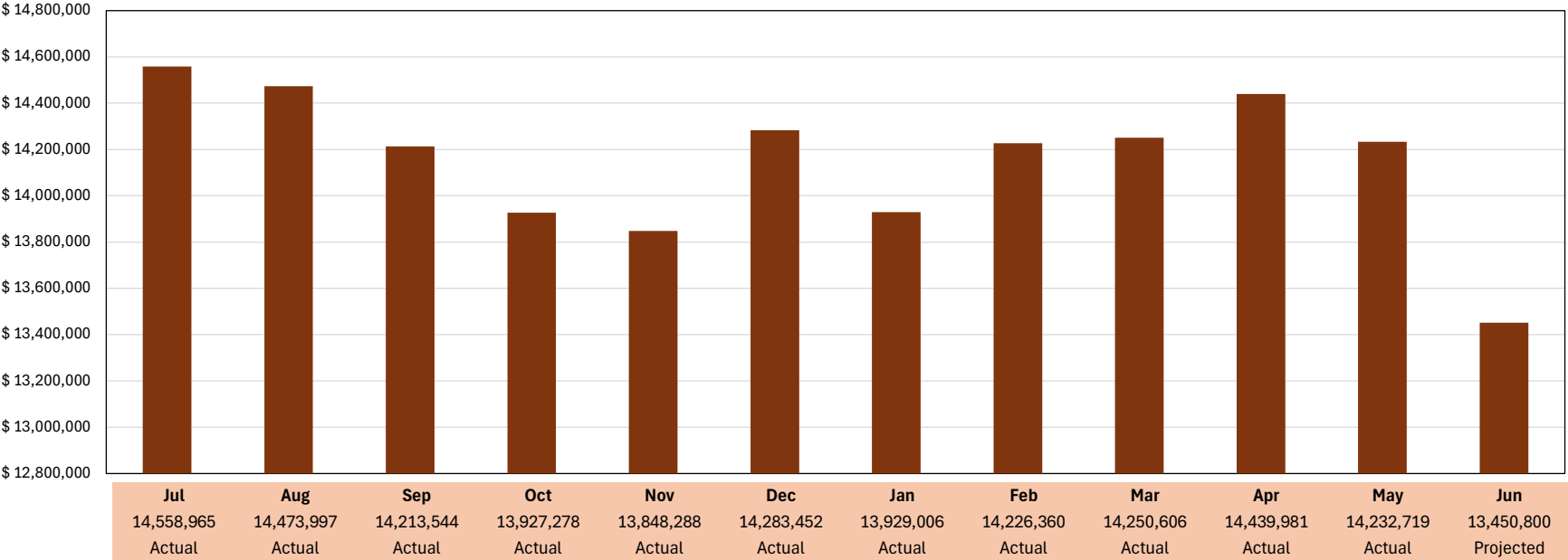
capacity	1,238,506	1,238,506	1,251,456	1,222,116	1,252,191	1,252,039	1,252,039	1,252,538
charges	1,071,142	1,103,875	1,086,323	1,091,412	1,072,997	1,011,269	1,091,405	1,127,263
collections	752,444	911,112	593,707	916,180	913,355	913,998	914,122	978,145

Housing Kitsap tenant account receivables



0 - 30 days	350,480	207,349	505,876	231,140	197,898	216,503	162,148	167,413
30 - 60 days	85,822	141,992	26,002	128,087	153,880	131,911	163,883	123,723
60 days +	1,801,631	1,790,235	1,988,137	1,900,816	1,857,050	1,842,744	1,859,368	1,948,791

Housing Kitsap Cash Flow Monitoring



Realized Cash Inflow and Outflow include the following:

June 2026:

