

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/j/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

October 27, 2026

9:00 am – 12:00 pm

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. August 25, 2026, Meeting Minutes	Page 5
B. August 2026 Disbursement Reports	Page 10
C. September 2026 Disbursement Reports	Page 20
D. Asset Disposal	Page 30
E. Preference for Kitsap Homes of Compassion	Page 32
F. Updated Smoking Policy	Page 34
G. Viewmont and Heritage TSCOPs	Page 39



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5. Timed Items

- A. **9:10 am** Executive Session – Litigation RCW 42.30.110 (1)(i)
Possible action regarding Resolution 2026-29 authorizing the Executive Director to execute all documents necessary to settle the Franconia Claim filed for Fjord Manor Page 42
- B. **9:30 am** Executive Session – Litigation RCW 42.30.110 (1)(i) Page 45
- C. **10:10 am** Brawner Development Presentation Page 46

6. Discussion Items

- A. Debt Discussion Page 47
- B. Year by Year Property Reports Page 48
- C. Kitsap County Affordable Housing sites with Contract Expiration dates Page 50
- D. Friday Hours/December Holiday/Office Closure Page 53
- E. Organizational Chart Update Page 54

7. Action Items

- A. Discussion and possible action regarding Resolution 2026-30 authorizing the Executive Director to execute the Purchase and Sale Agreement and all closing documents for the sale of the 4th Ave land to the City of Poulsbo Page 71
- B. Discussion and possible action regarding Resolution 2026-31 authorizing the Executive Director to renew Housing Kitsap's line of credit in the amount not to exceed Two Hundred Thousand Dollars (\$200,000) with Heritage Bank Page 83
- C. Discussion and possible action regarding Resolution 2026-32 approving the write-off of uncollectible tenant balances as of October 31, 2026 Page 86
- D. Discussion and possible action regarding Resolution 2026-33 approving a \$375,000 Sales Proceeds Loan to fund the purchase of a Stoneridge Townhome and fund the initial operating reserve of the property Page 89
- E. Discussion and possible action regarding Resolution 2026-34 authorizing the Executive Director to execute all Purchase and Sale and Closing documents for the purchase of 17 townhomes in the Stoneridge Plat Page 92
- F. Discussion and possible action regarding Resolution 2026-35 approving the updated Organizational Chart and Salary Scale Page 94
- G. Discussion and possible action regarding Resolution 2026-36 approving amendments to the Housing Choice Voucher Administrative Plan Page 101



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| H. Discussion and possible action regarding Resolution 2026-37 authorizing the Executive Director to execute Professional Services Contract No. 27-EW-HOW for an amount not to exceed \$367,456.00 | Page 117 |
| I. Discussion and possible action regarding Resolution 2026-38 approving the Tenant Selection and Continued Occupancy Plan (TSCOP) for Stoneridge | Page 159 |

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.

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|---|----------|
| A. Executive Director/Executive Committee Update (Heather Blough) | Page 223 |
| B. Finance Division Update (Roan Blacker) | Page 225 |
| C. Property Management Update (Jennifer Di Vitto and Maria Stitzel) | Page 230 |
| D. Compliance Department Update (Freddy Linares) | Page 234 |
| E. Development Update (Dean Nail) | Page 236 |
| F. Procurement & Administration Update (Laura Auerbach) | Page 238 |

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
August 25, 2026
MINUTES

Board in Attendance: Mayor of City of Bainbridge Island Clarence Moriwaki (Chair), Mayor of City of Poulsbo Ed Stern (Vice Chair), Mayor of City of Port Orchard Rob Putaansuu, Kitsap County Commissioner Christine Rolfes, Kitsap County Commissioner Katie Walters

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 Jennifer Di Vitto, Regional Director of Property Management Maria Stitzel, Director of Compliance Freddy Linares, Information Systems Manager Troy Bocker, Operations Consistency Specialist Robert Wilson, Property Management Records Clerk Kitty Eaton

Absent: Kitsap County Commissioner Oran Root, Resident Commissioner Brittany Dunklin

Public in attendance: Tim Semakula, Rylan Weythman

1. Call to Order:

Chair Moriwaki called the meeting to order at approximately 9:05 am.

2. Approval of Agenda:

Vice Chair Stern moved to approve the agenda. The motion was seconded by Commissioner Putaansuu. *Agenda approved.*

3. Public Comments:

None

4. Consent Agenda:

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

5. Discussion Items

A. **Establishing a personnel committee**

Heather Blough informed the Board that the Personnel Committee held their first meeting and had a good discussion. Heather explained that the next Personnel Committee meeting will be at the end of September. Heather added that the Personnel Committee will bring their recommendations to the Board in October.

6. Action Items

A. **Discussion and possible action regarding Resolution 2026-27 accepting and authorizing submittal of the Section Eight Management Assessment Program (SEMAP) certification for the Housing Choice Voucher Program for FYE 6/30/2026**

Freddy Linares informed the Board that SEMAP is an annual process of an internal audit of the voucher program. Freddy explained that HK scored on the higher end of “Standard Performer,” and there is already a plan in place to improve the two items that did not score points on the assessment. Freddy added that the sample size is very small, so if one file does not pass, the whole item will fail.

Heather Blough explained that previously HK has relied on Bremerton Housing Authority’s utility allowance. Heather added that there will be a corrective action plan.

Commissioner Walters moved to approve Resolution 2026-27. The motion was seconded by Vice Chair Stern. *The motion carried unanimously.*

B. **Discussion and possible action regarding Resolution 2026-28 authorizing Housing Kitsap’s application to Washington State Department of Commerce for \$3,500,000 to construct Howerton**

Dean Nail informed the Board that Board approval is required in order to apply for funds from the Washington State Department of Commerce. Dean added that the Resolution should say “Howerton Place” instead of just “Howerton.” Dean explained that the funds would be a loan without payments for 40 years. Dean added that HK has already applied for funds from Community Investments in Affordable Housing (CIAH).

Commissioner Putaansuu asked if HK should pay on the loan over the next 40 years. Roan Blacker explained that it is uncertain right now what the best course of action would be. Heather Blough added that if HK gets subsidy for the units at Howerton, it could change the position on payments.

Commissioner Walters asked what the plan is if the CIAH funds are not awarded. Dean explained that HK would apply again next year.

Commissioner Rolfes requested a list of HK’s debt obligations. Roan Blacker confirmed that he will create a summary for the next Board meeting.

Commissioner Rolfes moved to approve Resolution 2026-28. The motion was seconded by Commissioner Walters. *The motion carried unanimously.*

7. Executive Session

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

At 9:30 am, Chair Moriwaki stated that the Board will be entering into executive session until 9:50 am to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(i). The executive session included the Board of Commissioners, Heather Blough, Dean Nail, Roan Blacker, and attorney Rylan Weythman. Chair Moriwaki recused himself from the executive session prior to it beginning.

At 9:56 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 she received two applications for Resident Commissioner.

B. Finance Division:

Roan Blacker distributed handouts of the financial reports. Roan explained that the report changed how the Housing Choice Voucher (HCV) funds are described. Roan added that the HUD unaudited financial reports are being filed.

C. Property Management:

Jennifer Di Vitto informed the Board that the Park Place soft washing starts soon. Jennifer explained that occupancy continues to increase across the portfolio. Jennifer added that the Residential Activity Report reflects just one month, as it is the beginning of the fiscal year.

Maria Stitzel informed the Board that the Rhododendron deck rehabilitations are underway, and they are working to determine if the siding all needs to be replaced. Maria added that several other properties received a few new decks. Maria explained that HK Homes has seen an occupancy increase as they contracted out some of the work; they now have 16 vacancies with 13 applications in process for them.

Maria also informed the Board that the Rural Development rent increases were approved. Maria explained that for most residents, the increase will affect the rental assistance portion of the rent, not the resident-paid portion.

D. Compliance Department:

Freddy Linares informed the Board that the Housing Choice Voucher (HCV) payment standards were lowered from 120% of Fair Market Rate (FMR) to 110% of FMR effective August 1, 2026. Freddy explained that while this was an optional cost saving measure for HK, Bremerton Housing Authority was required to lower their payment standards, and it is simpler for the participants, the public, and the housing authorities to manage the vouchers when both housing authorities are in line. Freddy

added that the payment standard change does not impact current leases or Housing Assistance Payment (HAP) contracts, just new ones.

Freddy also informed the Board that they are working on the HAP contract for Housing Resources Bainbridge's new Erickson project which has seven Project Based Vouchers.

E. Single Family:

Dean Nail informed the Board that:

- The 523 grant was signed but they will only reimburse direct costs until the Central Cost Allocation Plan is approved
- One position in the Development department was filled
- Riverstone Group 4's ninth file should close in mid-September
- Ives Mill's utilities will be partnered with another lot to extend down Bethel Road

Commissioner Rolfes recommended sharing with the media when Golden Tides II gets their solar panels. Dean confirmed that this is part of the requirement of the grant.

F. Administration and Procurement:

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

9. Board Announcements and Community Updates

A. Board Announcements and Community Updates

Commissioner Rolfes requested an inventory of all properties in Kitsap that may lose their affordability soon. Freddy Linares explained that he can compile a list of the tax credit properties but not the USDA-RD properties.

Commissioner Stern informed the Board that Poulsbo is focusing on workforce housing. Chair Moriwaki explained that sometimes "workforce housing" can exclude people who are working full time but are still making less than 80% of the Area Median Income. Chair Moriwaki added that those are the people who are making Bainbridge Island run.

10. Adjournment:

The meeting adjourned at 10:30 am.

ATTEST:

Heather Blough
Executive Director

ATTEST:

Clarence Moriwaki
Chair

Date Approved

Board of Commissioners

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Vice Chair Ed Stern
Katie Walters
Rob Putaansuu
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Christine Rolfes
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To: Housing Kitsap Board of Commissioners
From: Heather Blough, Executive Director
Subject: Approval August 2026 Disbursements and/or Fund Transfers
Date: Tuesday, October 27, 2026

KCCHA General Fund – 4711	\$	601,622
Section 8 Fund - 6311		755,453
HK_MF_All-Owned_SD - 8711		600,669
HK_MF_Sep_Corp_OP - 7911		778,115
Self Help SHOP Account - 3911		61,167
Self Help General Account - 2112		2,450
Self Help Family Account - 2111		171,541
HK_MF_Sep_Corp_SD - 0911		3,983
HK_MF_All-Owned_SD - 1711		450
HK_Mngmt Nordic Cottages OP - 1111		6,819
	\$	2,982,268

Disbursements of \$1,880,137 plus transfers of \$1,102,131 equal total payments of \$2,982,268.

"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
August 2026 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	JE 8367	ACH DR- VSP VISION	8/3/2026	678.23
hkgf4711 - KCCHA - GENERAL FUND	JE 8368	ACH DR- BASIC BENEFITS	8/3/2026	50.01
hkgf4711 - KCCHA - GENERAL FUND	JE 8369	ACH DR- METKC	8/3/2026	5,897.40
hkgf4711 - KCCHA - GENERAL FUND	99000001	v0000106 - EXPRESS SERVICES INC.	8/4/2026	2,408.44
hkgf4711 - KCCHA - GENERAL FUND	99000002	v0000106 - EXPRESS SERVICES INC.	8/4/2026	1,233.96
hkgf4711 - KCCHA - GENERAL FUND	99428403	v0000809 - J.H. BRAWNER & COMPANY	8/4/2026	19,795.00
hkgf4711 - KCCHA - GENERAL FUND	JE 8370	ACH DR- USable Life Premium Payment	8/4/2026	3,256.63
hkgf4711 - KCCHA - GENERAL FUND	134067	v0000582 - AHBL, INC	8/6/2026	3,600.00
hkgf4711 - KCCHA - GENERAL FUND	134068	v0000692 - AMERICAN WEST CONTRACTING, CO	8/6/2026	1,257.51
hkgf4711 - KCCHA - GENERAL FUND	134069	V0000040 - BIRD ELECTRIC CORP.	8/6/2026	795.00
hkgf4711 - KCCHA - GENERAL FUND	134070	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	8/6/2026	1,582.78
hkgf4711 - KCCHA - GENERAL FUND	134071	v0000376 - BRETEYS CONSTRUCTION LLC	8/6/2026	9,837.00
hkgf4711 - KCCHA - GENERAL FUND	134072	v0000801 - ELYON MAINTENANCE INC	8/6/2026	23,295.00
hkgf4711 - KCCHA - GENERAL FUND	134073	v0000114 - FIRST CHOICE HEALTH NETWORK	8/6/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134074	v0000157 - JIFFY LUBE	8/6/2026	192.91
hkgf4711 - KCCHA - GENERAL FUND	134075	V0000247 - OFFICE DEPOT-ACCT. 67444053	8/6/2026	214.50
hkgf4711 - KCCHA - GENERAL FUND	134076	v0000253 - PACIFIC NORTHWEST TITLE	8/6/2026	420.00
hkgf4711 - KCCHA - GENERAL FUND	134077	V0000272 - PUGET SOUND ENERGY	8/6/2026	22.22
hkgf4711 - KCCHA - GENERAL FUND	134078	v0000436 - PURCHASE POWER	8/6/2026	302.48
hkgf4711 - KCCHA - GENERAL FUND	134079	V0000309 - SH-OLYMPIC SPRINGS INC.	8/6/2026	199.59
hkgf4711 - KCCHA - GENERAL FUND	134080	v0000749 - TSIMOURIS HOLDINGS SILVERDALE LLC	8/6/2026	590.88
hkgf4711 - KCCHA - GENERAL FUND	134081	v0000667 - WESTERN EXTERMINATOR	8/6/2026	128.75
hkgf4711 - KCCHA - GENERAL FUND	99253043	V0000347 - VERIZON WIRELESS	8/6/2026	2,424.13
hkgf4711 - KCCHA - GENERAL FUND	99370081	v0000380 - Century Link	8/6/2026	392.70
hkgf4711 - KCCHA - GENERAL FUND	99370304	v0000380 - Century Link	8/6/2026	188.88
hkgf4711 - KCCHA - GENERAL FUND	JE 8404	ACH DR- PAYNW AUGUST 07, 2026 PAYROLL	8/6/2026	112,346.86
hkgf4711 - KCCHA - GENERAL FUND	JE 8405	ACH DR- PAYNW AUGUST 07, 2026 TAX DEPOSITS	8/6/2026	23,065.62
hkgf4711 - KCCHA - GENERAL FUND	134082	v0000828 - FOSTER GARVEY PC	8/7/2026	16,192.50
hkgf4711 - KCCHA - GENERAL FUND	134083	v0000157 - JIFFY LUBE	8/7/2026	262.60
hkgf4711 - KCCHA - GENERAL FUND	JE 8419	ACH DR- HSA CONTRIBUTION	8/7/2026	494.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8420	ACH DR- PAYNW INVOICE AUGUST 07, 2026 PAYROLL	8/7/2026	945.99
hkgf4711 - KCCHA - GENERAL FUND	99810202	v0000011 - 76 FLEET	8/10/2026	3,015.46
hkgf4711 - KCCHA - GENERAL FUND	JE 8424	ACH DR- WA DRS PAYMENT	8/11/2026	39,667.91
hkgf4711 - KCCHA - GENERAL FUND	134084	v0000027 - APPLETREE ANSWERS	8/13/2026	996.40
hkgf4711 - KCCHA - GENERAL FUND	134085	v0000376 - BRETEYS CONSTRUCTION LLC	8/13/2026	1,093.00
hkgf4711 - KCCHA - GENERAL FUND	134086	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	8/13/2026	4,189.47
hkgf4711 - KCCHA - GENERAL FUND	134087	v0000829 - HABITAT RESTORATION SPECIALISTS, LLC	8/13/2026	382.20
hkgf4711 - KCCHA - GENERAL FUND	134088	V0000149 - INSIGHT PUBLIC SECTOR	8/13/2026	30,570.48
hkgf4711 - KCCHA - GENERAL FUND	134089	V0000183 - KITSAP P.U.D.#1	8/13/2026	191.60
hkgf4711 - KCCHA - GENERAL FUND	134090	V0000193 - LEMAY MOBILE SHREDDING	8/13/2026	124.25
hkgf4711 - KCCHA - GENERAL FUND	134091	v0000243 - NW COMMNET LLC	8/13/2026	405.95
hkgf4711 - KCCHA - GENERAL FUND	134092	V0000247 - OFFICE DEPOT-ACCT. 67444053	8/13/2026	29.10
hkgf4711 - KCCHA - GENERAL FUND	134093	V0000251 - ORWACA AGENCY INSURANCE SERVICES, LLC	8/13/2026	75.00
hkgf4711 - KCCHA - GENERAL FUND	134094	v0000253 - PACIFIC NORTHWEST TITLE	8/13/2026	840.00
hkgf4711 - KCCHA - GENERAL FUND	134095	V0000272 - PUGET SOUND ENERGY	8/13/2026	9.36
hkgf4711 - KCCHA - GENERAL FUND	134096	v0000672 - RENTGROW, INC	8/13/2026	9.00
hkgf4711 - KCCHA - GENERAL FUND	134097	V0000312 - SILVERDALE WATER DISTRICT	8/13/2026	230.82
hkgf4711 - KCCHA - GENERAL FUND	134098	v0000667 - WESTERN EXTERMINATOR	8/13/2026	128.75
hkgf4711 - KCCHA - GENERAL FUND	134099	V0000198 - LINGO	8/13/2026	28.02
hkgf4711 - KCCHA - GENERAL FUND	99992027	v0000201 - LOWES - AM DEPT	8/15/2026	31.33
hkgf4711 - KCCHA - GENERAL FUND	99787627	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	8/19/2026	314.35
hkgf4711 - KCCHA - GENERAL FUND	99787678	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	8/19/2026	13.56
hkgf4711 - KCCHA - GENERAL FUND	99787752	V0000168 - KITSAP BANK-VISA-DEAN NAIL	8/19/2026	1,357.51
hkgf4711 - KCCHA - GENERAL FUND	99787786	V0000168 - KITSAP BANK-VISA-DEAN NAIL	8/19/2026	161.90
hkgf4711 - KCCHA - GENERAL FUND	99787853	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	8/19/2026	164.00
hkgf4711 - KCCHA - GENERAL FUND	134100	V0000251 - ORWACA AGENCY INSURANCE SERVICES, LLC	8/20/2026	75.00
hkgf4711 - KCCHA - GENERAL FUND	134101	v0000370 - YARDI SYSTEMS, INC.	8/20/2026	3.50
hkgf4711 - KCCHA - GENERAL FUND	134102	V0000047 - BREM AIR DISPOSAL, INC.-Commercial acct	8/20/2026	982.05
hkgf4711 - KCCHA - GENERAL FUND	134103	v0000376 - BRETEYS CONSTRUCTION LLC	8/20/2026	2,377.28
hkgf4711 - KCCHA - GENERAL FUND	134104	v0000832 - LEADERSHIP KITSAP	8/20/2026	3,145.00
hkgf4711 - KCCHA - GENERAL FUND	134105	v0000253 - PACIFIC NORTHWEST TITLE	8/20/2026	314.96
hkgf4711 - KCCHA - GENERAL FUND	134106	V0000272 - PUGET SOUND ENERGY	8/20/2026	101.55
hkgf4711 - KCCHA - GENERAL FUND	134107	v0000831 - WASHINGTON STATE UNIVERSITY	8/20/2026	5,000.00
hkgf4711 - KCCHA - GENERAL FUND	134108	v0000370 - YARDI SYSTEMS, INC.	8/20/2026	445.50
hkgf4711 - KCCHA - GENERAL FUND	JE 8507	ACH DR- PAYNW AUGUST 21, 2026 PAYROLL	8/20/2026	115,159.82
hkgf4711 - KCCHA - GENERAL FUND	JE 8508	ACH DR- PAYROLL MANUAL CK# 10000016	8/20/2026	889.88
hkgf4711 - KCCHA - GENERAL FUND	JE 8509	ACH DR- HSA CONTRIBUTION	8/21/2026	494.70