- a. RD 523 TA/ REHAB/DvIpt Director Salary Grants - \$171,261
- b. Rents and Subsidies
- c. Reimbursement for Heritage Stairs Project - \$50,808
- d. Reimbursement for Kingston Ridge Roof Project - \$117,800

not received

- e. Reimbursement for Southern Cross Development - \$87,400.00

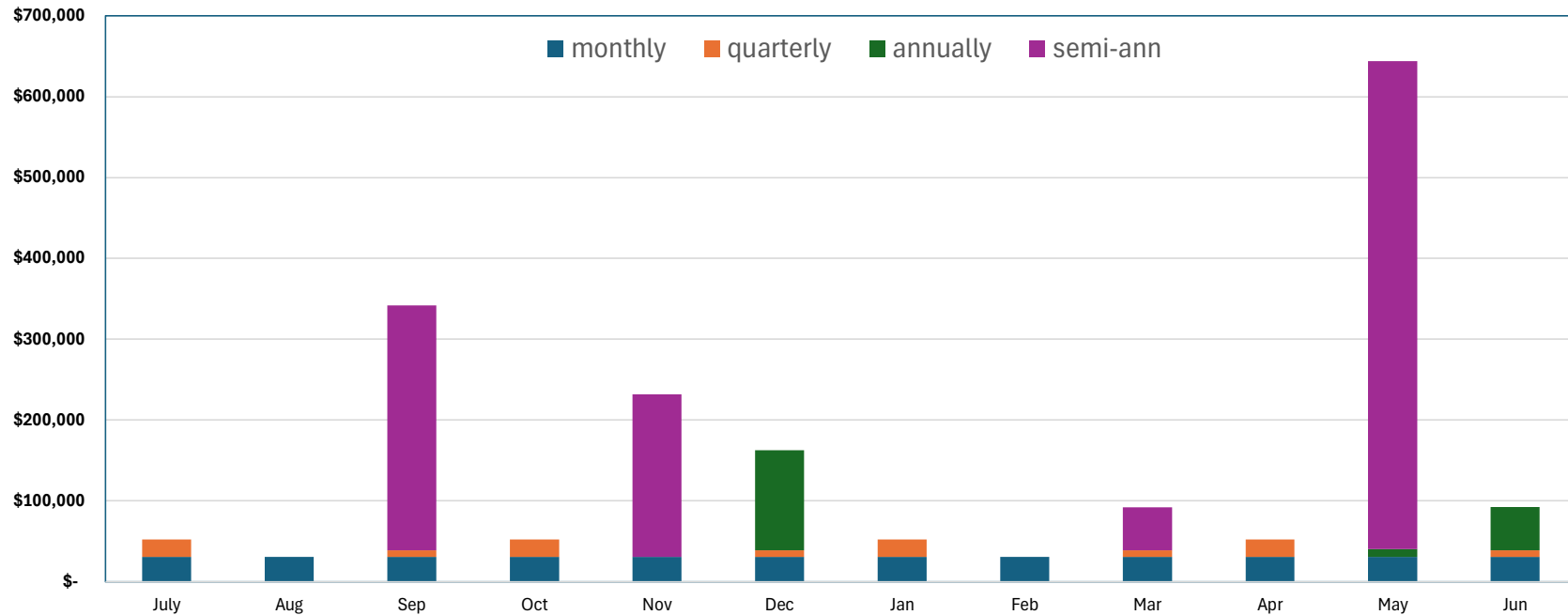
not expended

- a. Golden Tides II HOME Loan Payment - \$42,300
- b. Windsong First Security Bank Loan Payment - \$6,163
- c. Golden Tides II Siding Repair - 9,320
- d. Rhododendron Exterior Decks - \$89,000
- e. Kitsap Apartments Bond Interest Payment- \$626,680
- f. Conifer Woods Railing Replacement - \$17,013

- g. Orchard Bluff HTF Loan - \$15,016
- h. Heritage Exterior Stairs Project - \$40,000
- i. Self Help Housing Vehicle Purchase - \$43,000

July Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

2026-2027 Loan Repayment Schedule



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Payments
monthly	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 30,656	\$ 367,876
quarterly	\$ 21,549	\$ -	\$ 8,021	\$ 21,549	\$ -	\$ 8,021	\$ 21,549	\$ -	\$ 8,021	\$ 21,549	\$ -	\$ 8,021	\$ 118,283
annually	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,991	\$ -	\$ -	\$ -	\$ -	\$ 9,527	\$ 53,659	\$ 187,178
semi-ann	\$ -	\$ -	\$ 303,210	\$ -	\$ 201,237	\$ -	\$ -	\$ -	\$ 53,508	\$ -	\$ 603,711	\$ -	\$ 1,161,665
	\$ 52,206	\$ 30,656	\$ 341,888	\$ 52,206	\$ 231,893	\$ 162,669	\$ 52,206	\$ 30,656	\$ 92,185	\$ 52,206	\$ 643,894	\$ 92,337	\$ 1,835,002



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: July 28, 2026

ESTIMATED TIME: 10 minutes

AGENDA TITLE: Property Management Update

AGENDA ITEM: 8. C.

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

- Staffing Updates:
 - Currently recruiting for Lead Maintenance Technician
 - Currently recruiting for Maintenance Technicians
- Resident Activity & Occupancy | July 1, 2025 – June 30, 2026

This past year brought steady activity across our 913 homes, and major capital improvement projects at multiple properties in our portfolio.

 - Resident Activity
 - Move-Ins & Move-Outs: 160 move-ins and 128 move-outs this year, compared to 116 and 150 last year.
 - Transfers: 21 households transferred within our portfolio (vs. 23 last year) — a good sign that families are staying with us even as their needs shift.
 - Evictions: Stayed increased to 43 this year vs. 22 last year. This does not reflect the actual number of 19 unlawful detainers filed.
 - Applications: We vetted 157 applications, compared to 112 last year. Denials and cancellations both rose (77 and 70 this year, vs. 43 and 42 last year). That’s an area we’ll keep working on through clearer communication and screening consistency.
 - Occupancy Snapshot
 - Overall occupancy averaged 92% in FY26 across 913 units, increasing by one percentage point over the fiscal year 2025.
 - Several communities — like Liberty Bay, Fjord Vista II, and Orchard Bluff — maintained near-perfect occupancy, while others, like Park Place and Conifer Woods, continue to see higher movement and will be a focus for stabilization.
- Regional Directors continue to meet with staff often to discuss performance and address any concerns, as well as discuss strategies for filling vacant units, increasing rent collection and occupancy, and timely, accurate completion of recertifications, and Reasonable Accommodations.
- All communities are utilizing Yardi Procure to Pay (P2P), Yardi CHECKscan, and Yardi RENTCafé. Yardi Screening and Yardi Marketplace are being implemented. Providing additional support as needed.
- Regional Directors continue to meet with staff often to discuss performance and address any concerns, as well as discuss strategies for filling vacant units, increasing rent collection and occupancy, and timely, accurate completion of recertifications, and Reasonable Accommodations.

- 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	7	-	-	5	-	71	29	-	South End
Finch Place Apartments	29	4	-	-	2	105	-	-	-	North End
Fjord Manor Apartments	38	-	-	-	-	263	30	-	-	North End
Fjord Vista II Apartments	16	1	-	-	-	-	199	75	-	North End
Golden Tides II	45	3	-	-	3	184	15	-	-	North End
Golden Tides III	18	-	-	-	-	174	-	-	-	North End
Heritage Apartments	56	2	-	8	1	37	42	30	-	South End
HK Homes	136	9	3	-	14	98	152	100	28	North End
Kingston Ridge Apartments	43	-	-	-	-	53	2	19	-	North End
Liberty Bay	16	-	2	-	-	-	-	-	-	North End
Madrona Manor	40	-	-	-	-	306	7	-	-	South End
Nordic Cottages	8	-	-	-	-	50	-	-	-	North End
Orchard Bluff Mobile Home Park	89	-	1	-	1	-	-	-	-	South End
Park Place Apartments	86	9	3	1	5	-	59	4	-	South End
Port Orchard Vista	42	3	2	-	1	276	1	-	-	South End
Rhododendron Apartments	50	6	1	-	2	83	29	-	-	North End
Time Square Apartments	16	1	-	-	-	43	0	-	-	North End
Viewmont East Apartments	76	6	-	2	1	33	43	36	-	South End
Windsong Apartments	36	2	1	-	2	288	178	-	-	North End
Totals	912	53	13	11	37	indicates bedroom size not available at this property				

12-Month Occupancy Report

July 2025-June 2026

This report will be provided as a handout at the Board meeting.