Payment Summary
August 2026 Board Cash Disbursement Report

hkgf4711 - KCCHA - GENERAL FUND	JE 8510	ACH DR- PAYNW INVOICE AUGUST 21, 2026 PAYROLL	8/21/2026	224.20
hkgf4711 - KCCHA - GENERAL FUND	JE 8511	ACH DR- VOYA DEFERRED COMP	8/21/2026	19,309.63
hkgf4711 - KCCHA - GENERAL FUND	JE 8512	ACH DR- PAYNW AUGUST 20, 2026 TAX DEPOSITS	8/21/2026	23,944.50
hkgf4711 - KCCHA - GENERAL FUND	99847911	v0000201 - LOWES - AM DEPT	8/25/2026	284.99
hkgf4711 - KCCHA - GENERAL FUND	134109	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	8/27/2026	632.36
hkgf4711 - KCCHA - GENERAL FUND	134110	V0000064 - CARAHSOFT TECHNOLOGY CORPORATION	8/27/2026	2,909.84
hkgf4711 - KCCHA - GENERAL FUND	134111	V0000065 - CASCADE NATURAL GAS CORP.	8/27/2026	32.83
hkgf4711 - KCCHA - GENERAL FUND	134112	v0000406 - CENTURYLINK (LUMEN)	8/27/2026	43.71
hkgf4711 - KCCHA - GENERAL FUND	134113	v0000079 - COFFEE NEWS KITSAP	8/27/2026	400.00
hkgf4711 - KCCHA - GENERAL FUND	134114	v0000801 - ELYON MAINTENANCE INC	8/27/2026	24,795.00
hkgf4711 - KCCHA - GENERAL FUND	134115	V0000170 - KITSAP BUILDING ASSOCIATION	8/27/2026	885.00
hkgf4711 - KCCHA - GENERAL FUND	134116	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	8/27/2026	109.72
hkgf4711 - KCCHA - GENERAL FUND	134117	V0000063 - MOEN, CANDACE	8/27/2026	92.87
hkgf4711 - KCCHA - GENERAL FUND	134118	v0000253 - PACIFIC NORTHWEST TITLE	8/27/2026	420.00
hkgf4711 - KCCHA - GENERAL FUND	134119	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	8/27/2026	224.85
hkgf4711 - KCCHA - GENERAL FUND	134120	V0000256 - PACIFICA LAW GROUP, LLP	8/27/2026	5,222.00
hkgf4711 - KCCHA - GENERAL FUND	134121	V0000272 - PUGET SOUND ENERGY	8/27/2026	765.45
hkgf4711 - KCCHA - GENERAL FUND	134122	v0000672 - RENTGROW, INC	8/27/2026	29.00
hkgf4711 - KCCHA - GENERAL FUND	134123	v0000749 - TSIMOURIS HOLDINGS SILVERDALE LLC	8/27/2026	590.88
hkgf4711 - KCCHA - GENERAL FUND	134124	v0000833 - HOWARD, TANYA	8/27/2026	73.92
hkgf4711 - KCCHA - GENERAL FUND	99173700	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	8/27/2026	431.68
hkgf4711 - KCCHA - GENERAL FUND	99137450	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/28/2026	142.98
hkgf4711 - KCCHA - GENERAL FUND	JE 8550	ACH DR- VSP VISION CARE	8/31/2026	693.60
hkgf4711 - KCCHA - GENERAL FUND	JE 8551	ACH DR- REGENCE MEDICAL	8/31/2026	74,171.60
				601,621.54

Bank	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	26179	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	8/1/2026	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	26180	v9004279 - Abbey Lane Apartments	8/1/2026	2,171.00
hk6311 - Section 8-Hsg Choice Vouchers	26181	v9005018 - ADAMS, JAY PRESTON	8/1/2026	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	26182	v0000791 - ADRIAN, JUSTIN	8/1/2026	1,898.00
hk6311 - Section 8-Hsg Choice Vouchers	26183	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	8/1/2026	710.00
hk6311 - Section 8-Hsg Choice Vouchers	26184	v9006343 - Ad-West Realty Services/Silvercrest Apartments	8/1/2026	1,684.00
hk6311 - Section 8-Hsg Choice Vouchers	26185	v9004829 - Ad-West Realty Srvcs/Island Terrace A	8/1/2026	2,670.00
hk6311 - Section 8-Hsg Choice Vouchers	26186	v0000813 - ALIDA MULLENIX	8/1/2026	3,000.00
hk6311 - Section 8-Hsg Choice Vouchers	26187	t9001375 - Anderson	8/1/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	26188	v9003727 - Andrew Hento, Jr.	8/1/2026	338.00
hk6311 - Section 8-Hsg Choice Vouchers	26189	v9005673 - Andrew M. & Irene L. Lopez	8/1/2026	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	26190	v9006232 - Avenue 5 Apts/Ridgetop Apartments	8/1/2026	3,314.00
hk6311 - Section 8-Hsg Choice Vouchers	26191	v9006508 - Avenue 5/Atlas Apartments	8/1/2026	1,332.00
hk6311 - Section 8-Hsg Choice Vouchers	26192	t0008479 - Ayers	8/1/2026	122.00
hk6311 - Section 8-Hsg Choice Vouchers	26193	v9005879 - Bay Bridge Apts	8/1/2026	4,954.00
hk6311 - Section 8-Hsg Choice Vouchers	26194	t9001343 - Bellarosa	8/1/2026	34.00
hk6311 - Section 8-Hsg Choice Vouchers	26195	t0041910 - Bernier	8/1/2026	80.00
hk6311 - Section 8-Hsg Choice Vouchers	26196	t0039835 - Beters	8/1/2026	65.00
hk6311 - Section 8-Hsg Choice Vouchers	26197	t9001824 - Black	8/1/2026	138.00
hk6311 - Section 8-Hsg Choice Vouchers	26198	v8000555 - BPM5 LLC	8/1/2026	992.00
hk6311 - Section 8-Hsg Choice Vouchers	26199	t9001184 - Brooks	8/1/2026	225.00
hk6311 - Section 8-Hsg Choice Vouchers	26200	t0012163 - Buchert	8/1/2026	3.00
hk6311 - Section 8-Hsg Choice Vouchers	26201	t0012520 - Burton	8/1/2026	129.00
hk6311 - Section 8-Hsg Choice Vouchers	26202	v9005119 - Butler	8/1/2026	1,044.00
hk6311 - Section 8-Hsg Choice Vouchers	26203	v9001546 - CALNAN, TIMOTHY G.	8/1/2026	726.00
hk6311 - Section 8-Hsg Choice Vouchers	26204	t9001320 - Cardot	8/1/2026	186.00
hk6311 - Section 8-Hsg Choice Vouchers	26205	v0000690 - CASCADE RIDGE APARTMENTS	8/1/2026	1,835.00
hk6311 - Section 8-Hsg Choice Vouchers	26206	t0007789 - Clark	8/1/2026	118.00
hk6311 - Section 8-Hsg Choice Vouchers	26207	t9001422 - Cornwell	8/1/2026	2.00
hk6311 - Section 8-Hsg Choice Vouchers	26208	t9001588 - Cyphers	8/1/2026	186.00
hk6311 - Section 8-Hsg Choice Vouchers	26209	v9005793 - Daniel & Ramona Kroener	8/1/2026	126.00
hk6311 - Section 8-Hsg Choice Vouchers	26210	v9000359 - David L Butcher	8/1/2026	1,246.00
hk6311 - Section 8-Hsg Choice Vouchers	26211	v8000645 - DAVID VANGINKEL	8/1/2026	1,912.00
hk6311 - Section 8-Hsg Choice Vouchers	26212	t0017053 - Davis	8/1/2026	28.00
hk6311 - Section 8-Hsg Choice Vouchers	26213	v0000675 - DEBORAH LEE HOLM	8/1/2026	1,618.00
hk6311 - Section 8-Hsg Choice Vouchers	26214	v9006675 - Del E. Mueller	8/1/2026	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	26215	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	8/1/2026	1,650.00
hk6311 - Section 8-Hsg Choice Vouchers	26216	t9001200 - Driggers	8/1/2026	158.00
hk6311 - Section 8-Hsg Choice Vouchers	26217	t0003138 - Duchesneau	8/1/2026	220.00
hk6311 - Section 8-Hsg Choice Vouchers	26218	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	8/1/2026	1,278.00
hk6311 - Section 8-Hsg Choice Vouchers	26219	v0000725 - ERIC & JANET SANDALL	8/1/2026	1,805.00

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hk6311	- Section 8-Hsg Choice Vouchers	26220	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	8/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26221	v9007128 - Eulalia Tomas Gonzales	8/1/2026	1,920.00
hk6311	- Section 8-Hsg Choice Vouchers	26222	t9001279 - Evanoff	8/1/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	26223	v9005909 - Fairground Fee Owner LLC	8/1/2026	1,745.00
hk6311	- Section 8-Hsg Choice Vouchers	26224	v0000743 - FK INSIGNIA LLC	8/1/2026	1,514.00
hk6311	- Section 8-Hsg Choice Vouchers	26225	t9001233 - Gaeta	8/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26226	v8000647 - GATEWAY PROPERTY MANAGEMENT	8/1/2026	881.00
hk6311	- Section 8-Hsg Choice Vouchers	26227	t0036851 - Gordy	8/1/2026	23.00
hk6311	- Section 8-Hsg Choice Vouchers	26228	t9001627 - Goulden	8/1/2026	153.00
hk6311	- Section 8-Hsg Choice Vouchers	26229	v9000764 - Griffin Glen Apartments	8/1/2026	1,300.00
hk6311	- Section 8-Hsg Choice Vouchers	26230	v9000858 - Hidden Firs III	8/1/2026	2,219.00
hk6311	- Section 8-Hsg Choice Vouchers	26231	t0038993 - Hocog	8/1/2026	153.00
hk6311	- Section 8-Hsg Choice Vouchers	26232	v9001508 - Housing Resources Bainbridge/Forest Home	8/1/2026	2,621.00
hk6311	- Section 8-Hsg Choice Vouchers	26233	v9001507 - Housing Resources Bainbridge/Island Home	8/1/2026	8,984.00
hk6311	- Section 8-Hsg Choice Vouchers	26234	v0000786 - HOUSING RESOURCES BAINBRIDGE/PBV	8/1/2026	2,124.00
hk6311	- Section 8-Hsg Choice Vouchers	26235	v9005727 - Irrevocable Living Trust of Dorothy Lee	8/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26236	v9000008 - James and Cecilia Adrian	8/1/2026	14,483.00
hk6311	- Section 8-Hsg Choice Vouchers	26237	v9001509 - Janet West Home	8/1/2026	3,733.00
hk6311	- Section 8-Hsg Choice Vouchers	26238	t0007791 - Johnson	8/1/2026	151.00
hk6311	- Section 8-Hsg Choice Vouchers	26239	v9002019 - JOHNSON, JOELINE R.	8/1/2026	2,435.00
hk6311	- Section 8-Hsg Choice Vouchers	26240	t0017679 - Jones	8/1/2026	29.00
hk6311	- Section 8-Hsg Choice Vouchers	26241	v9005575 - JP Housing LLC	8/1/2026	1,183.00
hk6311	- Section 8-Hsg Choice Vouchers	26242	t9001280 - Kahuhu	8/1/2026	246.00
hk6311	- Section 8-Hsg Choice Vouchers	26243	v0000693 - King County Housing Authority	8/1/2026	7,338.78
hk6311	- Section 8-Hsg Choice Vouchers	26244	v9005590 - Lacey Newman	8/1/2026	750.00
hk6311	- Section 8-Hsg Choice Vouchers	26245	t0014289 - Lange	8/1/2026	199.00
hk6311	- Section 8-Hsg Choice Vouchers	26246	v0000705 - LAWRENCE C. DANIELS	8/1/2026	809.00
hk6311	- Section 8-Hsg Choice Vouchers	26247	t9001185 - Leggs Dunkle	8/1/2026	98.00
hk6311	- Section 8-Hsg Choice Vouchers	26248	t0036894 - Lewis	8/1/2026	206.00
hk6311	- Section 8-Hsg Choice Vouchers	26249	t0036944 - Madrid	8/1/2026	113.00
hk6311	- Section 8-Hsg Choice Vouchers	26250	t0003298 - Masters	8/1/2026	16.00
hk6311	- Section 8-Hsg Choice Vouchers	26251	t9001791 - Mathis	8/1/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	26252	v9002683 - Mike Foley	8/1/2026	770.00
hk6311	- Section 8-Hsg Choice Vouchers	26253	v0000781 - Minot Housing Authority	8/1/2026	279.42
hk6311	- Section 8-Hsg Choice Vouchers	26254	v9002914 - Mobile Properties Joint Junction LLC	8/1/2026	1,489.00
hk6311	- Section 8-Hsg Choice Vouchers	26255	t0035768 - Morse	8/1/2026	46.00
hk6311	- Section 8-Hsg Choice Vouchers	26256	t0017673 - Nall	8/1/2026	222.00
hk6311	- Section 8-Hsg Choice Vouchers	26257	v9002908 - Neil or Judy Bass	8/1/2026	1,642.00
hk6311	- Section 8-Hsg Choice Vouchers	26258	t0036809 - Nguyen	8/1/2026	254.00
hk6311	- Section 8-Hsg Choice Vouchers	26259	v9006887 - Norland Trails/Kitsap Olhava LLC	8/1/2026	2,558.00
hk6311	- Section 8-Hsg Choice Vouchers	26260	v9006312 - NSE Kitsap Fee Owner, LLC	8/1/2026	2,442.00
hk6311	- Section 8-Hsg Choice Vouchers	26261	v8000659 - OLYMPIC MULTI-FAMILY MGMT/TIMBER RUN	8/1/2026	2,482.00
hk6311	- Section 8-Hsg Choice Vouchers	26262	v9005633 - Olympic Pointe Apartments	8/1/2026	6,245.00
hk6311	- Section 8-Hsg Choice Vouchers	26263	t9001801 - Omar	8/1/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	26264	v9001264 - Orchard On The Green	8/1/2026	3,741.00
hk6311	- Section 8-Hsg Choice Vouchers	26265	v8000554 - ORCHARD PARK LLC	8/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26266	t9001901 - Paden	8/1/2026	26.00
hk6311	- Section 8-Hsg Choice Vouchers	26267	t9001342 - Padget	8/1/2026	152.00
hk6311	- Section 8-Hsg Choice Vouchers	26268	t0017684 - Padilla Rangel	8/1/2026	119.00
hk6311	- Section 8-Hsg Choice Vouchers	26269	t9001790 - Pangelinan	8/1/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	26270	v9006061 - Park Shore Property Management/Einspahr	8/1/2026	1,100.00
hk6311	- Section 8-Hsg Choice Vouchers	26272	v9001563 - Parkwood Terrace Apartment Homes	8/1/2026	2,620.00
hk6311	- Section 8-Hsg Choice Vouchers	26273	t0002971 - Pearson	8/1/2026	19.00
hk6311	- Section 8-Hsg Choice Vouchers	26274	v9006398 - Pickett Prop Mgmt/Shigeta	8/1/2026	1,401.00
hk6311	- Section 8-Hsg Choice Vouchers	26275	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	8/1/2026	2,088.00
hk6311	- Section 8-Hsg Choice Vouchers	26276	v9005805 - Pine Ridge Apartments	8/1/2026	1,930.00
hk6311	- Section 8-Hsg Choice Vouchers	26277	t9001300 - Pinney	8/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26278	v8000520 - PORT ORCHARD MULTIFAMILY LLC	8/1/2026	1,835.00
hk6311	- Section 8-Hsg Choice Vouchers	26279	v9007066 - Port Washington LLC	8/1/2026	1,775.00
hk6311	- Section 8-Hsg Choice Vouchers	26280	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	8/1/2026	2,148.00
hk6311	- Section 8-Hsg Choice Vouchers	26281	v9006259 - REALLY PROPERTY MANAGEMENT/NEUSON	8/1/2026	1,096.00
hk6311	- Section 8-Hsg Choice Vouchers	26282	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	8/1/2026	4,332.00
hk6311	- Section 8-Hsg Choice Vouchers	26283	v9006946 - Reeder Management Inc / Bay Breeze Apartments	8/1/2026	1,392.00
hk6311	- Section 8-Hsg Choice Vouchers	26284	v0000456 - REID PROPERTY MANAGEMENT LLC	8/1/2026	1,184.00
hk6311	- Section 8-Hsg Choice Vouchers	26285	v0000785 - REID PROPERTY MANAGEMENT/CABANA	8/1/2026	1,348.00
hk6311	- Section 8-Hsg Choice Vouchers	26286	v9006048 - Remax Connect/Webb	8/1/2026	1,457.00
hk6311	- Section 8-Hsg Choice Vouchers	26287	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	8/1/2026	1,650.00
hk6311	- Section 8-Hsg Choice Vouchers	26288	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	8/1/2026	2,583.00

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hk6311	- Section 8-Hsg Choice Vouchers	26289	v0000629 - RENEW PROP MGMT/CRI 5, LLC	8/1/2026	1,447.00
hk6311	- Section 8-Hsg Choice Vouchers	26290	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LLC	8/1/2026	2,368.00
hk6311	- Section 8-Hsg Choice Vouchers	26291	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LLC	8/1/2026	1,095.00
hk6311	- Section 8-Hsg Choice Vouchers	26292	t0014175 - Rhea	8/1/2026	492.00
hk6311	- Section 8-Hsg Choice Vouchers	26293	t0038936 - Roller	8/1/2026	94.00
hk6311	- Section 8-Hsg Choice Vouchers	26294	t0017725 - Rouse	8/1/2026	21.00
hk6311	- Section 8-Hsg Choice Vouchers	26295	v9001367 - Russell Frey Enterprise	8/1/2026	1,391.00
hk6311	- Section 8-Hsg Choice Vouchers	26296	t0007032 - Sadewasser	8/1/2026	103.00
hk6311	- Section 8-Hsg Choice Vouchers	26297	t9001634 - Salihi	8/1/2026	212.00
hk6311	- Section 8-Hsg Choice Vouchers	26298	t0016776 - Sanders	8/1/2026	330.00
hk6311	- Section 8-Hsg Choice Vouchers	26299	t0040239 - Sanderson	8/1/2026	115.00
hk6311	- Section 8-Hsg Choice Vouchers	26300	t0017698 - Sayles	8/1/2026	97.00
hk6311	- Section 8-Hsg Choice Vouchers	26301	v9003213 - Scandia Knolls Assoc. Limited Partnership	8/1/2026	3,629.00
hk6311	- Section 8-Hsg Choice Vouchers	26302	t9001179 - Schneider	8/1/2026	108.00
hk6311	- Section 8-Hsg Choice Vouchers	26303	t0042120 - Sharp	8/1/2026	6.00
hk6311	- Section 8-Hsg Choice Vouchers	26304	t0006818 - Sherwood	8/1/2026	90.00
hk6311	- Section 8-Hsg Choice Vouchers	26305	v8000589 - SILVA, CHRISTOPHER	8/1/2026	1,707.00
hk6311	- Section 8-Hsg Choice Vouchers	26306	v0000679 - SILVERDALE SHORES/BonaVista Mgmt	8/1/2026	1,322.00
hk6311	- Section 8-Hsg Choice Vouchers	26307	t0038147 - Skuza	8/1/2026	31.00
hk6311	- Section 8-Hsg Choice Vouchers	26308	t9001051 - Spears	8/1/2026	100.00
hk6311	- Section 8-Hsg Choice Vouchers	26309	v9005984 - Spencer Sutherland	8/1/2026	1,525.00
hk6311	- Section 8-Hsg Choice Vouchers	26310	v9004177 - Steven Durupt	8/1/2026	626.00
hk6311	- Section 8-Hsg Choice Vouchers	26311	t9001313 - Stone	8/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26312	t0017846 - Swenson	8/1/2026	183.00
hk6311	- Section 8-Hsg Choice Vouchers	26313	t0039439 - Talbert	8/1/2026	294.00
hk6311	- Section 8-Hsg Choice Vouchers	26314	v9006568 - TAM Residential/Cottage Bay Apartments	8/1/2026	8,420.00
hk6311	- Section 8-Hsg Choice Vouchers	26315	v9006561 - TAM Residential/Viewcrest Village Apts	8/1/2026	19,052.00
hk6311	- Section 8-Hsg Choice Vouchers	26316	v9006082 - The Diplomat Apartments	8/1/2026	1,156.00
hk6311	- Section 8-Hsg Choice Vouchers	26317	v0000806 - THE LANDING AT HARBOR POINTE 3 LLC	8/1/2026	1,323.00
hk6311	- Section 8-Hsg Choice Vouchers	26318	v9006149 - The Neiders Company/Orchard Pointe Apartments	8/1/2026	1,695.00
hk6311	- Section 8-Hsg Choice Vouchers	26319	v9007049 - The Ridge at Payseno Lane Apartments	8/1/2026	546.00
hk6311	- Section 8-Hsg Choice Vouchers	26320	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	8/1/2026	1,725.00
hk6311	- Section 8-Hsg Choice Vouchers	26321	v9003785 - The Summit - HAP acct	8/1/2026	1,031.00
hk6311	- Section 8-Hsg Choice Vouchers	26322	v9003323 - Lund Village/TAV 1900 LLC	8/1/2026	1,337.00
hk6311	- Section 8-Hsg Choice Vouchers	26323	t0036497 - Turner	8/1/2026	60.00
hk6311	- Section 8-Hsg Choice Vouchers	26324	t0017677 - Twogood	8/1/2026	122.00
hk6311	- Section 8-Hsg Choice Vouchers	26325	v9006573 - TYLER and KYLA McKEAN	8/1/2026	1,800.00
hk6311	- Section 8-Hsg Choice Vouchers	26326	v0000770 - Tyler Housing Agency	8/1/2026	1,205.30
hk6311	- Section 8-Hsg Choice Vouchers	26327	t9001212 - Veach	8/1/2026	95.00
hk6311	- Section 8-Hsg Choice Vouchers	26328	v9005602 - Vintage at Bremerton	8/1/2026	8,037.00
hk6311	- Section 8-Hsg Choice Vouchers	26329	v9006533 - Vintage at Silverdale	8/1/2026	12,747.00
hk6311	- Section 8-Hsg Choice Vouchers	26330	v0000494 - VINTAGE AT SILVERDALE, LLC	8/1/2026	1,950.00
hk6311	- Section 8-Hsg Choice Vouchers	26331	v9001125 - Weatherstone Apartment Homes	8/1/2026	2,426.00
hk6311	- Section 8-Hsg Choice Vouchers	26332	t0042129 - Williams	8/1/2026	8.00
hk6311	- Section 8-Hsg Choice Vouchers	26333	t0035827 - Wilson	8/1/2026	226.00
hk6311	- Section 8-Hsg Choice Vouchers	26334	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	8/1/2026	1,417.00
hk6311	- Section 8-Hsg Choice Vouchers	26335	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	8/1/2026	1,511.00
hk6311	- Section 8-Hsg Choice Vouchers	26336	v9006419 - WOZLECK, JAMES L.	8/1/2026	1,184.00
hk6311	- Section 8-Hsg Choice Vouchers	235	v0000001 - Housing Kitsap	8/4/2026	3,838.00
hk6311	- Section 8-Hsg Choice Vouchers	236	v0000478 - HK Homes	8/4/2026	175,198.00
hk6311	- Section 8-Hsg Choice Vouchers	237	v0000493 - HARCOURTS PENINSULA PROPERTIES	8/4/2026	3,003.00
hk6311	- Section 8-Hsg Choice Vouchers	238	v0000624 - ADVANI, ANURADHA	8/4/2026	3,020.00
hk6311	- Section 8-Hsg Choice Vouchers	239	v0000683 - Pierce County Housing Authority	8/4/2026	4,206.46
hk6311	- Section 8-Hsg Choice Vouchers	240	v0000688 - Housing Authority of Snohomish County	8/4/2026	1,592.19
hk6311	- Section 8-Hsg Choice Vouchers	241	v0000691 - REALLY PROP MGMT/MONTMINY	8/4/2026	2,950.00
hk6311	- Section 8-Hsg Choice Vouchers	242	v0000709 - VINSHAW HOLDINGS, LLC	8/4/2026	2,816.00
hk6311	- Section 8-Hsg Choice Vouchers	243	v0000721 - NORDIC COTTAGES	8/4/2026	11,929.00
hk6311	- Section 8-Hsg Choice Vouchers	244	v0000727 - DETAILS PROP MGMT/KEETON	8/4/2026	1,687.00
hk6311	- Section 8-Hsg Choice Vouchers	245	v0000733 - EDWARD & MARLYS RECKNAGLE	8/4/2026	317.00
hk6311	- Section 8-Hsg Choice Vouchers	246	v0000736 - DYER, KIMBERLEE M	8/4/2026	1,844.00
hk6311	- Section 8-Hsg Choice Vouchers	247	v0000742 - GIG HARBOR PROP MGMT/PORTER	8/4/2026	2,550.00
hk6311	- Section 8-Hsg Choice Vouchers	248	v0000747 - Time Square Apartments	8/4/2026	20,043.00
hk6311	- Section 8-Hsg Choice Vouchers	249	v0000773 - SEDGWICK VENTURES LLC dba POTTERY CREEK	8/4/2026	1,325.00
hk6311	- Section 8-Hsg Choice Vouchers	250	v0000774 - JEFFREY TRAN	8/4/2026	860.00
hk6311	- Section 8-Hsg Choice Vouchers	251	v0000787 - SCHAPPER, MAURA	8/4/2026	2,865.00
hk6311	- Section 8-Hsg Choice Vouchers	252	v0000796 - SFR BORROWER 2021-2 LLC	8/4/2026	1,439.00
hk6311	- Section 8-Hsg Choice Vouchers	253	v0000799 - Housing Authority of Thurston County	8/4/2026	5,507.70
hk6311	- Section 8-Hsg Choice Vouchers	254	v8000514 - CDJ3@WA PROPERTY LLC	8/4/2026	2,494.00