Resident Activity

July 1, 2025 - June 30, 2026

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	17	15	9	2	16	9	6	2	1	4	2
Finch Place Apartments	29	2	4	2	0	4	1	0	0	1	0	0
Fjord Manor	38	7	5	5	1	7	1	1	1	0	0	0
Fjord Vista II	16	0	0	0	0	0	0	0	0	0	0	0
Golden Tides II	45	8	2	2	0	10	9	13	3	0	0	0
Golden Tides III	18	4	2	2	0	4	2	0	0	0	0	0
Heritage Apartments	56	9	8	7	0	9	5	4	3	0	8	2
HK Homes	136	31	18	13	2	40	16	31	7	4	3	0
Kingston Ridge Apartments	43	9	4	2	0	7	6	3	2	0	1	0
Liberty Bay Apartments	16	1	1	1	0	1	0	0	0	0	0	0
Madrona Manor	40	7	8	6	0	7	0	0	0	0	0	0
Nordic Cottage	8	8	0	0	0	9	2	3	0	0	0	0
Orchard Bluff	89	6	6	7	0	6	1	0	0	0	0	0
Park Place Apartments	86	21	24	13	3	16	11	10	2	4	19	11
Port Orchard Vista	42	11	12	9	0	8	1	0	1	3	0	0
Rhododendron Apartments	51	5	3	1	1	4	2	1	0	1	2	1
Time Square Apartments	16	3	3	0	0	0	0	0	0	3	0	0
Viewmont East	76	8	8	4	0	4	2	5	3	3	6	3
Windsong Apartments	36	3	5	7	3	5	2	0	0	1	0	0
Totals	913	160	128	90	12	157	70	77	24	21	43	19
Total Overall Percentage		18%	14%	10%	1%	17%	8%	8%	3%	2%	5%	2%



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: July 28, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Compliance Department update

AGENDA ITEM: 8. D.

SUBMITTED BY: Freddy Linares

TITLE: Director of Compliance

- Processed August 2026 Housing Assistance Payment requests for Viewmont and Heritage through the Tenant Rental Assistance Certification System. Both properties are currently at a 100% reporting rate.
- Received and reviewed 12 Reasonable Accommodation requests.
- Received and reviewed 30 new admission/move-in files.
- Submitted 144 HCV certifications to HUD through PIC.
- Submitted required monthly certifications for USDA Rural Development properties through MINC.
- Continued biweekly meetings with Property Management Regional Directors and the Finance Director to discuss Yardi software troubleshooting, process improvements, and routine operational updates.
- Compliance team attending Yardi webinars on new HOTMA software changes that will go into effect for all certifications completed with an effective date of 01/01/2027 and later.
- The final SEMAP report is currently being processed and will be presented to the Board for approval at the August meeting.
- Participated in the monthly Washington HCV Managers call to discuss shared program challenges, regulatory updates, and emerging issues.
- Participated in the monthly Pacific Northwest Compliance Group call to discuss regional compliance topics, best practices, and emerging issues.
- Hired new Certification Specialist, Jo'mese Wrightsman.

HCV program update:

Total Vouchers leased as of June 15, 2026	471
Vouchers per agency ACC	553



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: July 28, 2026

ESTIMATED TIME: 15 minutes

AGENDA TITLE: Development Update

AGENDA ITEM: 8. E.

SUBMITTED BY: Dean Nail

TITLE: Director of Acquisition and Development

1. Mutual Self-Help Housing (MSH)

- General
 - a. USDA 523 Grant application is currently with USDA National for approval. The cost allocation plan was not approved, which will likely delay grant approval beyond the end of our funding period.
- Riverstone Plat
 - a. Group 1 – Closed out
 - b. Group 2 – Closed out
 - c. Group 3 – The group is moving along with only 3 homes to complete roof framing.
 - d. Group 4 – Executive Director has signed closing documents for eight of the nine families. The final file has been approved, and appraisals are being ordered. Permits are ready, and our new supervisor is prepared to begin work.
- Lakeland Property (Allyn 2)
 - a. With Group 4 at Riverstone closing, Lakeland files will be reactivated and resume processing.
- Ives Mill
 - a. The Site Development Activity Permit (SDAP) application is with our engineering firm. Submittal is expected in August, no later than September.
 - b. Coordinating with a nearby builder to extend utilities down Bethel Road to serve our site.
- Stoneridge
 - a. Delivery of the first townhomes has been pushed to December 2026. Work continues on the final Purchase and Sale Agreement to establish site control required by funders and Kitsap Bank.

2. Housing Kitsap's Home Rehabilitation Program (CDBG Rehab)

- Projects have resumed at full speed with our Rehabilitation Specialist working diligently to meet grant targets.

3. Other Affordable Housing

- Southern Cross Rental Homes
 - a. One foundation is poured and the last one will be poured the Monday, July 27, 2026. Water proofing is installed on the first foundation and preparing for downspout inspection and backfill and install plumbing.
- Viking's Crest Phase 2
 - a. Sale activities to the City of Poulsbo were stalled this month due to required public noticing documents for the Board meeting.
- Sally's Place
 - a. Architectural firm procured and scope of work defined.
 - b. Environmental Works is preparing a test-fit scope with options.
 - c. Progress is temporarily slowed due to prioritization of Howerton Place but will resume in August.
- Howerton Place:
 - a. Purchase and Sale Agreement executed.
 - b. Application submitted to CIAH for \$1.5 million to support vertical construction of the 12-unit apartment project.
 - c. Housing Trust Fund multifamily applications are due in September for remaining construction funding needs.

4. Conveyance of Stormwater ponds to Kitsap County.

- Since the 1980s, Housing Kitsap has owned and insured two stormwater ponds off California Avenue in South Kitsap. These ponds have been maintained by the county and should have been transferred during original plat development.
- This cleanup effort was completed in July 2026, removing two nuisance lots from our portfolio.



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: July 28, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Procurement and Administration Update

A GENDA ITEM: 8. F.

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

1. Procurement:

- Projects in Process:
 - Rhododendron Decks: Contract signed, work to begin when permits are issued.
 - Kingston Roof Replacement (CDBG Grant): Project completed
 - Heritage Exterior Stair (CDBG Grant): Work should complete this week.
- Updating Procurement Policy: As seen in the consent agenda, the changes in the HUD & Washington State's Policies are now reflected in this new version of the Housing Kitsap Procurement Policy. Procurement thresholds have been increased to allow small businesses who don't have the capacity to create bid proposals. The change also aligns with the rising costs of labor and materials and will speed up the process.
- Capital Needs Procurement: A biweekly meeting with Finance and Regional Directors of Property Management has been established to review status of projects, bids, and upcoming needs.
- Yardi: Establishing Job Cost to track contracts, initiating Marketplace for simple ordering, and setting up Purchase Orders to be completed by end August.
- RFPs for 2026 CDBG grants (Park Place decks & Rhody Electrical Panels) are being prepared.

2. Records:

- 13 boxes of records that met their retention period were destroyed
- Received 11 new Public Records Requests

3. Information Services:

- AI Policy – Submitted for Board approval today.
- New IT & Mobile Device policy – Submitted for Board approval today.
- Recommended AI Software – Business Microsoft CoPilot AI usability testing found that it was not as robust as other available AI tools. Results are being reviewed with an implementation plan to be completed soon.

4. Human Resources:

- Staff Ambassadors: The Summer Event was a fun-filled day of team building and included training from Kitsap Mental Health Services. There was also a vote for the paint colors for the main office exterior.

- Vacant Positions
 - Maintenance Techs – Heritage, Kingston
 - Maintenance Leads – Central Region, South Region
 - General Ledger Accountant
 - Self-Help Marketing & Administrative Assistant
 - Single Family Construction Supervisor
- New Hires:
 - Jo'Mese Wrightsman – Certification Specialist
 - Rafael Ala'ilima – Maintenance Technician Rhody/Finch (Bainbridge)
 - Kellen Myers – Maintenance Technician Park Place (Bremerton)
- Employee Exits:
 - Deanna Champagne-Mongold – Self-Help Marketing & Administrative Assistant