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hk6311	- Section 8-Hsg Choice Vouchers	255	v8000519 - KITSAP MENTAL HEALTH SERVICES	8/4/2026	6,615.00
hk6311	- Section 8-Hsg Choice Vouchers	256	v8000593 - BAGGERLY, KEITH	8/4/2026	686.00
hk6311	- Section 8-Hsg Choice Vouchers	257	v8000644 - CG WELLINGTON, LLC	8/4/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	258	v8000657 - SATRAN-LOUDIN, JILL	8/4/2026	1,338.00
hk6311	- Section 8-Hsg Choice Vouchers	259	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	8/4/2026	3,085.00
hk6311	- Section 8-Hsg Choice Vouchers	260	v8000664 - BERNTSEN, SPENCER	8/4/2026	1,097.00
hk6311	- Section 8-Hsg Choice Vouchers	261	v9000445 - CLARK, STEPHEN M.	8/4/2026	837.00
hk6311	- Section 8-Hsg Choice Vouchers	262	v9000568 - Robert W Dick	8/4/2026	1,290.00
hk6311	- Section 8-Hsg Choice Vouchers	263	v9000691 - Finch Place Apartments	8/4/2026	779.00
hk6311	- Section 8-Hsg Choice Vouchers	264	v9000729 - GAINES, MARK A.	8/4/2026	2,000.00
hk6311	- Section 8-Hsg Choice Vouchers	265	v9000747 - Golden Tides III Dyes Inlet	8/4/2026	2,499.00
hk6311	- Section 8-Hsg Choice Vouchers	266	v9000881 - Eric Holm	8/4/2026	9,738.00
hk6311	- Section 8-Hsg Choice Vouchers	267	v9000966 - KAS - Kingston Ridge Apartments	8/4/2026	9,379.00
hk6311	- Section 8-Hsg Choice Vouchers	268	v9001022 - Liberty Bay Apartments	8/4/2026	19,194.00
hk6311	- Section 8-Hsg Choice Vouchers	269	v9001050 - Madrona Manor	8/4/2026	13,020.00
hk6311	- Section 8-Hsg Choice Vouchers	270	v9001278 - KAS - Park Place Apartments	8/4/2026	3,886.00
hk6311	- Section 8-Hsg Choice Vouchers	271	v9001405 - KAS - CONIFER WOODS APARTMENTS	8/4/2026	36,657.00
hk6311	- Section 8-Hsg Choice Vouchers	272	v9001407 - Port Orchard Vista Apartments	8/4/2026	21,316.00
hk6311	- Section 8-Hsg Choice Vouchers	273	v9001416 - Frank J Prentice	8/4/2026	396.00
hk6311	- Section 8-Hsg Choice Vouchers	274	v9003457 - EP Holdings LLC/Erlands Point Apartments	8/4/2026	1,830.00
hk6311	- Section 8-Hsg Choice Vouchers	275	v9004359 - Rawlin Swanson	8/4/2026	1,932.00
hk6311	- Section 8-Hsg Choice Vouchers	276	v9004679 - Joan Davis	8/4/2026	687.00
hk6311	- Section 8-Hsg Choice Vouchers	277	v9005608 - Golden Tides II	8/4/2026	9,779.00
hk6311	- Section 8-Hsg Choice Vouchers	278	v9005615 - Fjord Vista II	8/4/2026	641.00
hk6311	- Section 8-Hsg Choice Vouchers	279	v9005809 - Evert, Brenda	8/4/2026	1,096.00
hk6311	- Section 8-Hsg Choice Vouchers	280	v9006030 - Brenna Fields/Aspen Orchard LLC	8/4/2026	1,285.00
hk6311	- Section 8-Hsg Choice Vouchers	281	v9006083 - Tip Top Property Investments LLC	8/4/2026	3,401.00
hk6311	- Section 8-Hsg Choice Vouchers	282	v9006236 - REally Property Mgmt/Borgatti	8/4/2026	1,574.00
hk6311	- Section 8-Hsg Choice Vouchers	283	v9006311 - Details Property Mgmt/Kallander	8/4/2026	1,871.00
hk6311	- Section 8-Hsg Choice Vouchers	284	v9006369 - REally Prop Mgmt/Seattle Youth Home Servs LLC	8/4/2026	1,053.00
hk6311	- Section 8-Hsg Choice Vouchers	285	v9006373 - Marty D. Lemon/Sydney LLC	8/4/2026	949.00
hk6311	- Section 8-Hsg Choice Vouchers	286	v9006443 - Mary E. Heskett	8/4/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	287	v9006516 - Julie Bowling	8/4/2026	565.00
hk6311	- Section 8-Hsg Choice Vouchers	288	v9006611 - ID Ent Rentals LLC	8/4/2026	1,495.00
hk6311	- Section 8-Hsg Choice Vouchers	289	v9006774 - Carlos E. Aceves	8/4/2026	3,500.00
hk6311	- Section 8-Hsg Choice Vouchers	290	v9007013 - ID Ent Rentals LLC/Haj	8/4/2026	2,700.00
hk6311	- Section 8-Hsg Choice Vouchers	291	v9007024 - Deborah McRae	8/4/2026	215.00
hk6311	- Section 8-Hsg Choice Vouchers	292	v9007117 - REally Property Mgmt/Morley	8/4/2026	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	293	v9007124 - HK Homes (for Golden Tides 1)	8/4/2026	11,107.00
hk6311	- Section 8-Hsg Choice Vouchers	294	v9007129 - HK Homes (for Nollwood)	8/4/2026	34,967.00
hk6311	- Section 8-Hsg Choice Vouchers	26337	v0000815 - 701 SUMMIT LLC	8/14/2026	2,977.00
hk6311	- Section 8-Hsg Choice Vouchers	26338	v9006249 - Lund Pointe Apartments	8/14/2026	1,548.00
hk6311	- Section 8-Hsg Choice Vouchers	26339	v8000659 - OLYMPIC MULTI-FAMILY MGMT/TIMBER RUN	8/14/2026	12,241.00
hk6311	- Section 8-Hsg Choice Vouchers	26340	v9001264 - Orchard On The Green	8/14/2026	1,461.00
hk6311	- Section 8-Hsg Choice Vouchers	26341	v9006680 - Pickett Prop Mgmt/Watson	8/14/2026	1,747.00
hk6311	- Section 8-Hsg Choice Vouchers	26342	v0000820 - Really Prop Mgmt/Chen	8/14/2026	2,671.00
hk6311	- Section 8-Hsg Choice Vouchers	26343	v0000629 - RENEW PROP MGMT/CRI 5, LLC	8/14/2026	2,560.00
hk6311	- Section 8-Hsg Choice Vouchers	26344	v9006568 - TAM Residential/Cottage Bay Apartments	8/14/2026	1,401.00
hk6311	- Section 8-Hsg Choice Vouchers	26345	v9006561 - TAM Residential/Viewcrest Village Apts	8/14/2026	3,392.00
hk6311	- Section 8-Hsg Choice Vouchers	26346	v0000483 - THE JOSEPH GROUP	8/14/2026	1,514.00
hk6311	- Section 8-Hsg Choice Vouchers	26347	v0000770 - Tyler Housing Agency	8/14/2026	683.00
hk6311	- Section 8-Hsg Choice Vouchers	26348	v9006025 - William Brasch	8/14/2026	2,097.00
hk6311	- Section 8-Hsg Choice Vouchers	295	v0000001 - Housing Kitsap	8/17/2026	522.00
hk6311	- Section 8-Hsg Choice Vouchers	296	v9001407 - Port Orchard Vista Apartments	8/17/2026	3,121.00
hk6311	- Section 8-Hsg Choice Vouchers	297	v9005608 - Golden Tides II	8/17/2026	1,348.00
hk6311	- Section 8-Hsg Choice Vouchers	26349	t0008479 - Ayers	8/27/2026	96.00
hk6311	- Section 8-Hsg Choice Vouchers	26350	V0000054 - BREMERTON HOUSING AUTHORITY	8/27/2026	1,806.00
					755,452.85

Bank	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	2872	t0000075 - Johnston	8/3/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2873	t9001469 - Pusateri	8/3/2026	56.00
hkop8711 - HK_MF_All-Owned_OP	2874	t0000111 - Wiklund	8/3/2026	73.00
hkop8711 - HK_MF_All-Owned_OP	2871	t0000118 - Carr	8/3/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	JE 8391	RHODY FUND TRANSFER FROM OPERATING ACCOUNT TO REPLACEMENT RESERV	8/4/2026	148,404.20
hkop8711 - HK_MF_All-Owned_OP	JE 8430	reclassify bank deposit EFT 235HKH Deposit made to Gen Fund, Should be 8711	8/4/2026	2,211.00
hkop8711 - HK_MF_All-Owned_OP	JE 8401	FUND TRANSFER- PROJECT RENTALS FY 2027 HARRP INSURANCE REIMBURSEME	8/5/2026	124,812.95
hkop8711 - HK_MF_All-Owned_OP	JE 8402	FUND TRANSFER- RD PROJECTS FY 2027 HARRP INSURANCE REIMBURSEMENT	8/5/2026	69,043.50

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hkop8711 - HK_MF_All-Owned_OP	2875	V0000050 - BREMERTON CITY OF-Utility Billing	8/6/2026	2,339.32
hkop8711 - HK_MF_All-Owned_OP	2876	V0000070 - CINTAS FIRE 636525	8/6/2026	1,201.00
hkop8711 - HK_MF_All-Owned_OP	2877	V0000080 - COMCAST	8/6/2026	154.28
hkop8711 - HK_MF_All-Owned_OP	2878	v0000703 - DRAIN PRO INC	8/6/2026	2,232.50
hkop8711 - HK_MF_All-Owned_OP	2879	V0000138 - HENERY HARDWARE, INC.	8/6/2026	20.99
hkop8711 - HK_MF_All-Owned_OP	2880	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	8/6/2026	59.31
hkop8711 - HK_MF_All-Owned_OP	2881	V0000247 - OFFICE DEPOT-ACCT. 67444053	8/6/2026	160.32
hkop8711 - HK_MF_All-Owned_OP	2882	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	8/6/2026	291.60
hkop8711 - HK_MF_All-Owned_OP	2883	v0000701 - PETTY CASH FUND-RHODODENDRON APTS	8/6/2026	88.72
hkop8711 - HK_MF_All-Owned_OP	2884	V0000272 - PUGET SOUND ENERGY	8/6/2026	1,692.10
hkop8711 - HK_MF_All-Owned_OP	2885	V0000362 - WEST SOUND UTILITY DISTRICT	8/6/2026	11,950.89
hkop8711 - HK_MF_All-Owned_OP	2886	V0000034 - BAINBRIDGE DISPOSAL, INC.	8/7/2026	1,299.19
hkop8711 - HK_MF_All-Owned_OP	2887	v0000746 - BUILDING A TRADITION, LLC	8/7/2026	4,806.00
hkop8711 - HK_MF_All-Owned_OP	2888	V0000070 - CINTAS FIRE 636525	8/7/2026	3,233.79
hkop8711 - HK_MF_All-Owned_OP	2889	V0000088 - DANO'S SEPTIC	8/7/2026	300.00
hkop8711 - HK_MF_All-Owned_OP	2890	V0000138 - HENERY HARDWARE, INC.	8/7/2026	29.98
hkop8711 - HK_MF_All-Owned_OP	2891	v0000157 - JIFFY LUBE	8/7/2026	118.12
hkop8711 - HK_MF_All-Owned_OP	2892	v0000267 - POULSBO, CITY OF	8/7/2026	8,381.21
hkop8711 - HK_MF_All-Owned_OP	2893	V0000334 - THYSSENKRUPP ELEVATOR CORP.	8/7/2026	3,791.09
hkop8711 - HK_MF_All-Owned_OP	2894	v0000667 - WESTERN EXTERMINATOR	8/7/2026	128.75
hkop8711 - HK_MF_All-Owned_OP	99431938	v0000145 - HOUSING ASSISTANCE COUNCIL	8/10/2026	6,533.71
hkop8711 - HK_MF_All-Owned_OP	RC 59535	Returned item t0000566	8/10/2026	450.00
hkop8711 - HK_MF_All-Owned_OP	99433357	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	8/12/2026	6,162.66
hkop8711 - HK_MF_All-Owned_OP	2895	t0000487 - Arnold	8/12/2026	216.00
hkop8711 - HK_MF_All-Owned_OP	2896	v0000598 - ASHLEY'S CLEANING	8/13/2026	1,540.00
hkop8711 - HK_MF_All-Owned_OP	2897	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	8/13/2026	37.50
hkop8711 - HK_MF_All-Owned_OP	2899	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	8/13/2026	225.65
hkop8711 - HK_MF_All-Owned_OP	2900	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	8/13/2026	1,814.83
hkop8711 - HK_MF_All-Owned_OP	2901	V0000268 - PREMIER RENTALS	8/13/2026	298.12
hkop8711 - HK_MF_All-Owned_OP	2902	V0000272 - PUGET SOUND ENERGY	8/13/2026	560.15
hkop8711 - HK_MF_All-Owned_OP	2903	v0000672 - RENTGROW, INC	8/13/2026	209.00
hkop8711 - HK_MF_All-Owned_OP	2904	V0000312 - SILVERDALE WATER DISTRICT	8/13/2026	3,293.26
hkop8711 - HK_MF_All-Owned_OP	2905	V0000334 - THYSSENKRUPP ELEVATOR CORP.	8/13/2026	3,245.86
hkop8711 - HK_MF_All-Owned_OP	2906	V0000359 - WAVE ASTOUND	8/13/2026	77.85
hkop8711 - HK_MF_All-Owned_OP	2907	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	8/13/2026	12.50
hkop8711 - HK_MF_All-Owned_OP	99756948	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/13/2026	4,364.48
hkop8711 - HK_MF_All-Owned_OP	2898	v0000133 - HOUSING AUTHORITIES RISK RETENTION POOL (HAARP)	8/13/2026	233.15
hkop8711 - HK_MF_All-Owned_OP	99987661	v0000201 - LOWES - AM DEPT	8/14/2026	4,001.76
hkop8711 - HK_MF_All-Owned_OP	2908	v0000381 - KITSAP COUNTY BLOCK GRANT PROGRAM, DEPT OF HUMAN SERVS	8/14/2026	11,359.30
hkop8711 - HK_MF_All-Owned_OP	99752907	v0000201 - LOWES - AM DEPT	8/17/2026	1,523.84
hkop8711 - HK_MF_All-Owned_OP	99787702	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	8/19/2026	109.18
hkop8711 - HK_MF_All-Owned_OP	99787876	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	8/19/2026	49.99
hkop8711 - HK_MF_All-Owned_OP	99681055	v0000201 - LOWES - AM DEPT	8/20/2026	1,141.37
hkop8711 - HK_MF_All-Owned_OP	2909	V0000047 - BREM AIR DISPOSAL, INC.-Commercial acct	8/20/2026	5,560.93
hkop8711 - HK_MF_All-Owned_OP	2914	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	8/20/2026	341.37
hkop8711 - HK_MF_All-Owned_OP	2910	V0000080 - COMCAST	8/20/2026	15.45
hkop8711 - HK_MF_All-Owned_OP	2911	v0000106 - EXPRESS SERVICES INC.	8/20/2026	3,353.84
hkop8711 - HK_MF_All-Owned_OP	2912	V0000137 - HENDEN ELECTRIC, INC	8/20/2026	400.00
hkop8711 - HK_MF_All-Owned_OP	2913	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	8/20/2026	11,638.90
hkop8711 - HK_MF_All-Owned_OP	2915	V0000272 - PUGET SOUND ENERGY	8/20/2026	4,803.18
hkop8711 - HK_MF_All-Owned_OP	2916	V0000296 - SCOTT, SONIA	8/20/2026	42.00
hkop8711 - HK_MF_All-Owned_OP	2917	V0000308 - SHERWIN WILLIAMS COMPANY	8/20/2026	2,687.50
hkop8711 - HK_MF_All-Owned_OP	2918	V0000334 - THYSSENKRUPP ELEVATOR CORP.	8/20/2026	6,090.94
hkop8711 - HK_MF_All-Owned_OP	2919	v0000424 - TRS MECHANICAL, INC	8/20/2026	2,510.30
hkop8711 - HK_MF_All-Owned_OP	2920	v0000370 - YARDI SYSTEMS, INC.	8/20/2026	45.00
hkop8711 - HK_MF_All-Owned_OP	99442257	v0000001 - Housing Kitsap	8/24/2026	46,895.21
hkop8711 - HK_MF_All-Owned_OP	99442258	v0000001 - Housing Kitsap	8/24/2026	30,770.48
hkop8711 - HK_MF_All-Owned_OP	99443034	v0000392 - KCCHA - GOLDEN TIDES II	8/25/2026	6.00
hkop8711 - HK_MF_All-Owned_OP	2921	t9000309 - Kahuhu	8/25/2026	8.90
hkop8711 - HK_MF_All-Owned_OP	99443453	v0000001 - Housing Kitsap	8/26/2026	2,000.00
hkop8711 - HK_MF_All-Owned_OP	99443450	v0000001 - Housing Kitsap	8/26/2026	2,000.00
hkop8711 - HK_MF_All-Owned_OP	99443451	v0000001 - Housing Kitsap	8/26/2026	1,000.00
hkop8711 - HK_MF_All-Owned_OP	99443490	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	8/26/2026	6,162.66
hkop8711 - HK_MF_All-Owned_OP	99443832	v0000610 - HK_MF_RD-REQ-RESERVES	8/26/2026	2,314.00
hkop8711 - HK_MF_All-Owned_OP	2931	v0000424 - TRS MECHANICAL, INC	8/27/2026	2,592.65
hkop8711 - HK_MF_All-Owned_OP	2925	V0000065 - CASCADE NATURAL GAS CORP.	8/27/2026	418.41
hkop8711 - HK_MF_All-Owned_OP	2922	t0000504 - Paquette	8/27/2026	222.97
hkop8711 - HK_MF_All-Owned_OP	2932	V0000359 - WAVE ASTOUND	8/27/2026	300.12

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hkop8711 - HK_MF_All-Owned_OP	2923	V0000050 - BREMERTON CITY OF-Utility Billing	8/27/2026	5,594.72
hkop8711 - HK_MF_All-Owned_OP	2929	V0000225 - MULTIFAMILY AFFORDABLE PROPERTIES	8/27/2026	520.03
hkop8711 - HK_MF_All-Owned_OP	2927	v0000498 - HARSIN, JENNY	8/27/2026	71.76
hkop8711 - HK_MF_All-Owned_OP	2928	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	8/27/2026	118.62
hkop8711 - HK_MF_All-Owned_OP	2924	v0000746 - BUILDING A TRADITION, LLC	8/27/2026	12,100.00
hkop8711 - HK_MF_All-Owned_OP	2926	V0000080 - COMCAST	8/27/2026	254.24
hkop8711 - HK_MF_All-Owned_OP	2930	V0000272 - PUGET SOUND ENERGY	8/27/2026	101.96
hkop8711 - HK_MF_All-Owned_OP	99845033	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/28/2026	9,382.03
hkop8711 - HK_MF_All-Owned_OP	99447615	V0000136 - HD SUPPLY - ACCT.#104436	8/28/2026	5,544.73
hkop8711 - HK_MF_All-Owned_OP	99569107	v0000201 - LOWES - AM DEPT	8/28/2026	329.78
				600,668.65

Bank	Check#	Vendor	Date	Amount
hk7911 - HK_MF_Sep_Corp_OP	1273	t0000141 - Bryant	8/3/2026	73.00
hk7911 - HK_MF_Sep_Corp_OP	1274	t9001378 - Dunbar	8/3/2026	67.00
hk7911 - HK_MF_Sep_Corp_OP	1275	t9000534 - Dunn	8/3/2026	23.00
hk7911 - HK_MF_Sep_Corp_OP	1276	t9000459 - Fontana	8/3/2026	89.00
hk7911 - HK_MF_Sep_Corp_OP	1277	t9001330 - Haynes	8/3/2026	53.00
hk7911 - HK_MF_Sep_Corp_OP	1278	t9000462 - Hoskinson	8/3/2026	89.00
hk7911 - HK_MF_Sep_Corp_OP	1279	t9000735 - Ives	8/3/2026	72.00
hk7911 - HK_MF_Sep_Corp_OP	1280	t9000555 - KELLEY	8/3/2026	129.00
hk7911 - HK_MF_Sep_Corp_OP	1281	t9000495 - KELLY	8/3/2026	72.00
hk7911 - HK_MF_Sep_Corp_OP	1282	t9000437 - Mason	8/3/2026	89.00
hk7911 - HK_MF_Sep_Corp_OP	1283	t9000419 - O'Con	8/3/2026	20.00
hk7911 - HK_MF_Sep_Corp_OP	1284	t0000150 - Rhodelander	8/3/2026	27.00
hk7911 - HK_MF_Sep_Corp_OP	1285	t9000562 - Sanders	8/3/2026	72.00
hk7911 - HK_MF_Sep_Corp_OP	1286	t9000743 - Scherler-Evenson	8/3/2026	129.00
hk7911 - HK_MF_Sep_Corp_OP	1287	t9001844 - Smith	8/3/2026	122.00
hk7911 - HK_MF_Sep_Corp_OP	JE 8429	reclassify bank deposit EFT 235KR Deposit made to Gen Fund, Should be 7911	8/4/2026	1,627.00
hk7911 - HK_MF_Sep_Corp_OP	JE 8400	FUND TRANSFER- KITSAP APARTMENTS FY 2027 HARRP INSURANCE REIMBURSEI	8/5/2026	98,021.02
hk7911 - HK_MF_Sep_Corp_OP	JE 8403	FUND TRANSFER- COMPONENT UNITS FY 2027 HARRP INSURANCE REIMBURSEM	8/5/2026	87,273.23
hk7911 - HK_MF_Sep_Corp_OP	1288	v0000698 - APARTMENTS LLC	8/6/2026	409.88
hk7911 - HK_MF_Sep_Corp_OP	1289	V0000050 - BREMERTON CITY OF-Utility Billing	8/6/2026	2,335.68
hk7911 - HK_MF_Sep_Corp_OP	1290	v0000376 - BRETEYS CONSTRUCTION LLC	8/6/2026	50,809.32
hk7911 - HK_MF_Sep_Corp_OP	1291	V0000065 - CASCADE NATURAL GAS CORP.	8/6/2026	17.14
hk7911 - HK_MF_Sep_Corp_OP	1292	v0000380 - Century Link	8/6/2026	94.25
hk7911 - HK_MF_Sep_Corp_OP	1293	v0000826 - GIG HARBOR TREE SERVICE LLC	8/6/2026	9,445.80
hk7911 - HK_MF_Sep_Corp_OP	1294	V0000246 - OFFICE DEPOT--ACCT# 19356639	8/6/2026	222.18
hk7911 - HK_MF_Sep_Corp_OP	1295	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	8/6/2026	399.77
hk7911 - HK_MF_Sep_Corp_OP	1296	V0000272 - PUGET SOUND ENERGY	8/6/2026	5,328.30
hk7911 - HK_MF_Sep_Corp_OP	1297	v0000521 - A-1 ROOFING, INC	8/7/2026	187,480.00
hk7911 - HK_MF_Sep_Corp_OP	1298	v0000598 - ASHLEY'S CLEANING	8/7/2026	962.00
hk7911 - HK_MF_Sep_Corp_OP	1299	v0000267 - POULSBO, CITY OF	8/7/2026	2,568.35
hk7911 - HK_MF_Sep_Corp_OP	1300	V0000272 - PUGET SOUND ENERGY	8/7/2026	605.55
hk7911 - HK_MF_Sep_Corp_OP	RC 59703	Returned item t0000238	8/10/2026	392.00
hk7911 - HK_MF_Sep_Corp_OP	RC 59830	Returned item t0000546	8/10/2026	176.00
hk7911 - HK_MF_Sep_Corp_OP	1301	V0000138 - HENERY HARDWARE, INC.	8/13/2026	32.74
hk7911 - HK_MF_Sep_Corp_OP	1302	V0000179 - KITSAP GARAGE DOOR CO.	8/13/2026	229.32
hk7911 - HK_MF_Sep_Corp_OP	1303	V0000272 - PUGET SOUND ENERGY	8/13/2026	791.90
hk7911 - HK_MF_Sep_Corp_OP	1304	v0000672 - RENTGROW, INC	8/13/2026	311.00
hk7911 - HK_MF_Sep_Corp_OP	1305	V0000294 - SCOTT MCLENDONS HARDWARE	8/13/2026	46.74
hk7911 - HK_MF_Sep_Corp_OP	99302515	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/13/2026	50.00
hk7911 - HK_MF_Sep_Corp_OP	1306	v0000376 - BRETEYS CONSTRUCTION LLC	8/17/2026	54,662.15
hk7911 - HK_MF_Sep_Corp_OP	1307	v0000620 - HILL CONSTRUCTION	8/17/2026	39,691.40
hk7911 - HK_MF_Sep_Corp_OP	99760480	v0000201 - LOWES - AM DEPT	8/18/2026	1,738.16
hk7911 - HK_MF_Sep_Corp_OP	99787654	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	8/19/2026	105.59
hk7911 - HK_MF_Sep_Corp_OP	99787718	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	8/19/2026	87.16
hk7911 - HK_MF_Sep_Corp_OP	99787895	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	8/19/2026	1,105.29
hk7911 - HK_MF_Sep_Corp_OP	1308	v0000698 - APARTMENTS LLC	8/20/2026	235.00
hk7911 - HK_MF_Sep_Corp_OP	1309	V0000047 - BREM AIR DISPOSAL, INC.-Commercial acct	8/20/2026	18,163.38
hk7911 - HK_MF_Sep_Corp_OP	1310	V0000050 - BREMERTON CITY OF-Utility Billing	8/20/2026	559.30
hk7911 - HK_MF_Sep_Corp_OP	1311	v0000380 - Century Link	8/20/2026	72.66
hk7911 - HK_MF_Sep_Corp_OP	1312	V0000070 - CINTAS FIRE 636525	8/20/2026	1,693.27
hk7911 - HK_MF_Sep_Corp_OP	1313	v0000681 - HARBOR APPEALS AND LAW PLLC	8/20/2026	4,000.50
hk7911 - HK_MF_Sep_Corp_OP	1314	V0000138 - HENERY HARDWARE, INC.	8/20/2026	29.46
hk7911 - HK_MF_Sep_Corp_OP	1315	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	8/20/2026	13,360.16
hk7911 - HK_MF_Sep_Corp_OP	1316	V0000246 - OFFICE DEPOT--ACCT# 19356639	8/20/2026	87.90
hk7911 - HK_MF_Sep_Corp_OP	1318	V0000271 - PUCKETT & REDFORD P.L.L.C.	8/20/2026	6,576.52

Payment Summary
August 2026 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	1319	V0000272 - PUGET SOUND ENERGY	8/20/2026	3,036.23
hk7911 - HK_MF_Sep_Corp_OP	1320	V0000279 - REDROCK RESURFACING	8/20/2026	1,443.20
hk7911 - HK_MF_Sep_Corp_OP	1321	v0000451 - ROTO-ROOTER SERVICES CO	8/20/2026	757.85
hk7911 - HK_MF_Sep_Corp_OP	1322	V0000308 - SHERWIN WILLIAMS COMPANY	8/20/2026	6,100.60
hk7911 - HK_MF_Sep_Corp_OP	1323	V0000312 - SILVERDALE WATER DISTRICT	8/20/2026	725.21
hk7911 - HK_MF_Sep_Corp_OP	1324	v0000445 - SOUND PEST CONTROL	8/20/2026	158.34
hk7911 - HK_MF_Sep_Corp_OP	1325	V0000334 - THYSSENKRUPP ELEVATOR CORP.	8/20/2026	2,499.25
hk7911 - HK_MF_Sep_Corp_OP	1326	V0000362 - WEST SOUND UTILITY DISTRICT	8/20/2026	20,854.78
hk7911 - HK_MF_Sep_Corp_OP	1327	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	8/20/2026	227.54
hk7911 - HK_MF_Sep_Corp_OP	99334560	v0000201 - LOWES - AM DEPT	8/21/2026	3,407.06
hk7911 - HK_MF_Sep_Corp_OP	99366572	v0000201 - LOWES - AM DEPT	8/22/2026	367.51
hk7911 - HK_MF_Sep_Corp_OP	99442255	v0000001 - Housing Kitsap	8/24/2026	46,142.13
hk7911 - HK_MF_Sep_Corp_OP	99442256	v0000001 - Housing Kitsap	8/24/2026	41,070.17
hk7911 - HK_MF_Sep_Corp_OP	99442345	v0000418 - PARK PLACE APTS	8/24/2026	1,206.00
hk7911 - HK_MF_Sep_Corp_OP	1328	t9002010 - Powers	8/25/2026	78.00
hk7911 - HK_MF_Sep_Corp_OP	99443022	v0000420 - KINGSTON RIDGE APTS	8/25/2026	113.83
hk7911 - HK_MF_Sep_Corp_OP	99443449	v0000001 - Housing Kitsap	8/26/2026	5,000.00
hk7911 - HK_MF_Sep_Corp_OP	99443459	v0000001 - Housing Kitsap	8/26/2026	2,000.00
hk7911 - HK_MF_Sep_Corp_OP	99443462	v0000001 - Housing Kitsap	8/26/2026	2,000.00
hk7911 - HK_MF_Sep_Corp_OP	99443833	v0000608 - HK_MF_SEP-CORP-RESERVES	8/26/2026	3,850.00
hk7911 - HK_MF_Sep_Corp_OP	1329	V0000065 - CASCADE NATURAL GAS CORP.	8/27/2026	34.27
hk7911 - HK_MF_Sep_Corp_OP	1330	V0000225 - MULTIFAMILY AFFORDABLE PROPERTIES	8/27/2026	893.78
hk7911 - HK_MF_Sep_Corp_OP	1331	V0000272 - PUGET SOUND ENERGY	8/27/2026	321.99
hk7911 - HK_MF_Sep_Corp_OP	1332	V0000359 - WAVE ASTOUND	8/27/2026	276.56
hk7911 - HK_MF_Sep_Corp_OP	99566439	v0000201 - LOWES - AM DEPT	8/27/2026	190.00
hk7911 - HK_MF_Sep_Corp_OP	99369568	V0000135 - HD SUPPLY - #3320024	8/28/2026	6,961.96
hk7911 - HK_MF_Sep_Corp_OP	99371657	V0000135 - HD SUPPLY - #3320024	8/28/2026	1,674.26
hk7911 - HK_MF_Sep_Corp_OP	99374690	V0000135 - HD SUPPLY - #3320024	8/28/2026	10,109.67
hk7911 - HK_MF_Sep_Corp_OP	99376235	V0000135 - HD SUPPLY - #3320024	8/28/2026	7,727.70
hk7911 - HK_MF_Sep_Corp_OP	99377515	V0000135 - HD SUPPLY - #3320024	8/28/2026	11,617.33
hk7911 - HK_MF_Sep_Corp_OP	99378273	V0000135 - HD SUPPLY - #3320024	8/28/2026	2,393.99
hk7911 - HK_MF_Sep_Corp_OP	99659759	v0000143 - HOME DEPOT CREDIT SVCS- 4595	8/28/2026	1,953.04
				778,115.32

Bank	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3326	v0000582 - AHBL, INC	8/7/2026	18,669.25
shop3911 - Self Help SHOP	3327	V0000020 - ALLEN SHEARER TRUCKING & LANDSCAPE SUPPLY INC	8/7/2026	2,264.74
shop3911 - Self Help SHOP	3328	V0000207 - MASON COUNTY TREASURER	8/7/2026	1,665.00
shop3911 - Self Help SHOP	3329	V0000209 - MASON PUD3	8/7/2026	67.44
shop3911 - Self Help SHOP	3330	V0000228 - N.L. OLSON & ASSOCIATES	8/7/2026	1,946.00
shop3911 - Self Help SHOP	3331	v0000827 - STONETERRA INC.	8/7/2026	28,401.61
shop3911 - Self Help SHOP	3332	v0000344 - VALLEY SUPPLY CO.	8/7/2026	765.63
shop3911 - Self Help SHOP	3333	v0000204 - MADRONA HOMES LLC	8/14/2026	7,387.50
				61,167.17

Bank	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	125	V0000294 - SCOTT MCLENDONS HARDWARE	8/7/2026	239.99
shga2112 - SELF-HELP GENERAL ACCOUNT	99938816	v0000302 - SH - HOME DEPOT - STORE	8/10/2026	1,194.14
shga2112 - SELF-HELP GENERAL ACCOUNT	127	v0000133 - HOUSING AUTHORITIES RISK RETENTION POOL (HAARP)	8/14/2026	843.00
shga2112 - SELF-HELP GENERAL ACCOUNT	99787817	V0000168 - KITSAP BANK-VISA-DEAN NAIL	8/19/2026	173.08
				2,450.21

Bank	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20768	V0000061 - CALPORTLAND COMPANY	8/7/2026	2,047.41
self2111 - Self Help - Family AP Acct	20769	v0000761 - DTG53, LLC	8/7/2026	483.75
self2111 - Self Help - Family AP Acct	20770	V0000112 - FINAL VISION INC	8/7/2026	1,641.00
self2111 - Self Help - Family AP Acct	20771	v0000662 - Insulation NW, LLC	8/7/2026	3,519.46
self2111 - Self Help - Family AP Acct	20772	v0000484 - JAG CONSTRUCTION LLC	8/7/2026	3,142.38
self2111 - Self Help - Family AP Acct	20773	V0000179 - KITSAP GARAGE DOOR CO.	8/7/2026	2,922.00
self2111 - Self Help - Family AP Acct	20774	v0000458 - M&C DRYWALL, INC.	8/7/2026	13,048.24
self2111 - Self Help - Family AP Acct	20775	v0000557 - MARIO'S PLUMBING	8/7/2026	13,184.18
self2111 - Self Help - Family AP Acct	20776	V0000218 - MITCHELL LUMBER CO	8/7/2026	30,805.12
self2111 - Self Help - Family AP Acct	20777	V0000270 - PRO VISION	8/7/2026	4,503.16
self2111 - Self Help - Family AP Acct	20778	V0000287 - RODDA PAINT COMPANY	8/7/2026	4,832.36
self2111 - Self Help - Family AP Acct	20779	V0000294 - SCOTT MCLENDONS HARDWARE	8/7/2026	34.95
self2111 - Self Help - Family AP Acct	20780	V0000298 - SEATTLE LIGHTING	8/7/2026	1,650.32
self2111 - Self Help - Family AP Acct	20781	v0000344 - VALLEY SUPPLY CO.	8/7/2026	271.45
self2111 - Self Help - Family AP Acct	20782	v0000671 - WHITE CAP, LP	8/7/2026	201.10

Payment Summary
August 2026 Board Cash Disbursement Report

self2111 - Self Help - Family AP Acct	20783	V0000223 - MR DUCTLESS	8/10/2026	53,200.06
self2111 - Self Help - Family AP Acct	99641075	v0000302 - SH - HOME DEPOT - STORE	8/10/2026	6,413.67
self2111 - Self Help - Family AP Acct	20784	v0000463 - DYLAN TAYLOR CONSTRUCTION LLC	8/12/2026	5,843.18
self2111 - Self Help - Family AP Acct	20785	v0000204 - MADRONA HOMES LLC	8/14/2026	16,769.35
self2111 - Self Help - Family AP Acct	20786	V0000128 - H.D. FOWLER COMPANY	8/19/2026	760.40
self2111 - Self Help - Family AP Acct	20787	v0000590 - KITSAP EXCAVATION	8/19/2026	3,279.00
self2111 - Self Help - Family AP Acct	20788	V0000272 - PUGET SOUND ENERGY	8/19/2026	727.05
self2111 - Self Help - Family AP Acct	20789	v0000808 - R&R FOUNDATION SPECIALIST, LLC	8/19/2026	1,694.15
self2111 - Self Help - Family AP Acct	20790	v0000344 - VALLEY SUPPLY CO.	8/19/2026	444.47
self2111 - Self Help - Family AP Acct	99579846	v0000302 - SH - HOME DEPOT - STORE	8/19/2026	122.86
				171,541.07

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	185	t0000286 - Anderson	8/18/2026	200.00
cosd0911 - HK_MF_Sep_Corp_SD	186	t9000591 - Pertuset	8/18/2026	1,158.00
cosd0911 - HK_MF_Sep_Corp_SD	187	t0000578 - Woods-Contraro	8/18/2026	1,300.00
cosd0911 - HK_MF_Sep_Corp_SD	99442344	v0000418 - PARK PLACE APTS	8/24/2026	1,325.00
				3,983.00

Bank	Check#	Vendor	Date	Amount
hkstd1711 - HK_MF_All-Owned_SD	23581	t9000309 - Kahuhu	8/25/2026	450.00
				450.00

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	40	v0000801 - ELYON MAINTENANCE INC	8/6/2026	600.00
nord1111 - Nordic Cottages Operating	41	v0000267 - POULSBO, CITY OF	8/7/2026	877.25
nord1111 - Nordic Cottages Operating	RC 59626	Returned item t9001728	8/10/2026	968.00
nord1111 - Nordic Cottages Operating	42	V0000272 - PUGET SOUND ENERGY	8/20/2026	39.73
nord1111 - Nordic Cottages Operating	99443023	v0000001 - Housing Kitsap	8/25/2026	3,733.65
nord1111 - Nordic Cottages Operating	43	v0000801 - ELYON MAINTENANCE INC	8/27/2026	600.00
				6,818.63

Aggregate Total	2,982,268.44
Less Intercompany Payments	1,102,131.09
Total Disbursements	1,880,137.35

Board of Commissioners
Chair Clarence Moriwaki
Vice Chair Ed Stern
 Katie Walters
 Rob Putaansuu
 Oran Root
 Christine Rolfes
 Brittany Dunklin
Executive Director
 Heather Blough



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 Silverdale, WA 98383

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 Fax (360) 535.6169
 TRS 711

<http://www.housingkitsap.org>

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

KCCHA General Fund – 4711	\$	630,841
Section 8 Fund - 6311		708,363
HK_MF_All-Owned_SD - 8711		464,946
HK_MF_Sep_Corp_OP - 7911		712,134
Self Help SHOP Account - 3911		51,367
Self Help General Account - 2112		3,213
Self Help Family Account - 2111		181,003
HK_MF_Sep_Corp_SD - 0911		3,083
HK_MF_All-Owned_SD - 1711		310
RD Replacement Reserve - 9511		1,085,000
HK_Mngmt Nordic Cottages OP - 1111		4,458
	\$	3,844,717

Disbursements of \$2,147,360 plus transfers of \$1,697,357 equal total payments of \$3,844,717.

"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
September 2026 Board Cash Disbursement Report

Bank	Check#	Vendor	Date	\$ Amount
hkgf4711 - KCCHA - GENERAL FUND	JE 8552	ACH DR- METKC	9/1/2026	5,843.61
hkgf4711 - KCCHA - GENERAL FUND	JE 8553	ACH DR- USable Life Premium Payment	9/1/2026	3,358.68
hkgf4711 - KCCHA - GENERAL FUND	JE 8568	ACH DR- PAYNW SEPTEMBER 04, 2026 PAYROLL	9/3/2026	116,963.92
hkgf4711 - KCCHA - GENERAL FUND	JE 8569	ACH DR- PAYNW SEPTEMBER 04, 2026 TAX DEPOSITS	9/3/2026	23,775.12
hkgf4711 - KCCHA - GENERAL FUND	134129	V0000247 - OFFICE DEPOT-ACCT. 67444053	9/3/2026	535.77
hkgf4711 - KCCHA - GENERAL FUND	99619777	v0000380 - Century Link	9/3/2026	392.70
hkgf4711 - KCCHA - GENERAL FUND	134126	v0000131 - HARLOW AUTO REPAIR INC	9/3/2026	228.37
hkgf4711 - KCCHA - GENERAL FUND	134130	v0000314 - SMS CLEANING, INC.	9/3/2026	1,300.00
hkgf4711 - KCCHA - GENERAL FUND	134132	v0000667 - WESTERN EXTERMINATOR	9/3/2026	136.50
hkgf4711 - KCCHA - GENERAL FUND	99787309	V0000347 - VERIZON WIRELESS	9/3/2026	2,543.11
hkgf4711 - KCCHA - GENERAL FUND	134127	v0000484 - JAG CONSTRUCTION LLC	9/3/2026	31,635.00
hkgf4711 - KCCHA - GENERAL FUND	134125	V0000068 - CDW GOVERNMENT, INC.	9/3/2026	388.33
hkgf4711 - KCCHA - GENERAL FUND	99504053	v0000380 - Century Link	9/3/2026	188.88
hkgf4711 - KCCHA - GENERAL FUND	134128	v0000157 - JIFFY LUBE	9/3/2026	262.60
hkgf4711 - KCCHA - GENERAL FUND	99450211	v0000809 - J.H. BRAUNER & COMPANY	9/3/2026	11,265.00
hkgf4711 - KCCHA - GENERAL FUND	99175795	v0000201 - LOWES - AM DEPT	9/4/2026	179.81
hkgf4711 - KCCHA - GENERAL FUND	99103016	V0000136 - HD SUPPLY - ACCT.#104436	9/4/2026	314.37
hkgf4711 - KCCHA - GENERAL FUND	JE 8577	ACH DR- PAYNW INVOICE SEPTEMBER 04, 2026 PAYROLL	9/4/2026	1,020.28
hkgf4711 - KCCHA - GENERAL FUND	JE 8578	ACH DR- HSA CONTRIBUTION	9/4/2026	5,460.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8580	ACH DR- BASIC BENEFITS	9/8/2026	50.01
hkgf4711 - KCCHA - GENERAL FUND	134135	v0000837 - ENGAGED PUBLIC AFFAIRS LLC	9/10/2026	3,175.00
hkgf4711 - KCCHA - GENERAL FUND	134134	v0000376 - BRETEYS CONSTRUCTION LLC	9/10/2026	24,055.40
hkgf4711 - KCCHA - GENERAL FUND	134140	V0000256 - PACIFICA LAW GROUP, LLP	9/10/2026	2,771.50
hkgf4711 - KCCHA - GENERAL FUND	134137	V0000121 - GLOBAL VERIFICATION NETWORK	9/10/2026	120.76
hkgf4711 - KCCHA - GENERAL FUND	134136	v0000114 - FIRST CHOICE HEALTH NETWORK	9/10/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134133	V0000053 - BREMERTON GOVERNMENT CENTER ASSOCIATION	9/10/2026	1,582.78
hkgf4711 - KCCHA - GENERAL FUND	134139	v0000243 - NW COMMNET LLC	9/10/2026	405.95
hkgf4711 - KCCHA - GENERAL FUND	134138	V0000150 - INTELLISYSTEMS, INC.	9/10/2026	210.00
hkgf4711 - KCCHA - GENERAL FUND	99889867	V0000136 - HD SUPPLY - ACCT.#104436	9/14/2026	348.48
hkgf4711 - KCCHA - GENERAL FUND	JE 8636	ACH DR- PAYNW SEPTEMBER 18, 2026 PAYROLL	9/17/2026	114,774.64
hkgf4711 - KCCHA - GENERAL FUND	JE 8637	ACH DR- PAYROLL MANUAL CK#1000017	9/17/2026	1,779.08
hkgf4711 - KCCHA - GENERAL FUND	JE 8638	ACH DR- PAYNW SEPTEMBER 18, 2026 TAX DEPOSITS	9/17/2026	23,608.87
hkgf4711 - KCCHA - GENERAL FUND	134150	v0000253 - PACIFIC NORTHWEST TITLE	9/17/2026	420.00
hkgf4711 - KCCHA - GENERAL FUND	99459341	v0000839 - SALLY'S PLACE	9/17/2026	6,290.32
hkgf4711 - KCCHA - GENERAL FUND	134149	V0000249 - OLYMPIC PRINTERS, INC.	9/17/2026	922.01
hkgf4711 - KCCHA - GENERAL FUND	134145	V0000193 - LEMAY MOBILE SHREDDING	9/17/2026	42.15
hkgf4711 - KCCHA - GENERAL FUND	134155	v0000741 - SMARSH INC	9/17/2026	4,224.00
hkgf4711 - KCCHA - GENERAL FUND	134154	V0000309 - SH-OLYMPIC SPRINGS INC.	9/17/2026	206.04
hkgf4711 - KCCHA - GENERAL FUND	134142	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	9/17/2026	1,688.41
hkgf4711 - KCCHA - GENERAL FUND	134156	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	9/17/2026	207.97
hkgf4711 - KCCHA - GENERAL FUND	134148	V0000247 - OFFICE DEPOT-ACCT. 67444053	9/17/2026	142.86
hkgf4711 - KCCHA - GENERAL FUND	134143	V0000121 - GLOBAL VERIFICATION NETWORK	9/17/2026	181.14
hkgf4711 - KCCHA - GENERAL FUND	134144	v0000125 - GRANITE TELECOMMUNICATIONS, LLC	9/17/2026	4,183.71
hkgf4711 - KCCHA - GENERAL FUND	134147	v0000473 - LYON, KRISTA	9/17/2026	326.43
hkgf4711 - KCCHA - GENERAL FUND	134157	v0000667 - WESTERN EXTERMINATOR	9/17/2026	128.75
hkgf4711 - KCCHA - GENERAL FUND	134152	V0000272 - PUGET SOUND ENERGY	9/17/2026	909.95
hkgf4711 - KCCHA - GENERAL FUND	134151	v0000254 - PACIFIC OFFICE AUTOMATION (OR)	9/17/2026	273.09
hkgf4711 - KCCHA - GENERAL FUND	134141	v0000027 - APPLETREE ANSWERS	9/17/2026	1,226.90
hkgf4711 - KCCHA - GENERAL FUND	134153	v0000672 - RENTGROW, INC	9/17/2026	20.00
hkgf4711 - KCCHA - GENERAL FUND	134158	v0000370 - YARDI SYSTEMS, INC.	9/17/2026	449.00
hkgf4711 - KCCHA - GENERAL FUND	134146	V0000198 - LINGO	9/17/2026	15.23
hkgf4711 - KCCHA - GENERAL FUND	134159	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	9/18/2026	120.69
hkgf4711 - KCCHA - GENERAL FUND	134160	v0000199 - LOEHRS, KATHERINE	9/18/2026	424.08
hkgf4711 - KCCHA - GENERAL FUND	99602989	V0000168 - KITSAP BANK-VISA-DEAN NAIL	9/18/2026	17.46
hkgf4711 - KCCHA - GENERAL FUND	99602931	V0000165 - KITSAP BANK - VISA - HEATHER L. BLOUGH	9/18/2026	1,685.44
hkgf4711 - KCCHA - GENERAL FUND	99436505	v0000201 - LOWES - AM DEPT	9/18/2026	202.46
hkgf4711 - KCCHA - GENERAL FUND	99183534	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	9/18/2026	431.68
hkgf4711 - KCCHA - GENERAL FUND	99182026	v0000011 - 76 FLEET	9/18/2026	2,246.77
hkgf4711 - KCCHA - GENERAL FUND	99603488	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	9/18/2026	703.81
hkgf4711 - KCCHA - GENERAL FUND	99602774	V0000164 - KITSAP BANK - VISA - FREDDY LINARES	9/18/2026	1,148.57
hkgf4711 - KCCHA - GENERAL FUND	JE 8646	ACH DR- PAYNW INVOICE SEPTEMBER 18, 2026 PAYROLL	9/18/2026	224.24
hkgf4711 - KCCHA - GENERAL FUND	JE 8647	ACH DR- HSA CONTRIBUTION	9/18/2026	494.70
hkgf4711 - KCCHA - GENERAL FUND	JE 8657	ACH DR- WA DRS PAYMENT	9/21/2026	37,405.73
hkgf4711 - KCCHA - GENERAL FUND	99260922	v0000429 - DRS - Department of Retirement Systems	9/22/2026	2,977.60
hkgf4711 - KCCHA - GENERAL FUND	134163	v0000801 - ELYON MAINTENANCE INC	9/24/2026	1,900.00
hkgf4711 - KCCHA - GENERAL FUND	99853272	v0000201 - LOWES - AM DEPT	9/24/2026	38.34
hkgf4711 - KCCHA - GENERAL FUND	134165	V0000374 - PITNEY BOWES GLOBAL FINANCIAL SERVS/ PITNEY BOWES LEASE	9/24/2026	837.92

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hkgf4711 - KCCHA - GENERAL FUND	134167	v0000842 - WA STATE HEALTH CARE AUTHORITY	9/24/2026	620.00
hkgf4711 - KCCHA - GENERAL FUND	134168	V0000353 - WASHINGTON STATE DEPT OF ENTERPRISE SERVICES	9/24/2026	70.58
hkgf4711 - KCCHA - GENERAL FUND	134161	v0000376 - BRETEYS CONSTRUCTION LLC	9/24/2026	2,946.07
hkgf4711 - KCCHA - GENERAL FUND	134164	v0000828 - FOSTER GARVEY PC	9/24/2026	29,642.00
hkgf4711 - KCCHA - GENERAL FUND	134166	V0000272 - PUGET SOUND ENERGY	9/24/2026	126.09
hkgf4711 - KCCHA - GENERAL FUND	134162	v0000406 - CENTURYLINK (LUMEN)	9/24/2026	40.30
hkgf4711 - KCCHA - GENERAL FUND	JE 8684	ACH DR- VOYA DEFERRED COMP	9/30/2026	19,254.12
hkgf4711 - KCCHA - GENERAL FUND	134184	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134183	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134177	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134182	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134173	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134171	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134174	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134185	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134170	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134178	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134180	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	99466406	V0000338 - U. S. BANK	9/30/2026	124,948.95
hkgf4711 - KCCHA - GENERAL FUND	134172	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134181	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134175	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134176	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134179	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
hkgf4711 - KCCHA - GENERAL FUND	134186	v0000253 - PACIFIC NORTHWEST TITLE	9/30/2026	100.00
				630,840.78

Bank	Check#	Vendor	Date	Amount
hk6311 - Section 8-Hsg Choice Vouchers	26351	v9001264 - Orchard On The Green	9/1/2026	3,755.00
hk6311 - Section 8-Hsg Choice Vouchers	26352	v7000621 - 2102 SE SEDGWICK DBA POTTERY CREEK II	9/1/2026	1,171.00
hk6311 - Section 8-Hsg Choice Vouchers	26353	v9004279 - Abbey Lane Apartments	9/1/2026	725.00
hk6311 - Section 8-Hsg Choice Vouchers	26354	v9005018 - ADAMS, JAY PRESTON	9/1/2026	1,300.00
hk6311 - Section 8-Hsg Choice Vouchers	26355	v0000791 - ADRIAN, JUSTIN	9/1/2026	1,952.00
hk6311 - Section 8-Hsg Choice Vouchers	26356	v9006344 - Ad-West Realty Services/Conifer Ridge Senior Apts	9/1/2026	710.00
hk6311 - Section 8-Hsg Choice Vouchers	26357	v9006343 - Ad-West Realty Services/Silvercrest Apartments	9/1/2026	1,661.00
hk6311 - Section 8-Hsg Choice Vouchers	26358	v9004829 - Ad-West Realty Svc/Island Terrace A	9/1/2026	2,670.00
hk6311 - Section 8-Hsg Choice Vouchers	26359	v0000813 - ALIDA MULLENIX	9/1/2026	3,000.00
hk6311 - Section 8-Hsg Choice Vouchers	26360	t9001375 - Anderson	9/1/2026	197.00
hk6311 - Section 8-Hsg Choice Vouchers	26361	v9003727 - Andrew Hento, Jr.	9/1/2026	338.00
hk6311 - Section 8-Hsg Choice Vouchers	26362	v9005673 - Andrew M. & Irene L. Lopez	9/1/2026	1,740.00
hk6311 - Section 8-Hsg Choice Vouchers	26363	v9006232 - Avenue 5 Apts/Ridgetop Apartments	9/1/2026	3,314.00
hk6311 - Section 8-Hsg Choice Vouchers	26364	v9006508 - Avenue 5/Atlas Apartments	9/1/2026	1,332.00
hk6311 - Section 8-Hsg Choice Vouchers	26365	t0008479 - Ayers	9/1/2026	122.00
hk6311 - Section 8-Hsg Choice Vouchers	26366	v9005879 - Bay Bridge Apts	9/1/2026	9,348.00
hk6311 - Section 8-Hsg Choice Vouchers	26367	t9001343 - Bellarosa	9/1/2026	34.00
hk6311 - Section 8-Hsg Choice Vouchers	26368	t0041910 - Bernier	9/1/2026	80.00
hk6311 - Section 8-Hsg Choice Vouchers	26369	t0039835 - Beters	9/1/2026	65.00
hk6311 - Section 8-Hsg Choice Vouchers	26370	v8000555 - BPM5 LLC	9/1/2026	992.00
hk6311 - Section 8-Hsg Choice Vouchers	26371	t9001184 - Brooks	9/1/2026	225.00
hk6311 - Section 8-Hsg Choice Vouchers	26372	t0012163 - Buchert	9/1/2026	3.00
hk6311 - Section 8-Hsg Choice Vouchers	26373	t0012520 - Burton	9/1/2026	129.00
hk6311 - Section 8-Hsg Choice Vouchers	26374	v9005119 - Butler	9/1/2026	1,044.00
hk6311 - Section 8-Hsg Choice Vouchers	26375	v9001546 - CALNAN, TIMOTHY G.	9/1/2026	726.00
hk6311 - Section 8-Hsg Choice Vouchers	26376	t9001320 - Cardot	9/1/2026	186.00
hk6311 - Section 8-Hsg Choice Vouchers	26377	v0000690 - CASCADE RIDGE APARTMENTS	9/1/2026	1,502.00
hk6311 - Section 8-Hsg Choice Vouchers	26378	t0007789 - Clark	9/1/2026	118.00
hk6311 - Section 8-Hsg Choice Vouchers	26379	t9001422 - Cornwell	9/1/2026	2.00
hk6311 - Section 8-Hsg Choice Vouchers	26380	t9001588 - Cyphers	9/1/2026	186.00
hk6311 - Section 8-Hsg Choice Vouchers	26381	v9005793 - Daniel & Ramona Kroener	9/1/2026	126.00
hk6311 - Section 8-Hsg Choice Vouchers	26382	v9000359 - David L Butcher	9/1/2026	1,246.00
hk6311 - Section 8-Hsg Choice Vouchers	26383	v8000645 - DAVID VANGINKEL	9/1/2026	1,904.00
hk6311 - Section 8-Hsg Choice Vouchers	26384	t0017053 - Davis	9/1/2026	28.00
hk6311 - Section 8-Hsg Choice Vouchers	26385	v0000675 - DEBORAH LEE HOLM	9/1/2026	1,618.00
hk6311 - Section 8-Hsg Choice Vouchers	26386	v9006675 - Del E. Mueller	9/1/2026	1,916.00
hk6311 - Section 8-Hsg Choice Vouchers	26387	v0000724 - DIAMOND PARKING/OLYMPIC VIEW APTS	9/1/2026	1,650.00
hk6311 - Section 8-Hsg Choice Vouchers	26388	t9001200 - Driggers	9/1/2026	158.00
hk6311 - Section 8-Hsg Choice Vouchers	26389	t0003138 - Duchesneau	9/1/2026	220.00
hk6311 - Section 8-Hsg Choice Vouchers	26390	v7000597 - ELEV8 RESIDENTIAL/ASGARD APTS	9/1/2026	1,278.00

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hk6311	- Section 8-Hsg Choice Vouchers	26391	v0000725 - ERIC & JANET SANDALL	9/1/2026	1,805.00
hk6311	- Section 8-Hsg Choice Vouchers	26392	v8000581 - ETHOS SEAGLASS LLC/THE VIEW AT MANETTE	9/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26393	v9007128 - Eulalia Tomas Gonzales	9/1/2026	1,920.00
hk6311	- Section 8-Hsg Choice Vouchers	26394	t9001279 - Evanoff	9/1/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	26395	v9005909 - Fairground Fee Owner LLC	9/1/2026	1,745.00
hk6311	- Section 8-Hsg Choice Vouchers	26396	v0000743 - FK INSIGNIA LLC	9/1/2026	1,514.00
hk6311	- Section 8-Hsg Choice Vouchers	26397	t9001233 - Gaeta	9/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26398	v8000647 - GATEWAY PROPERTY MANAGEMENT	9/1/2026	881.00
hk6311	- Section 8-Hsg Choice Vouchers	26399	t9000974 - Gay	9/1/2026	299.00
hk6311	- Section 8-Hsg Choice Vouchers	26400	t9001221 - Golding	9/1/2026	25.00
hk6311	- Section 8-Hsg Choice Vouchers	26401	t0036851 - Gordy	9/1/2026	23.00
hk6311	- Section 8-Hsg Choice Vouchers	26402	t9001627 - Goulden	9/1/2026	153.00
hk6311	- Section 8-Hsg Choice Vouchers	26403	v9000764 - Griffin Glen Apartments	9/1/2026	1,435.00
hk6311	- Section 8-Hsg Choice Vouchers	26404	t9001557 - Hall	9/1/2026	153.00
hk6311	- Section 8-Hsg Choice Vouchers	26405	v9000858 - Hidden Firs III	9/1/2026	2,219.00
hk6311	- Section 8-Hsg Choice Vouchers	26406	t0038993 - Hocog	9/1/2026	153.00
hk6311	- Section 8-Hsg Choice Vouchers	26407	v9001508 - Housing Resources Bainbridge/Forest Home	9/1/2026	2,621.00
hk6311	- Section 8-Hsg Choice Vouchers	26408	v9001507 - Housing Resources Bainbridge/Island Home	9/1/2026	8,666.00
hk6311	- Section 8-Hsg Choice Vouchers	26409	v0000786 - HOUSING RESOURCES BAINBRIDGE/PBV	9/1/2026	2,124.00
hk6311	- Section 8-Hsg Choice Vouchers	26410	v9005727 - Irrevocable Living Trust of Dorothy Lee	9/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26411	v9000008 - James and Cecilia Adrian	9/1/2026	13,851.00
hk6311	- Section 8-Hsg Choice Vouchers	26412	v9001509 - Janet West Home	9/1/2026	3,724.00
hk6311	- Section 8-Hsg Choice Vouchers	26413	v9002019 - JOHNSON, JOELINE R.	9/1/2026	2,435.00
hk6311	- Section 8-Hsg Choice Vouchers	26414	t0017679 - Jones	9/1/2026	29.00
hk6311	- Section 8-Hsg Choice Vouchers	26415	v9005575 - JP Housing LLC	9/1/2026	1,183.00
hk6311	- Section 8-Hsg Choice Vouchers	26416	t9001280 - Kahuhu	9/1/2026	246.00
hk6311	- Section 8-Hsg Choice Vouchers	26417	v0000693 - King County Housing Authority	9/1/2026	7,345.82
hk6311	- Section 8-Hsg Choice Vouchers	26418	v9005590 - Lacey Newman	9/1/2026	750.00
hk6311	- Section 8-Hsg Choice Vouchers	26419	t0014289 - Lange	9/1/2026	199.00
hk6311	- Section 8-Hsg Choice Vouchers	26420	v0000705 - LAWRENCE C. DANIELS	9/1/2026	809.00
hk6311	- Section 8-Hsg Choice Vouchers	26421	t9001185 - Leggs Dunkle	9/1/2026	98.00
hk6311	- Section 8-Hsg Choice Vouchers	26422	t0036894 - Lewis	9/1/2026	206.00
hk6311	- Section 8-Hsg Choice Vouchers	26423	v9006249 - Lund Pointe Apartments	9/1/2026	1,411.00
hk6311	- Section 8-Hsg Choice Vouchers	26424	t0036944 - Madrid	9/1/2026	113.00
hk6311	- Section 8-Hsg Choice Vouchers	26425	t0003298 - Masters	9/1/2026	16.00
hk6311	- Section 8-Hsg Choice Vouchers	26426	t9001791 - Mathis	9/1/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	26427	v9002683 - Mike Foley	9/1/2026	770.00
hk6311	- Section 8-Hsg Choice Vouchers	26428	v9002914 - Mobile Properties Joint Junction LLC	9/1/2026	1,489.00
hk6311	- Section 8-Hsg Choice Vouchers	26429	t0035768 - Morse	9/1/2026	46.00
hk6311	- Section 8-Hsg Choice Vouchers	26430	t0017673 - Nall	9/1/2026	222.00
hk6311	- Section 8-Hsg Choice Vouchers	26431	v9002908 - Neil or Judy Bass	9/1/2026	1,642.00
hk6311	- Section 8-Hsg Choice Vouchers	26432	t0036809 - Nguyen	9/1/2026	269.00
hk6311	- Section 8-Hsg Choice Vouchers	26433	v9006887 - Norland Trails/Kitsap Olhava LLC	9/1/2026	2,558.00
hk6311	- Section 8-Hsg Choice Vouchers	26434	v9006312 - NSE Kitsap Fee Owner, LLC	9/1/2026	2,442.00
hk6311	- Section 8-Hsg Choice Vouchers	26435	v8000659 - OLYMPIC MULTI-FAMILY MGMT/TIMBER RUN	9/1/2026	2,382.00
hk6311	- Section 8-Hsg Choice Vouchers	26436	v9005633 - Olympic Pointe Apartments	9/1/2026	6,245.00
hk6311	- Section 8-Hsg Choice Vouchers	26437	t9001801 - Omar	9/1/2026	225.00
hk6311	- Section 8-Hsg Choice Vouchers	26438	v8000554 - ORCHARD PARK LLC	9/1/2026	1,567.00
hk6311	- Section 8-Hsg Choice Vouchers	26439	t9001901 - Paden	9/1/2026	26.00
hk6311	- Section 8-Hsg Choice Vouchers	26440	t0017684 - Padilla Rangel	9/1/2026	119.00
hk6311	- Section 8-Hsg Choice Vouchers	26441	t9001790 - Pangelinan	9/1/2026	135.00
hk6311	- Section 8-Hsg Choice Vouchers	26442	v9006061 - Park Shore Property Management/Einspahr	9/1/2026	1,100.00
hk6311	- Section 8-Hsg Choice Vouchers	26443	v9002790 - Parkhurst Apartments	9/1/2026	1,690.00
hk6311	- Section 8-Hsg Choice Vouchers	26444	v9001563 - Parkwood Terrace Apartment Homes	9/1/2026	1,705.00
hk6311	- Section 8-Hsg Choice Vouchers	26445	t0002971 - Pearson	9/1/2026	19.00
hk6311	- Section 8-Hsg Choice Vouchers	26446	v0000790 - Peninsula Housing Authority	9/1/2026	1,602.72
hk6311	- Section 8-Hsg Choice Vouchers	26447	v9006398 - Pickett Prop Mgmt/Shigeta	9/1/2026	1,401.00
hk6311	- Section 8-Hsg Choice Vouchers	26448	v9006680 - Pickett Prop Mgmt/Watson	9/1/2026	1,747.00
hk6311	- Section 8-Hsg Choice Vouchers	26449	v9006483 - Pickett Property Mgt/Ana Simons Living Trust	9/1/2026	2,088.00
hk6311	- Section 8-Hsg Choice Vouchers	26450	v9005805 - Pine Ridge Apartments	9/1/2026	1,930.00
hk6311	- Section 8-Hsg Choice Vouchers	26451	t9001300 - Pinney	9/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26452	v8000520 - PORT ORCHARD MULTIFAMILY LLC	9/1/2026	1,835.00
hk6311	- Section 8-Hsg Choice Vouchers	26453	v9007066 - Port Washington LLC	9/1/2026	1,775.00
hk6311	- Section 8-Hsg Choice Vouchers	26454	v0000820 - Really Prop Mgmt/Chen	9/1/2026	1,762.00
hk6311	- Section 8-Hsg Choice Vouchers	26455	v8000595 - REALLY PROPERTY MANAGEMENT/KRECKER	9/1/2026	2,148.00
hk6311	- Section 8-Hsg Choice Vouchers	26456	v9006313 - RedTail Residential/The Clubhouse at Port Orchard Apts	9/1/2026	4,332.00
hk6311	- Section 8-Hsg Choice Vouchers	26457	v9006946 - Reeder Management Inc / Bay Breeze Apartments	9/1/2026	1,392.00
hk6311	- Section 8-Hsg Choice Vouchers	26458	v0000456 - REID PROPERTY MANAGEMENT LLC	9/1/2026	1,184.00

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hk6311	- Section 8-Hsg Choice Vouchers	26459	v0000785 - REID PROPERTY MANAGEMENT/CABANA	9/1/2026	1,348.00
hk6311	- Section 8-Hsg Choice Vouchers	26460	v9006048 - Remax Connect/Webb	9/1/2026	1,457.00
hk6311	- Section 8-Hsg Choice Vouchers	26461	v8000674 - RENEW PROP MGMT/CAMELLE BOYKIN	9/1/2026	1,650.00
hk6311	- Section 8-Hsg Choice Vouchers	26462	v0000628 - RENEW PROP MGMT/COOPER CENTENNIAL LLC	9/1/2026	2,757.00
hk6311	- Section 8-Hsg Choice Vouchers	26463	v0000629 - RENEW PROP MGMT/CRI 5, LLC	9/1/2026	2,890.00
hk6311	- Section 8-Hsg Choice Vouchers	26464	v8000546 - RENEW PROP MGMT/SEACLIFF INVESTMENT GROUP, LLC	9/1/2026	3,247.00
hk6311	- Section 8-Hsg Choice Vouchers	26465	v0000630 - RENEW PROP MGMT/WA NATL INVESTMENT GROUP, LLC	9/1/2026	1,095.00
hk6311	- Section 8-Hsg Choice Vouchers	26466	t0014175 - Rhea	9/1/2026	492.00
hk6311	- Section 8-Hsg Choice Vouchers	26467	t0038936 - Roller	9/1/2026	94.00
hk6311	- Section 8-Hsg Choice Vouchers	26468	t0017725 - Rouse	9/1/2026	21.00
hk6311	- Section 8-Hsg Choice Vouchers	26469	v9001367 - Russell Frey Enterprise	9/1/2026	1,406.00
hk6311	- Section 8-Hsg Choice Vouchers	26470	t0007032 - Sadewasser	9/1/2026	57.00
hk6311	- Section 8-Hsg Choice Vouchers	26471	t0016776 - Sanders	9/1/2026	330.00
hk6311	- Section 8-Hsg Choice Vouchers	26472	t0040239 - Sanderson	9/1/2026	115.00
hk6311	- Section 8-Hsg Choice Vouchers	26473	t0017698 - Sayles	9/1/2026	119.00
hk6311	- Section 8-Hsg Choice Vouchers	26474	v9003213 - Scandia Knolls Assoc. Limited Partnership	9/1/2026	3,729.00
hk6311	- Section 8-Hsg Choice Vouchers	26475	t9001179 - Schneider	9/1/2026	108.00
hk6311	- Section 8-Hsg Choice Vouchers	26476	t0042120 - Sharp	9/1/2026	6.00
hk6311	- Section 8-Hsg Choice Vouchers	26477	t0006818 - Sherwood	9/1/2026	102.00
hk6311	- Section 8-Hsg Choice Vouchers	26478	v8000589 - SILVA, CHRISTOPHER	9/1/2026	1,707.00
hk6311	- Section 8-Hsg Choice Vouchers	26479	v0000679 - SILVERDALE SHORES/BonaVista Mgmt	9/1/2026	1,322.00
hk6311	- Section 8-Hsg Choice Vouchers	26480	t0038147 - Skuza	9/1/2026	31.00
hk6311	- Section 8-Hsg Choice Vouchers	26481	t9001051 - Spears	9/1/2026	100.00
hk6311	- Section 8-Hsg Choice Vouchers	26482	v9005984 - Spencer Sutherland	9/1/2026	1,525.00
hk6311	- Section 8-Hsg Choice Vouchers	26483	v9004177 - Steven Durupt	9/1/2026	626.00
hk6311	- Section 8-Hsg Choice Vouchers	26484	t9001313 - Stone	9/1/2026	167.00
hk6311	- Section 8-Hsg Choice Vouchers	26485	t0017846 - Swenson	9/1/2026	183.00
hk6311	- Section 8-Hsg Choice Vouchers	26486	t0039439 - Talbert	9/1/2026	294.00
hk6311	- Section 8-Hsg Choice Vouchers	26487	v9006568 - TAM Residential/Cottage Bay Apartments	9/1/2026	9,808.00
hk6311	- Section 8-Hsg Choice Vouchers	26488	v9006561 - TAM Residential/Viewcrest Village Apts	9/1/2026	18,129.00
hk6311	- Section 8-Hsg Choice Vouchers	26489	v9006082 - The Diplomat Apartments	9/1/2026	1,156.00
hk6311	- Section 8-Hsg Choice Vouchers	26490	v0000483 - THE JOSEPH GROUP	9/1/2026	1,514.00
hk6311	- Section 8-Hsg Choice Vouchers	26491	v0000806 - THE LANDING AT HARBOR POINTE 3 LLC	9/1/2026	1,323.00
hk6311	- Section 8-Hsg Choice Vouchers	26492	v9006149 - The Neiders Company/Orchard Pointe Apartments	9/1/2026	1,695.00
hk6311	- Section 8-Hsg Choice Vouchers	26493	v9007049 - The Ridge at Payseno Lane Apartments	9/1/2026	546.00
hk6311	- Section 8-Hsg Choice Vouchers	26494	v0000623 - THE SINCLAIR II, LLC OF WASHINGTON	9/1/2026	1,725.00
hk6311	- Section 8-Hsg Choice Vouchers	26495	v9003785 - The Summit - HAP acct	9/1/2026	1,009.00
hk6311	- Section 8-Hsg Choice Vouchers	26497	t0036497 - Turner	9/1/2026	60.00
hk6311	- Section 8-Hsg Choice Vouchers	26498	t0017677 - Twogood	9/1/2026	122.00
hk6311	- Section 8-Hsg Choice Vouchers	26499	v9006573 - TYLER and KYLA McKEAN	9/1/2026	1,800.00
hk6311	- Section 8-Hsg Choice Vouchers	26500	v0000770 - Tyler Housing Agency	9/1/2026	2,073.30
hk6311	- Section 8-Hsg Choice Vouchers	26501	t9001212 - Veach	9/1/2026	95.00
hk6311	- Section 8-Hsg Choice Vouchers	26502	v9005602 - Vintage at Bremerton	9/1/2026	8,325.00
hk6311	- Section 8-Hsg Choice Vouchers	26503	v9006533 - Vintage at Silverdale	9/1/2026	13,360.00
hk6311	- Section 8-Hsg Choice Vouchers	26504	v0000494 - VINTAGE AT SILVERDALE, LLC	9/1/2026	2,258.00
hk6311	- Section 8-Hsg Choice Vouchers	26505	v9001125 - Weatherstone Apartment Homes	9/1/2026	2,836.00
hk6311	- Section 8-Hsg Choice Vouchers	26506	v9006025 - William Brasch	9/1/2026	2,600.00
hk6311	- Section 8-Hsg Choice Vouchers	26507	t0042129 - Williams	9/1/2026	8.00
hk6311	- Section 8-Hsg Choice Vouchers	26508	t0035827 - Wilson	9/1/2026	226.00
hk6311	- Section 8-Hsg Choice Vouchers	26509	v9006971 - WINDERMERE PROPERTY MANAGEMENT/GIBBS-EGAN	9/1/2026	1,417.00
hk6311	- Section 8-Hsg Choice Vouchers	26510	v9006453 - WINDERMERE PROPERTY MANAGEMENT/KASHUK	9/1/2026	1,511.00
hk6311	- Section 8-Hsg Choice Vouchers	26511	v9006419 - WOZLECK, JAMES L.	9/1/2026	1,184.00
hk6311	- Section 8-Hsg Choice Vouchers	298	v0000478 - HK Homes	9/2/2026	168,292.00
hk6311	- Section 8-Hsg Choice Vouchers	299	v0000493 - HARCOURTS PENINSULA PROPERTIES	9/2/2026	3,003.00
hk6311	- Section 8-Hsg Choice Vouchers	300	v0000624 - ADVANI, ANURADHA	9/2/2026	3,020.00
hk6311	- Section 8-Hsg Choice Vouchers	301	v0000683 - Pierce County Housing Authority	9/2/2026	4,201.24
hk6311	- Section 8-Hsg Choice Vouchers	302	v0000688 - Housing Authority of Snohomish County	9/2/2026	1,593.24
hk6311	- Section 8-Hsg Choice Vouchers	303	v0000691 - REALLY PROP MGMT/MONTMINY	9/2/2026	2,950.00
hk6311	- Section 8-Hsg Choice Vouchers	304	v0000709 - VINSHAW HOLDINGS, LLC	9/2/2026	2,816.00
hk6311	- Section 8-Hsg Choice Vouchers	305	v0000721 - NORDIC COTTAGES	9/2/2026	11,929.00
hk6311	- Section 8-Hsg Choice Vouchers	306	v0000727 - DETAILS PROP MGMT/KEETON	9/2/2026	1,687.00
hk6311	- Section 8-Hsg Choice Vouchers	307	v0000733 - EDWARD & MARLYS RECKNAGLE	9/2/2026	317.00
hk6311	- Section 8-Hsg Choice Vouchers	308	v0000736 - DYER, KIMBERLEE M	9/2/2026	1,844.00
hk6311	- Section 8-Hsg Choice Vouchers	309	v0000742 - GIG HARBOR PROP MGMT/PORTER	9/2/2026	2,550.00
hk6311	- Section 8-Hsg Choice Vouchers	310	v0000747 - Time Square Apartments	9/2/2026	19,916.00
hk6311	- Section 8-Hsg Choice Vouchers	311	v0000773 - SEDGWICK VENTURES LLC dba POTTERY CREEK	9/2/2026	1,325.00
hk6311	- Section 8-Hsg Choice Vouchers	312	v0000774 - JEFFREY TRAN	9/2/2026	860.00
hk6311	- Section 8-Hsg Choice Vouchers	313	v0000787 - SCHAPPER, MAURA	9/2/2026	2,865.00

Payment Summary
September 2026 Board Cash Disbursement Report

hk6311	- Section 8-Hsg Choice Vouchers	314	v0000796 - SFR BORROWER 2021-2 LLC	9/2/2026	1,439.00
hk6311	- Section 8-Hsg Choice Vouchers	315	v0000799 - Housing Authority of Thurston County	9/2/2026	5,402.72
hk6311	- Section 8-Hsg Choice Vouchers	316	v0000815 - 701 SUMMIT LLC	9/2/2026	1,741.00
hk6311	- Section 8-Hsg Choice Vouchers	317	v8000514 - CDJ3@WA PROPERTY LLC	9/2/2026	1,587.00
hk6311	- Section 8-Hsg Choice Vouchers	318	v8000519 - KITSAP MENTAL HEALTH SERVICES	9/2/2026	6,615.00
hk6311	- Section 8-Hsg Choice Vouchers	319	v8000593 - BAGGERLY, KEITH	9/2/2026	686.00
hk6311	- Section 8-Hsg Choice Vouchers	320	v8000644 - CG WELLINGTON, LLC	9/2/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	321	v8000657 - SATRAN-LOUDIN, JILL	9/2/2026	1,338.00
hk6311	- Section 8-Hsg Choice Vouchers	322	v8000661 - CROSSPOINTE ASSOC LTD PARTNERSHIP	9/2/2026	3,085.00
hk6311	- Section 8-Hsg Choice Vouchers	323	v8000664 - BERNTSEN, SPENCER	9/2/2026	1,097.00
hk6311	- Section 8-Hsg Choice Vouchers	324	v9000445 - CLARK, STEPHEN M.	9/2/2026	837.00
hk6311	- Section 8-Hsg Choice Vouchers	325	v9000691 - Finch Place Apartments	9/2/2026	779.00
hk6311	- Section 8-Hsg Choice Vouchers	326	v9000729 - GAINES, MARK A.	9/2/2026	2,000.00
hk6311	- Section 8-Hsg Choice Vouchers	327	v9000747 - Golden Tides III Dyes Inlet	9/2/2026	2,499.00
hk6311	- Section 8-Hsg Choice Vouchers	328	v9000881 - Eric Holm	9/2/2026	7,019.00
hk6311	- Section 8-Hsg Choice Vouchers	329	v9000966 - KAS - Kingston Ridge Apartments	9/2/2026	10,413.00
hk6311	- Section 8-Hsg Choice Vouchers	330	v9001022 - Liberty Bay Apartments	9/2/2026	17,479.00
hk6311	- Section 8-Hsg Choice Vouchers	331	v9001050 - Madrona Manor	9/2/2026	13,020.00
hk6311	- Section 8-Hsg Choice Vouchers	332	v9001278 - KAS - Park Place Apartments	9/2/2026	3,886.00
hk6311	- Section 8-Hsg Choice Vouchers	333	v9001405 - KAS - CONIFER WOODS APARTMENTS	9/2/2026	37,830.00
hk6311	- Section 8-Hsg Choice Vouchers	334	v9001407 - Port Orchard Vista Apartments	9/2/2026	20,349.00
hk6311	- Section 8-Hsg Choice Vouchers	335	v9001416 - Frank J Prentice	9/2/2026	396.00
hk6311	- Section 8-Hsg Choice Vouchers	336	v9003457 - EP Holdings LLC/Erlands Point Apartments	9/2/2026	1,830.00
hk6311	- Section 8-Hsg Choice Vouchers	337	v9004359 - Rawlin Swanson	9/2/2026	1,932.00
hk6311	- Section 8-Hsg Choice Vouchers	338	v9004679 - Joan Davis	9/2/2026	687.00
hk6311	- Section 8-Hsg Choice Vouchers	339	v9005608 - Golden Tides II	9/2/2026	11,970.00
hk6311	- Section 8-Hsg Choice Vouchers	340	v9005615 - Fjord Vista II	9/2/2026	821.00
hk6311	- Section 8-Hsg Choice Vouchers	341	v9005809 - Evert, Brenda	9/2/2026	1,096.00
hk6311	- Section 8-Hsg Choice Vouchers	342	v9006030 - Brenna Fields/Aspen Orchard LLC	9/2/2026	1,285.00
hk6311	- Section 8-Hsg Choice Vouchers	343	v9006083 - Tip Top Property Investments LLC	9/2/2026	3,261.00
hk6311	- Section 8-Hsg Choice Vouchers	344	v9006236 - REally Property Mgmt/Borgatti	9/2/2026	1,574.00
hk6311	- Section 8-Hsg Choice Vouchers	345	v9006311 - Details Property Mgmt/Kallander	9/2/2026	1,871.00
hk6311	- Section 8-Hsg Choice Vouchers	346	v9006369 - REally Prop Mgmt/Seattle Youth Home Servs LLC	9/2/2026	1,059.00
hk6311	- Section 8-Hsg Choice Vouchers	347	v9006373 - Marty D. Lemon/Sydney LLC	9/2/2026	949.00
hk6311	- Section 8-Hsg Choice Vouchers	348	v9006443 - Mary E. Heskett	9/2/2026	1,485.00
hk6311	- Section 8-Hsg Choice Vouchers	349	v9006516 - Julie Bowling	9/2/2026	565.00
hk6311	- Section 8-Hsg Choice Vouchers	350	v9006611 - ID Ent Rentals LLC	9/2/2026	1,495.00
hk6311	- Section 8-Hsg Choice Vouchers	351	v9006774 - Carlos E. Aceves	9/2/2026	3,500.00
hk6311	- Section 8-Hsg Choice Vouchers	352	v9007013 - ID Ent Rentals LLC/Haj	9/2/2026	2,700.00
hk6311	- Section 8-Hsg Choice Vouchers	353	v9007024 - Deborah McRae	9/2/2026	208.00
hk6311	- Section 8-Hsg Choice Vouchers	354	v9007117 - REally Property Mgmt/Morley	9/2/2026	2,800.00
hk6311	- Section 8-Hsg Choice Vouchers	355	v9007124 - HK Homes (for Golden Tides 1)	9/2/2026	11,107.00
hk6311	- Section 8-Hsg Choice Vouchers	356	v9007129 - HK Homes (for Nollwood)	9/2/2026	23,970.00
hk6311	- Section 8-Hsg Choice Vouchers	26512	v9002790 - Parkhurst Apartments	9/10/2026	1,690.00
					708,363.04

Bank	Check#	Vendor	Date	Amount
hkop8711 - HK_MF_All-Owned_OP	99447606	v0000610 - HK_MF_RD-REQ-RESERVES	9/1/2026	2,314.00
hkop8711 - HK_MF_All-Owned_OP	99000004	v0000106 - EXPRESS SERVICES INC.	9/1/2026	2,198.98
hkop8711 - HK_MF_All-Owned_OP	99000003	v0000106 - EXPRESS SERVICES INC.	9/1/2026	949.20
hkop8711 - HK_MF_All-Owned_OP	99000005	v0000106 - EXPRESS SERVICES INC.	9/1/2026	727.72
hkop8711 - HK_MF_All-Owned_OP	JE 8573	Tenant Check# 137 was reduced by \$100 at the bank, the written verbiage did not	9/2/2026	100.00
hkop8711 - HK_MF_All-Owned_OP	JE 8624	HAP ABATEMENT: HAP REPAYMENT 08/2026TENANT: McCain	9/2/2026	1,858.00
hkop8711 - HK_MF_All-Owned_OP	JE 8625	HAP ABATEMENT HAP REPAYMENT 06/2026 TENANT: CARVER	9/2/2026	2,622.00
hkop8711 - HK_MF_All-Owned_OP	JE 8626	ABATEMENT; HAP REPAYMENT 07/2026TENANT: CARVER	9/2/2026	2,622.00
hkop8711 - HK_MF_All-Owned_OP	JE 8627	ABATEMENT; HAP REPAYMENT 08/2026TENANT: CARVER	9/2/2026	2,622.00
hkop8711 - HK_MF_All-Owned_OP	JE 8629	ABATEMENT; HAP REPAYMENT 09/2026TENANT: CARVER	9/2/2026	2,622.00
hkop8711 - HK_MF_All-Owned_OP	JE 8631	HK EFT 356 HAP PAYMENTS WITHHELD FROM PAYMENT	9/2/2026	10,382.00
hkop8711 - HK_MF_All-Owned_OP	2934	t0000075 - Johnston	9/2/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2933	t0000118 - Carr	9/2/2026	65.00
hkop8711 - HK_MF_All-Owned_OP	2936	t0000111 - Wiklund	9/2/2026	73.00
hkop8711 - HK_MF_All-Owned_OP	2935	t9001503 - Joslin	9/2/2026	51.00
hkop8711 - HK_MF_All-Owned_OP	2946	V0000362 - WEST SOUND UTILITY DISTRICT	9/3/2026	11,979.34
hkop8711 - HK_MF_All-Owned_OP	2947	v0000667 - WESTERN EXTERMINATOR	9/3/2026	141.00
hkop8711 - HK_MF_All-Owned_OP	2939	V0000075 - CLEAN N ROOTER LLC	9/3/2026	695.00
hkop8711 - HK_MF_All-Owned_OP	2941	v0000157 - JIFFY LUBE	9/3/2026	118.12
hkop8711 - HK_MF_All-Owned_OP	2943	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	9/3/2026	6,482.82
hkop8711 - HK_MF_All-Owned_OP	2945	V0000287 - RODDA PAINT COMPANY	9/3/2026	1,616.89

Payment Summary
September 2026 Board Cash Disbursement Report

hkop8711 - HK_MF_All-Owned_OP	99449855	v0000392 - KCCHA - GOLDEN TIDES II	9/3/2026	40.00
hkop8711 - HK_MF_All-Owned_OP	2944	V0000272 - PUGET SOUND ENERGY	9/3/2026	1,676.12
hkop8711 - HK_MF_All-Owned_OP	2940	V0000088 - DANO'S SEPTIC	9/3/2026	637.99
hkop8711 - HK_MF_All-Owned_OP	2942	v0000435 - PETTY CASH FUND - FJORD MANOR APTS	9/3/2026	111.38
hkop8711 - HK_MF_All-Owned_OP	2938	v0000746 - BUILDING A TRADITION, LLC	9/3/2026	22,200.00
hkop8711 - HK_MF_All-Owned_OP	2937	v0000598 - ASHLEY'S CLEANING	9/3/2026	785.00
hkop8711 - HK_MF_All-Owned_OP	99103366	V0000136 - HD SUPPLY - ACCT.#104436	9/4/2026	19,574.41
hkop8711 - HK_MF_All-Owned_OP	99876843	v0000201 - LOWES - AM DEPT	9/5/2026	2,265.92
hkop8711 - HK_MF_All-Owned_OP	JE 8616	FUND TRANSFER- RD PROJECTS SEPTEMBER 04, 2026 PAYROLL	9/9/2026	13,858.46
hkop8711 - HK_MF_All-Owned_OP	JE 8617	FUND TRANSFER- PROJECT RENTALS SEPTEMBER 04 2026 PAYROLL REIMBURSE	9/9/2026	22,634.40
hkop8711 - HK_MF_All-Owned_OP	2952	v0000765 - LEFLER TREE SERVICE	9/10/2026	7,000.00
hkop8711 - HK_MF_All-Owned_OP	2953	v0000267 - POULSBO, CITY OF	9/10/2026	6,186.10
hkop8711 - HK_MF_All-Owned_OP	2954	V0000287 - RODDA PAINT COMPANY	9/10/2026	183.58
hkop8711 - HK_MF_All-Owned_OP	2949	V0000050 - BREMERTON CITY OF-Utility Billing	9/10/2026	1,848.64
hkop8711 - HK_MF_All-Owned_OP	2956	V0000308 - SHERWIN WILLIAMS COMPANY	9/10/2026	993.72
hkop8711 - HK_MF_All-Owned_OP	2955	V0000294 - SCOTT MCLENDONS HARDWARE	9/10/2026	82.14
hkop8711 - HK_MF_All-Owned_OP	2948	v0000598 - ASHLEY'S CLEANING	9/10/2026	775.00
hkop8711 - HK_MF_All-Owned_OP	2951	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	9/10/2026	125.07
hkop8711 - HK_MF_All-Owned_OP	2950	v0000620 - HILL CONSTRUCTION	9/10/2026	10,700.00
hkop8711 - HK_MF_All-Owned_OP	99571192	v0000201 - LOWES - AM DEPT	9/12/2026	858.75
hkop8711 - HK_MF_All-Owned_OP	99891702	V0000136 - HD SUPPLY - ACCT.#104436	9/14/2026	20,953.58
hkop8711 - HK_MF_All-Owned_OP	RC 61852	Returned item t0000137	9/14/2026	227.00
hkop8711 - HK_MF_All-Owned_OP	99459349	v0000001 - Housing Kitsap	9/17/2026	38,921.17
hkop8711 - HK_MF_All-Owned_OP	2963	v0000684 - CONSENSUS CLOUD SOLUTIONS CANADA ULC	9/17/2026	127.11
hkop8711 - HK_MF_All-Owned_OP	2959	V0000048 - BREM AIR DISPOSAL, INC.-Residential accts	9/17/2026	6,199.25
hkop8711 - HK_MF_All-Owned_OP	2957	V0000035 - BAINBRIDGE ISLAND, CITY OF-Utility billing	9/17/2026	15,877.25
hkop8711 - HK_MF_All-Owned_OP	99459345	v0000393 - KCCHA - MADRONA MANOR	9/17/2026	186.40
hkop8711 - HK_MF_All-Owned_OP	2972	V0000351 - WASH.STATE DEPT. OF LABOR & INDUSTRIES	9/17/2026	216.30
hkop8711 - HK_MF_All-Owned_OP	2971	V0000294 - SCOTT MCLENDONS HARDWARE	9/17/2026	9.99
hkop8711 - HK_MF_All-Owned_OP	2967	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	9/17/2026	341.33
hkop8711 - HK_MF_All-Owned_OP	2961	V0000070 - CINTAS FIRE 636525	9/17/2026	21,126.30
hkop8711 - HK_MF_All-Owned_OP	2968	V0000272 - PUGET SOUND ENERGY	9/17/2026	86.08
hkop8711 - HK_MF_All-Owned_OP	2973	V0000359 - WAVE ASTOUND	9/17/2026	77.85
hkop8711 - HK_MF_All-Owned_OP	2966	V0000247 - OFFICE DEPOT-ACCT. 67444053	9/17/2026	99.97
hkop8711 - HK_MF_All-Owned_OP	2960	v0000746 - BUILDING A TRADITION, LLC	9/17/2026	11,100.00
hkop8711 - HK_MF_All-Owned_OP	2964	V0000183 - KITSAP P.U.D.#1	9/17/2026	819.31
hkop8711 - HK_MF_All-Owned_OP	2962	V0000080 - COMCAST	9/17/2026	169.73
hkop8711 - HK_MF_All-Owned_OP	99459345	v9005608 - Golden Tides II	9/17/2026	40.00
hkop8711 - HK_MF_All-Owned_OP	99425811	v0000201 - LOWES - AM DEPT	9/17/2026	1,253.22
hkop8711 - HK_MF_All-Owned_OP	2965	v0000238 - NORTH PERRY AVENUE WATER DISTRICT	9/17/2026	4,170.90
hkop8711 - HK_MF_All-Owned_OP	2970	V0000287 - RODDA PAINT COMPANY	9/17/2026	749.64
hkop8711 - HK_MF_All-Owned_OP	2974	v0000667 - WESTERN EXTERMINATOR	9/17/2026	141.00
hkop8711 - HK_MF_All-Owned_OP	99459367	v0000089 - WA DEPARTMENT OF COMMERCE	9/17/2026	15,015.67
hkop8711 - HK_MF_All-Owned_OP	2969	v0000672 - RENTGROW, INC	9/17/2026	20.00
hkop8711 - HK_MF_All-Owned_OP	99459351	v0000001 - Housing Kitsap	9/17/2026	113,614.54
hkop8711 - HK_MF_All-Owned_OP	2958	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	9/17/2026	5,479.80
hkop8711 - HK_MF_All-Owned_OP	2975	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	9/18/2026	11,638.90
hkop8711 - HK_MF_All-Owned_OP	99742172	v0000143 - HOME DEPOT CREDIT SVCS- 4595	9/23/2026	18,140.51
hkop8711 - HK_MF_All-Owned_OP	2988	V0000308 - SHERWIN WILLIAMS COMPANY	9/24/2026	530.25
hkop8711 - HK_MF_All-Owned_OP	2981	v0000157 - JIFFY LUBE	9/24/2026	167.40
hkop8711 - HK_MF_All-Owned_OP	2986	V0000287 - RODDA PAINT COMPANY	9/24/2026	550.74
hkop8711 - HK_MF_All-Owned_OP	2983	v0000416 - PETTY CASH FUND - MADRONA MANOR	9/24/2026	30.59
hkop8711 - HK_MF_All-Owned_OP	2984	v0000417 - PETTY CASH FUND - ORCHARD BLUFF	9/24/2026	34.18
hkop8711 - HK_MF_All-Owned_OP	2987	V0000294 - SCOTT MCLENDONS HARDWARE	9/24/2026	46.98
hkop8711 - HK_MF_All-Owned_OP	2978	V0000077 - COAST DO IT BEST HARDWARE	9/24/2026	13.11
hkop8711 - HK_MF_All-Owned_OP	2985	V0000272 - PUGET SOUND ENERGY	9/24/2026	5,463.86
hkop8711 - HK_MF_All-Owned_OP	2980	V0000138 - HENERY HARDWARE, INC.	9/24/2026	25.99
hkop8711 - HK_MF_All-Owned_OP	2976	v0000487 - Allegion Access Technologies LLC	9/24/2026	560.00
hkop8711 - HK_MF_All-Owned_OP	2982	v0000455 - KURTZ, HEATHER	9/24/2026	29.54
hkop8711 - HK_MF_All-Owned_OP	2979	V0000080 - COMCAST	9/24/2026	254.24
hkop8711 - HK_MF_All-Owned_OP	2977	V0000065 - CASCADE NATURAL GAS CORP.	9/24/2026	91.63
hkop8711 - HK_MF_All-Owned_OP	2989	V0000359 - WAVE ASTOUND	9/24/2026	300.72
hkop8711 - HK_MF_All-Owned_OP	99447131	v0000201 - LOWES - AM DEPT	9/26/2026	940.39
hkop8711 - HK_MF_All-Owned_OP	99465634	V0000025 - ANCHOR SAVINGS BANK-WCRA for WINDSONG	9/28/2026	6,162.66
hkop8711 - HK_MF_All-Owned_OP	JE 8691	Tenant Payment Check#101 dated 09/01/2026 Verbiage and \$ amountt did not agi	9/30/2026	99.00
				464,945.83

Bank	Check#	Vendor	Date	Amount
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Payment Summary
September 2026 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	99447609	v0000608 - HK_MF_SEP-CORP-RESERVES	9/1/2026	3,850.00
hk7911 - HK_MF_Sep_Corp_OP	1334	t0000141 - Bryant	9/2/2026	73.00
hk7911 - HK_MF_Sep_Corp_OP	1335	t9001378 - Dunbar	9/2/2026	72.00
hk7911 - HK_MF_Sep_Corp_OP	1336	t9000534 - Dunn	9/2/2026	23.00
hk7911 - HK_MF_Sep_Corp_OP	1337	t9000459 - Fontana	9/2/2026	89.00
hk7911 - HK_MF_Sep_Corp_OP	1338	t9001330 - Haynes	9/2/2026	53.00
hk7911 - HK_MF_Sep_Corp_OP	1339	t9000462 - Hoskinson	9/2/2026	89.00
hk7911 - HK_MF_Sep_Corp_OP	1340	t9000735 - Ives	9/2/2026	72.00
hk7911 - HK_MF_Sep_Corp_OP	1341	t9000555 - KELLEY	9/2/2026	129.00
hk7911 - HK_MF_Sep_Corp_OP	1342	t9000495 - KELLY	9/2/2026	72.00
hk7911 - HK_MF_Sep_Corp_OP	1343	t9000437 - Mason	9/2/2026	89.00
hk7911 - HK_MF_Sep_Corp_OP	1344	t9000419 - O'Con	9/2/2026	20.00
hk7911 - HK_MF_Sep_Corp_OP	1345	t0000150 - Rhodelander	9/2/2026	27.00
hk7911 - HK_MF_Sep_Corp_OP	1346	t9000562 - Sanders	9/2/2026	72.00
hk7911 - HK_MF_Sep_Corp_OP	1347	t9000743 - Scherler-Evenson	9/2/2026	129.00
hk7911 - HK_MF_Sep_Corp_OP	1348	t9001844 - Smith	9/2/2026	122.00
hk7911 - HK_MF_Sep_Corp_OP	1349	t9000497 - St. John	9/2/2026	100.00
hk7911 - HK_MF_Sep_Corp_OP	1350	v0000038 - BAYSIDE ROOFING LLC	9/3/2026	4,918.50
hk7911 - HK_MF_Sep_Corp_OP	1351	v0000380 - Century Link	9/3/2026	94.25
hk7911 - HK_MF_Sep_Corp_OP	1352	V0000070 - CINTAS FIRE 636525	9/3/2026	1,840.05
hk7911 - HK_MF_Sep_Corp_OP	1353	V0000077 - COAST DO IT BEST HARDWARE	9/3/2026	103.81
hk7911 - HK_MF_Sep_Corp_OP	1354	V0000137 - HENDEN ELECTRIC, INC	9/3/2026	300.31
hk7911 - HK_MF_Sep_Corp_OP	1355	V0000138 - HENERY HARDWARE, INC.	9/3/2026	241.21
hk7911 - HK_MF_Sep_Corp_OP	1356	V0000150 - INTELLISYSTEMS, INC.	9/3/2026	688.17
hk7911 - HK_MF_Sep_Corp_OP	1357	v0000266 - PORT ORCHARD, CITY OF - Utility Billing	9/3/2026	27,768.02
hk7911 - HK_MF_Sep_Corp_OP	1358	V0000287 - RODDA PAINT COMPANY	9/3/2026	409.31
hk7911 - HK_MF_Sep_Corp_OP	1359	V0000294 - SCOTT MCLENDONS HARDWARE	9/3/2026	159.61
hk7911 - HK_MF_Sep_Corp_OP	1360	v0000300 - SERVPRO OF KITSAP COUNTY	9/3/2026	27,735.65
hk7911 - HK_MF_Sep_Corp_OP	1361	V0000308 - SHERWIN WILLIAMS COMPANY	9/3/2026	497.32
hk7911 - HK_MF_Sep_Corp_OP	99450134	v0000469 - U.S. BANK	9/3/2026	2,900.00
hk7911 - HK_MF_Sep_Corp_OP	99450213	v0000418 - PARK PLACE APTS	9/3/2026	931.15
hk7911 - HK_MF_Sep_Corp_OP	99167793	v0000201 - LOWES - AM DEPT	9/4/2026	2,453.30
hk7911 - HK_MF_Sep_Corp_OP	99453636	v0000089 - WA DEPARTMENT OF COMMERCE	9/9/2026	8,021.46
hk7911 - HK_MF_Sep_Corp_OP	JE 8614	FUND TRANSFER- COMPONENT UNITS SEPTEMBER 04 PAYROLL REIMBURSEMENT	9/9/2026	28,032.57
hk7911 - HK_MF_Sep_Corp_OP	JE 8615	FUND TRANSFER- KITSAP APARTMENTS SEPTEMBER 04 PAYROLL REIMBURSEMENT	9/9/2026	22,413.63
hk7911 - HK_MF_Sep_Corp_OP	1362	V0000050 - BREMERTON CITY OF-Utility Billing	9/10/2026	2,491.28
hk7911 - HK_MF_Sep_Corp_OP	1363	V0000070 - CINTAS FIRE 636525	9/10/2026	188.85
hk7911 - HK_MF_Sep_Corp_OP	1364	V0000077 - COAST DO IT BEST HARDWARE	9/10/2026	6.33
hk7911 - HK_MF_Sep_Corp_OP	1365	v0000620 - HILL CONSTRUCTION	9/10/2026	546.00
hk7911 - HK_MF_Sep_Corp_OP	1366	V0000175 - KITSAP COUNTY PUBLIC WORKS-dump fees	9/10/2026	81.08
hk7911 - HK_MF_Sep_Corp_OP	1367	v0000267 - POULSBO, CITY OF	9/10/2026	2,818.99
hk7911 - HK_MF_Sep_Corp_OP	1368	V0000272 - PUGET SOUND ENERGY	9/10/2026	6,813.45
hk7911 - HK_MF_Sep_Corp_OP	1369	V0000294 - SCOTT MCLENDONS HARDWARE	9/10/2026	140.86
hk7911 - HK_MF_Sep_Corp_OP	1370	v0000797 - W.W. GRAINGER, INC.	9/10/2026	152.56
hk7911 - HK_MF_Sep_Corp_OP	1371	t0000124 - Modica	9/10/2026	2.00
hk7911 - HK_MF_Sep_Corp_OP	99540290	v0000201 - LOWES - AM DEPT	9/11/2026	3,079.14
hk7911 - HK_MF_Sep_Corp_OP	99600438	v0000201 - LOWES - AM DEPT	9/14/2026	2,203.52
hk7911 - HK_MF_Sep_Corp_OP	JE 8632	Tenant Check# 1016211757 was entered into system as a payment of \$281.00 the	9/15/2026	20.00
hk7911 - HK_MF_Sep_Corp_OP	1372	V0000019 - AJ'S BACKFLOW ASSEMBLY TESTING	9/17/2026	130.00
hk7911 - HK_MF_Sep_Corp_OP	1373	v0000698 - APARTMENTS LLC	9/17/2026	1,026.70
hk7911 - HK_MF_Sep_Corp_OP	1374	v0000598 - ASHLEY'S CLEANING	9/17/2026	900.00
hk7911 - HK_MF_Sep_Corp_OP	1375	V0000075 - CLEAN N ROOTER LLC	9/17/2026	540.54
hk7911 - HK_MF_Sep_Corp_OP	1376	v0000703 - DRAIN PRO INC	9/17/2026	1,370.46
hk7911 - HK_MF_Sep_Corp_OP	1377	V0000138 - HENERY HARDWARE, INC.	9/17/2026	14.46
hk7911 - HK_MF_Sep_Corp_OP	1378	v0000267 - POULSBO, CITY OF	9/17/2026	3,369.62
hk7911 - HK_MF_Sep_Corp_OP	1379	V0000272 - PUGET SOUND ENERGY	9/17/2026	3,038.36
hk7911 - HK_MF_Sep_Corp_OP	1380	v0000672 - RENTGROW, INC	9/17/2026	380.00
hk7911 - HK_MF_Sep_Corp_OP	1381	v0000445 - SOUND PEST CONTROL	9/17/2026	158.34
hk7911 - HK_MF_Sep_Corp_OP	1382	V0000362 - WEST SOUND UTILITY DISTRICT	9/17/2026	19,956.32
hk7911 - HK_MF_Sep_Corp_OP	1383	v0000255 - PACIFIC OFFICE AUTOMATION INC. (PA)	9/17/2026	227.58
hk7911 - HK_MF_Sep_Corp_OP	99459338	v0000008 - Red Barn Associates LP	9/17/2026	112.80
hk7911 - HK_MF_Sep_Corp_OP	99459338	v9001407 - Port Orchard Vista Apartments	9/17/2026	1,471.00
hk7911 - HK_MF_Sep_Corp_OP	99459371	V0000337 - U S BANK	9/17/2026	170,195.00
hk7911 - HK_MF_Sep_Corp_OP	99459373	V0000337 - U S BANK	9/17/2026	139,552.50
hk7911 - HK_MF_Sep_Corp_OP	JE 8649	FUND TRANSFER- US BANK Series B (VIEWMONT BOND PAYMENT)	9/17/2026	170,195.00
hk7911 - HK_MF_Sep_Corp_OP	99603548	V0000166 - KITSAP BANK - VISA - JENNIFER DI VITTO	9/18/2026	185.62
hk7911 - HK_MF_Sep_Corp_OP	99443095	v0000201 - LOWES - AM DEPT	9/19/2026	1,027.50
hk7911 - HK_MF_Sep_Corp_OP	1384	V0000176 - KITSAP COUNTY PUBLIC WORKS-Sewer billings	9/21/2026	13,360.16

Payment Summary
September 2026 Board Cash Disbursement Report

hk7911 - HK_MF_Sep_Corp_OP	99070348	v0000143 - HOME DEPOT CREDIT SVCS- 4595	9/23/2026	7,709.07
hk7911 - HK_MF_Sep_Corp_OP	1385	V0000047 - BREM AIR DISPOSAL, INC.-Commercial accts	9/24/2026	15,467.76
hk7911 - HK_MF_Sep_Corp_OP	1386	V0000049 - BREMERTON BACKFLOW SERVICES	9/24/2026	400.00
hk7911 - HK_MF_Sep_Corp_OP	1387	V0000077 - COAST DO IT BEST HARDWARE	9/24/2026	24.02
hk7911 - HK_MF_Sep_Corp_OP	1388	V0000138 - HENERY HARDWARE, INC.	9/24/2026	90.57
hk7911 - HK_MF_Sep_Corp_OP	1389	V0000183 - KITSAP P.U.D.#1	9/24/2026	2,704.69
hk7911 - HK_MF_Sep_Corp_OP	1390	V0000271 - PUCKETT & REDFORD P.L.L.C.	9/24/2026	1,968.81
hk7911 - HK_MF_Sep_Corp_OP	1391	V0000272 - PUGET SOUND ENERGY	9/24/2026	393.09
hk7911 - HK_MF_Sep_Corp_OP	1392	v0000423 - ROBEDEAU PLUMBING & SEWER SERVICE	9/24/2026	660.66
hk7911 - HK_MF_Sep_Corp_OP	1393	V0000294 - SCOTT MCLENDONS HARDWARE	9/24/2026	47.16
hk7911 - HK_MF_Sep_Corp_OP	1394	V0000308 - SHERWIN WILLIAMS COMPANY	9/24/2026	745.97
hk7911 - HK_MF_Sep_Corp_OP	1395	V0000359 - WAVE ASTOUND	9/24/2026	277.85
hk7911 - HK_MF_Sep_Corp_OP	99433386	v0000201 - LOWES - AM DEPT	9/25/2026	1,299.26
				712,134.25

Bank	Check#	Vendor	Date	Amount
shop3911 - Self Help SHOP	3336	V0000110 - FERGUSON ENTERPRISES INC	9/10/2026	275.18
shop3911 - Self Help SHOP	3334	v0000582 - AHBL, INC	9/10/2026	23,664.50
shop3911 - Self Help SHOP	3335	v0000722 - Brumfield Construction, Inc.	9/10/2026	20,503.20
shop3911 - Self Help SHOP	3337	V0000209 - MASON PUD3	9/10/2026	67.26
shop3911 - Self Help SHOP	3338	V0000228 - N.L. OLSON & ASSOCIATES	9/10/2026	3,151.50
shop3911 - Self Help SHOP	3339	v0000421 - RAR FENCE LLC	9/10/2026	144.00
shop3911 - Self Help SHOP	3340	v0000344 - VALLEY SUPPLY CO.	9/10/2026	137.06
shop3911 - Self Help SHOP	3341	v0000354 - WASHINGTON STATE DEPT. OF ECOLOGY	9/10/2026	2,790.00
shop3911 - Self Help SHOP	99603427	V0000168 - KITSAP BANK-VISA-DEAN NAIL	9/18/2026	634.48
				51,367.18

Bank	Check#	Vendor	Date	Amount
shga2112 - SELF-HELP GENERAL ACCOUNT	128	v0000766 - DAFFODIL STORAGE	9/3/2026	295.00
shga2112 - SELF-HELP GENERAL ACCOUNT	129	V0000043 - B-MORE ELECTRIC	9/10/2026	1,481.99
shga2112 - SELF-HELP GENERAL ACCOUNT	130	v0000202 - LOWES HIW, INC.	9/10/2026	98.70
shga2112 - SELF-HELP GENERAL ACCOUNT	131	V0000227 - MYPRINTINGSERVICES.COM	9/10/2026	55.70
shga2112 - SELF-HELP GENERAL ACCOUNT	132	v0000669 - PARTNERS CREDIT & VERIFICATION SOLUTIONS	9/10/2026	605.00
shga2112 - SELF-HELP GENERAL ACCOUNT	133	V0000268 - PREMIER RENTALS	9/10/2026	654.84
shga2112 - SELF-HELP GENERAL ACCOUNT	134	V0000272 - PUGET SOUND ENERGY	9/10/2026	21.66
				3,212.89

Bank	Check#	Vendor	Date	Amount
self2111 - Self Help - Family AP Acct	20798	V0000110 - FERGUSON ENTERPRISES INC	9/10/2026	804.98
self2111 - Self Help - Family AP Acct	20799	V0000112 - FINAL VISION INC	9/10/2026	1,679.00
self2111 - Self Help - Family AP Acct	20802	v0000484 - JAG CONSTRUCTION LLC	9/10/2026	6,949.29
self2111 - Self Help - Family AP Acct	20791	v0000029 - ARROW LUMBER & HARDWARE LLC	9/10/2026	25.33
self2111 - Self Help - Family AP Acct	20792	V0000043 - B-MORE ELECTRIC	9/10/2026	23,971.12
self2111 - Self Help - Family AP Acct	20793	V0000061 - CALPORTLAND COMPANY	9/10/2026	6,380.82
self2111 - Self Help - Family AP Acct	20794	v0000072 - COMMUNITY DEVELOPMENT	9/10/2026	18,881.76
self2111 - Self Help - Family AP Acct	20795	v0000095 - DMS SUPPLY, LLC	9/10/2026	11,300.56
self2111 - Self Help - Family AP Acct	20796	v0000761 - DTG53, LLC	9/10/2026	322.50
self2111 - Self Help - Family AP Acct	20797	v0000463 - DYLAN TAYLOR CONSTRUCTION LLC	9/10/2026	6,416.96
self2111 - Self Help - Family AP Acct	20800	v0000486 - FRONTIER CONSTRUCTION SUPPLY LLC	9/10/2026	8,425.78
self2111 - Self Help - Family AP Acct	20801	v0000662 - Insulation NW, LLC	9/10/2026	7,957.04
self2111 - Self Help - Family AP Acct	20803	V0000179 - KITSAP GARAGE DOOR CO.	9/10/2026	1,595.41
self2111 - Self Help - Family AP Acct	20804	v0000202 - LOWES HIW, INC.	9/10/2026	255.35
self2111 - Self Help - Family AP Acct	20805	v0000458 - M&C DRYWALL, INC.	9/10/2026	11,431.69
self2111 - Self Help - Family AP Acct	20806	v0000204 - MADRONA HOMES LLC	9/10/2026	8,128.08
self2111 - Self Help - Family AP Acct	20807	V0000218 - MITCHELL LUMBER CO	9/10/2026	14,247.61
self2111 - Self Help - Family AP Acct	20808	V0000270 - PRO VISION	9/10/2026	13,700.76
self2111 - Self Help - Family AP Acct	20809	V0000272 - PUGET SOUND ENERGY	9/10/2026	1,689.40
self2111 - Self Help - Family AP Acct	20810	V0000287 - RODDA PAINT COMPANY	9/10/2026	999.62
self2111 - Self Help - Family AP Acct	20811	v0000288 - ROYAL BUILDERS	9/10/2026	31,559.28
self2111 - Self Help - Family AP Acct	20812	V0000294 - SCOTT MCLENDONS HARDWARE	9/10/2026	40.40
self2111 - Self Help - Family AP Acct	20813	V0000298 - SEATTLE LIGHTING	9/10/2026	786.43
self2111 - Self Help - Family AP Acct	20814	v0000344 - VALLEY SUPPLY CO.	9/10/2026	1,042.72
self2111 - Self Help - Family AP Acct	20815	V0000362 - WEST SOUND UTILITY DISTRICT	9/10/2026	1,857.63
self2111 - Self Help - Family AP Acct	99603125	V0000168 - KITSAP BANK-VISA-DEAN NAIL	9/18/2026	552.98
				181,002.50

Bank	Check#	Vendor	Date	Amount
cosd0911 - HK_MF_Sep_Corp_SD	188	t9001446 - Bledsoe	9/10/2026	2,049.00

Payment Summary
September 2026 Board Cash Disbursement Report

cosd0911 - HK_MF_Sep_Corp_SD	189	t0000124 - Modica	9/10/2026	1,034.00
				3,083.00

Bank	Check#	Vendor	Date	Amount
hksd1711 - HK_MF_All-Owned_SD	99459353	v0000478 - HK Homes	9/17/2026	309.94
				309.94

Bank	Check#	Vendor	Date	Amount
rdr9511 - HK_MF_RD-REQ_RES	ACH DR	Transfer to RD Projects Sweep Account 6311	9/10/2026	1,085,000.00
				1,085,000.00

Bank	Check#	Vendor	Date	Amount
nord1111 - Nordic Cottages Operating	44	v0000267 - POULSBO, CITY OF	9/10/2026	869.67
nord1111 - Nordic Cottages Operating	45	v0000672 - RENTGROW, INC	9/17/2026	20.00
nord1111 - Nordic Cottages Operating	46	v0000370 - YARDI SYSTEMS, INC.	9/17/2026	3.50
nord1111 - Nordic Cottages Operating	47	v0000801 - ELYON MAINTENANCE INC	9/24/2026	600.00
nord1111 - Nordic Cottages Operating	48	V0000272 - PUGET SOUND ENERGY	9/24/2026	63.59
nord1111 - Nordic Cottages Operating	99467237	v0000001 - Housing Kitsap	9/30/2026	2,900.88
				4,457.64

Aggregate Total	3,844,717.05
Less Intercompany Payments	1,697,357.41
Total Disbursements	2,147,359.64



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Asset Disposal

AGENDA ITEM: 4. D.

SUBMITTED BY: Laura Auerbach

TITLE: Director of Procurement & Administration

Summary:

Authorization is requested to dispose of two broken golf carts and 26 file cabinets that are no longer usable for Housing Kitsap business.

The golf carts have been out of service and stored at Park Place for several years. During efforts to organize the maintenance shop at the property, staff identified the carts as no longer suitable for maintenance use. Removing them will free up space for tools and supplies and improve the usefulness of the shop. This disposition supports Housing Kitsap's commitment to the maintenance staff by providing a safe and accessible environment.

The file cabinets are no longer being used for records storage. By disposing of the ones that are no longer being used, the area taken up by the file cabinets can be used for other purposes. The plan is to use this space to create new workspaces for employees.

Assets proposed for disposal are provided in the chart that follows.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Clarence Moriwaki, Chair

ATTEST: _____

Heather Blough, Executive Director

Asset Tag	Category	Make	Model	Color	Location
A00013466	Golf Cart	EZ- GO	J101	Silver	Park Place
A0006339	Golf Cart	EZ- GO	J101	Yellow	Park Place
A0014104	File Cabinet				HK Main Office
A0023096	File Cabinet				HK Main Office
A0023526 (A008462)	File Cabinet				HK Main Office
A0023099	File Cabinet				HK Main Office
A0023095	File Cabinet				HK Main Office
A0015883	File Cabinet				HK Main Office
A0014652	File Cabinet				HK Main Office
A0005494	File Cabinet				HK Main Office
A0008683	File Cabinet				HK Main Office
A0005584	File Cabinet				HK Main Office
A0015045 (A0006486)	File Cabinet				HK Main Office
A000975	File Cabinet				HK Main Office
A000457	File Cabinet				HK Main Office
A000093	File Cabinet				HK Main Office
A0014653	File Cabinet				HK Main Office
A0015812	File Cabinet				HK Main Office
A0008951	File Cabinet				HK Main Office
A0008636	File Cabinet				HK Main Office
A0023033 (A0005705)	File Cabinet				HK Main Office
A0014687	File Cabinet				HK Main Office
A0023098	File Cabinet				HK Main Office
A0005225	File Cabinet				HK Main Office
A0005227	File Cabinet				HK Main Office
A0005245	File Cabinet				HK Main Office
A0023571	File Cabinet				HK Main Office
A0014638	File Cabinet				HK Main Office



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 4. E.

AGENDA TITLE: Kitsap Homes of Compassion Preference

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

Summary Statement:

Due to the closure of Kitsap Homes of Compassion (KHOC) and the resulting loss of affordable housing for its residents, Housing Kitsap is establishing a temporary admission preference to assist affected households in securing alternative housing. This preference will be incorporated into Housing Kitsap's Tenant Selection and Continued Occupancy Plans (TSCOPs) where permitted by the applicable funding source and program requirements.

The following language will be added to the applicable TSCOPs:

Waitlist Preference

Kitsap Homes of Compassion (KHOC) Preference

Housing Kitsap provides a temporary admission preference to applicants who are current residents of, or have been displaced due to the closure of, Kitsap Homes of Compassion (KHOC).

To qualify for this preference, applicants must apply and provide documentation verifying their residency with KHOC no later than December 31, 2026. Acceptable documentation includes lease or occupancy agreements, rent records, written verification from a service provider, or other reliable documentation approved by Housing Kitsap.

Applicants receiving this preference must meet all applicable program eligibility and suitability requirements, including income eligibility, occupancy standards, screening criteria, and other applicable housing program requirements.

Qualification for this preference does not guarantee housing or admission. Applicants remain subject to unit availability, applicable program requirements, and Housing Kitsap's established tenant selection procedures.

The preference expires on December 31, 2026. Applicants who qualify for the preference by this date will retain their preference status while remaining on the applicable waiting list, subject to continued eligibility and verification requirements.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Clarence Moriwaki, Chair

ATTEST: _____

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 4. F.

AGENDA TITLE: Smoke Free Housing Policy Update

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

Summary Statement:

Following a recent Court of Appeals decision and recommendation from legal counsel, staff completed a review of Housing Kitsap's existing Smoke-Free Housing Policy, including the Lease Addendum and the policy incorporated into the Project Based Rental Assistance (PBRA) House Rules.

The proposed revisions clarify the prohibition of smoking throughout Housing Kitsap properties, eliminate conflicting language, and establish consistent expectations regarding resident responsibilities, lease violations, and enforcement procedures.

The updated policy maintains Housing Kitsap's existing smoke-free requirements while providing clearer and more consistent language across all residential communities.

Upon approval, residents will be provided written notification and a copy of the revised policy, with an anticipated effective date of December 1, 2026, subject to applicable notice and lease requirements.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Clarence Moriwaki, Chair

ATTEST: _____

Heather Blough, Executive Director



SMOKE FREE LEASE ADDENDUM

PROPERTY: _____

UNIT: _____

This No Smoking / Smoke-Free Lease Addendum is incorporated into and made part of the Lease Agreement between Kitsap County Consolidated Housing Authority, doing business as Housing Kitsap (HK), and the Resident.

This Addendum establishes Housing Kitsap's smoke-free requirements for all residential communities. In the event of a conflict between the Lease Agreement and this Addendum regarding smoking restrictions, the terms of this Addendum shall control to the extent permitted by applicable federal and state laws.

1. Purpose of Smoke-Free Policy

Housing Kitsap has established a smoke-free policy to promote the health, safety, and well-being of residents, employees, and visitors; reduce exposure to secondhand smoke; minimize the risk of fire; and reduce maintenance, cleaning, and repair costs associated with smoking.

2. Definition of Smoking

For purposes of this Addendum, "smoking" means inhaling, exhaling, using, or carrying any lighted or activated cigarette, cigar, pipe, hookah, electronic cigarette, vaping device, or similar smoking product or device, including those containing tobacco, nicotine, marijuana, cannabis, or other substances.

This prohibition includes devices that produce smoke, vapor, or aerosol, regardless of whether the substance contains tobacco or nicotine.

3. Property-Wide Smoking Prohibition

Smoking is strictly prohibited anywhere on Housing Kitsap property, indoors or outdoors, without exception for location or distance from a building.

This prohibition applies to all areas of the property, including but not limited to:

- All residential units, including bedrooms, kitchens, bathrooms, and other interior spaces.
- Patios, balconies, porches, entryways, and leased exterior spaces.
- Hallways, stairwells, elevators, laundry rooms, community rooms, management offices, and all other common areas.
- Parking lots, parking spaces, parking garages, carports, sidewalks, walkways, landscaped areas, lawns, and all other exterior grounds.



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 Road Silverdale, WA 98383.

Smoke Free Lease Addendum

- Uncovered parking areas, open spaces, and exterior locations located more than 25 feet from any building, entrance, exit, window, or ventilation intake.

There are no designated smoking areas on Housing Kitsap property. Smoking is prohibited throughout the entire property, regardless of whether an area is covered, uncovered, occupied, or unoccupied.

This prohibition applies to all residents, household members, guests, visitors, employees, contractors, service personnel, and other persons entering Housing Kitsap property.

4. Resident Responsibilities

Residents shall comply with this Addendum and shall not smoke anywhere on Housing Kitsap property.

Residents are responsible for informing household members, guests, and visitors of the smoke-free requirements and shall not knowingly permit smoking by those individuals on Housing Kitsap property.

Residents are encouraged to promptly report suspected violations or concerns regarding secondhand smoke to Property Management staff, either verbally or in writing.

5. Housing Kitsap Responsibilities

Housing Kitsap will communicate its smoke-free policy to residents, applicants, employees, and contractors and post no-smoking signs in appropriate locations throughout its properties.

Housing Kitsap will review reported or observed violations and take reasonable steps to administer and enforce the policy consistently and in accordance with applicable laws and established procedures.

6. Documentation of Smoking Violations

Housing Kitsap may investigate suspected smoking violations based on staff observations, resident reports, physical evidence, smoke odors, photographs, and other relevant information.

Direct observation of smoking is not required when sufficient reliable evidence establishes that a violation occurred.

Each alleged violation will be evaluated based on its specific facts and circumstances. The presence of smoking-related materials or odors alone does not automatically establish that a resident violated this Addendum.

Separate incidents of smoking may constitute separate lease violations when supported by sufficient documentation.

7. Lease Violations and Enforcement

Failure to comply with this Addendum constitutes a violation of the Lease Agreement and may constitute a substantial breach of a material lease requirement, depending on the facts and circumstances.

Housing Kitsap will address smoking violations through its established non-compliance procedures and in accordance with applicable federal and state laws.

Smoke Free Lease Addendum

To correct a smoking violation, the Resident must immediately cease the prohibited smoking activity and ensure continued compliance with this Addendum.

Each separately documented smoking incident may be considered an individual lease violation. Whether an incident constitutes a substantial breach of a material lease requirement will be determined based on the circumstances and applicable law.

Repeated or unresolved violations may result in further lease enforcement action, up to and including termination of tenancy, subject to applicable notice requirements, opportunities to correct violations, and other legal protections.

No provision of this Addendum authorizes automatic or immediate termination of tenancy or eliminates any notice, cure, or procedural requirements established by law.

8. Smoking-Related Damages

Residents may be held responsible for actual, documented damages resulting from smoking that exceed ordinary wear and tear, as permitted by applicable law.

Such damages may include smoke residue, burns, staining, odors, and damage to walls, ceilings, flooring, fixtures, or other components of the dwelling unit.

Any charges assessed shall be supported by appropriate documentation and comply with Washington State landlord-tenant laws, including applicable security deposit and damage assessment requirements.

A smoking violation does not automatically result in a cleaning charge or damage assessment.

9. Health and Safety of Employees and Contractors

Residents shall not smoke while Housing Kitsap employees, contractors, or authorized representatives are performing work or providing services inside their dwelling unit.

If smoking occurs during a scheduled visit, the employee or representative may request that the smoking activity stop immediately. If the resident refuses, the employee or