Glossary of Acronyms

ACC	Annual Contributions Contract
AHMA	Affordable Housing Management Association - there are both state and national
AP	Accounts Payable
AR	Accounts Receivable or Annual Recertification/Reexamination
ARHC	Affordable Rural Housing Council
AWHA	Association of Washington Housing Authorities
BASIC	Building Affordable Strategic Innovative Communities
BGCOA	Bremerton Government Center Owners Association
BHA	Bremerton Housing Authority
CDBG	Community Development Block Grant
CIAH	Community Investments in Affordable Housing
CMS	Contract Management Services
CNA	Capital Needs Assessments
CSCA	Central Services Cost Allocation
CW	Conifer Woods, an HK property located in Port Orchard
DE&I	Diversity, Equity & Inclusion
DES	Washington State Department of Enterprise Services
EIV	Enterprise Income Verifications
FM	Fjord Manor, an HK property located in Poulsbo
FP	Finch Place, an HK property located on Bainbridge Island
FVII	Fjord Vista II, an HK property located in Poulsbo
FY	Fiscal Year
GTI	Golden Tides I, an HK property part of HK Homes located in Silverdale
GTII	Golden Tides II, an HK property located in Silverdale
GTIII	Golden Tides III, an HK property located in Silverdale
HAP	Housing Assistance Payment
HARRP	Housing Authorities Risk Retention Pool
HCV	Housing Choice Voucher, commonly referred to as a Section 8 voucher
HH	HK Homes
HK	Housing Kitsap
HOME	The HOME Investment Partnerships Program
HOTMA	Housing Opportunities Through Modernization Act
HSP	Housing Stabilization Program
HT	Heritage, an HK property located in Port Orchard
HTF	Housing Trust Fund
HUD	United States Department of Housing and Urban Development
IFB	Invitation for Bids
IR	Interim Recertification
KAS	Kitsap Apartments – comprised of Park Place, Conifer Woods, and Kingston Ridge
KCCHA	Kitsap County Consolidated Housing Authority - another name for Housing Kitsap
KCR	Kitsap Community Resources
KR	Kingston Ridge, an HK property located in Kingston
LB	Liberty Bay, an HK property located in Bremerton and Silverdale
LIHTC	Low Income Housing Tax Credit

Glossary of Acronyms

MF	Multifamily Program- a HUD program
MM	Madrona Manor, an HK property located in Port Orchard
MOR	Management and Occupancy Review
MOU	Memorandum of Understanding
NAHRO	National Association of Housing and Redevelopment Officials
NC	Nordic Cottages, an HK property located in Poulsbo
OB	Orchard Bluff, an HK property located in Port Orchard
PBRA	Project Based Rental Assistance
PBV	Project Based Voucher
PH	Public Housing
PHA	Public Housing Authority
PIC	PIH Information Center
PIH	Public and Indian Housing
PM	Property Management/Managers
PNRC	Pacific Northwest Regional Council
POVi	Port Orchard Vista, an HK property located in Port Orchard
PP	Park Place, an HK property located in Bremerton
PRA	Public Records Act
PSA	Purchase and Sale Agreement
RA	Reasonable Accommodation or Rental Assistance provided by USDA
RAD	Rental Assistance Demonstration
RCW	Revised Code of Washington
RD	Rural Development
REAC	Real Estate Assessment Center or Race Equity Advisory Committee
RFP	Request for Proposal
RFQ	Request for Qualifications
RH	Rhododendron, an HK property located on Bainbridge Island
SAO	State Auditor's Office
SAR	Site Assessment Review
SDAP	Site Development Activity Permit
SHOP	Self-Help Home Ownership Program
SVC	Streamlined Voluntary Conversion
TC	Tax Credit (same thing as LIHTC)
TPV	Tenant Protection Voucher
TS	Time Square Apartments, an HK property located in Kingston
TSCOP	Tenant Selection and Continued Occupancy Plan
USDA	United States Department of Agriculture
VASH	Veterans Affairs Supportive Housing
VAWA	Violence Against Women Act
VMS	Voucher Management System
VT	Viewmont, an HK property located in Port Orchard
WS	Windsong, an HK property located in Poulsbo
WSHFC	Washington State Housing Finance Commission
YTD	Year to Date

Housing Kitsap Properties

Property Name	Number of Units	Location	Bedroom Sizes	Subsidy Types
Bainbridge Island	79			
Finch Place Apartments	29	215 Finch Place SW, Bainbridge Island, WA 98110	1	USDA - RD, HOME State, Housing Choice Vouchers
Rhododendron Apartments	50	235 High School Road NW, Bainbridge Island, WA 98110	1, 2	USDA - RD, Housing Choice Vouchers
Kingston	59			
Kingston Ridge Apartments	43	26659 Myrtle Lane NE, Kingston, WA 98346	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Time Square Apartments	16	26234 Illinois Ave NE, Kingston, WA 98346	1, 2	Project Based Vouchers
Poulsbo	108			
Fjord Manor	38	19581 1st Avenue NE, Poulsbo, WA 98370	1, 2	USDA - RD, Housing Choice Vouchers
Fjord Vista II	16	Management Office - 19581 1st Avenue NE, Poulsbo, WA 98370	2, 3	Tax Credit units (30%, 40%, 60% unit split), Housing Choice Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
HK Homes - Austerbruin	10 (136 total HK Homes)	18445, 18447, 18451, 18459 NE Rudolph Loop, Poulsbo, WA 98370 & 1872, 1878, 1880, 1885, 1887, 1877 Curt Rudolph Rd NE, Poulsbo, WA 98370	3	Project Based Vouchers
Nordic Cottages	8	609 NE Lincoln Rd, Poulsbo, WA 98370	1	Project Based Vouchers
Windsong Apartments	36	19880 3rd Avenue NW, Poulsbo, WA 98370	1, 2	USDA - RD, HOME State, Housing Choice Vouchers
Silverdale	83			
Golden Tides 2	45	9239 Bayshore Drive NW, Silverdale, WA 98383	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
Golden Tides 3	18	9225 Bayshore Drive NW, Silverdale, WA 98383	1	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State
HK Homes - Golden Tides 1	15 (136 total HK Homes)	9265 Bayshore Drive Silverdale, WA 98383	1	Project Based Vouchers
HK Homes - Munson	5 (136 total HK Homes)	3930, 3934, 3938, 3940, 3944 Munson Street, Silverdale, WA 98383	2, 3, 4	Project Based Vouchers
Bremerton	200			
Liberty Bay Apartments	8	4010 & 4012 Petersville Road Bremerton, WA 98310	1,2	Tax Credit units, Project Based Vouchers, HOME State, HOME County

Park Place Apartments	86	110 NE Brookdale Lane, Bremerton, WA 98311	2, 3	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
HK Homes - Boundry	4 (136 total HK Homes)	8801, 8811, 8825, 8835 Boundry Lane, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Coventry	8 (136 total HK Homes)	2600, 2603, 2607, 2608, 2616, 2626, 2631, 2907 Coventry Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fairside	11 (136 total HK Homes)	6817, 6833, 6849, 6842, 6865, 6881, 6897, 6890, 6856, 6824, 6874 Fairside Place, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Fox Run	5 (136 total HK Homes)	1205, 1221, 1237, 1253, 1269 Fox Run, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Lester Court	4 (136 total HK Homes)	1270, 1275, 1290, 1295 Lester Court, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Nollwood 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
Port Orchard	383			
Conifer Woods Apartments	72	4698 SE Conifer Park Drive, Port Orchard, WA 98366	2, 3	Tax Credit units, Market rate units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Heritage Apartments	56	145 Lippert Drive West, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit
Liberty Bay Apartments	8	3331 & 3335 Harris Road Port Orchard, WA 98366	1, 2	Tax Credit units, HOME State, HOME County
Madrona Manor	40	3900 Madrona Drive SE, Port Orchard, WA 98366	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Orchard Bluff Mobile Home P	88	1345 SE Carl Pickel Drive, Port Orchard, WA 98366	N/A	Housing Trust Fund
Port Orchard Vista	42	900 Mitchell Avenue, Port Orchard, WA 98366	1, 2	Tax Credit (30%, 40%, 60% unit split), Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Viewmont Apartments	72	1904 Pioneer Lane SE, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit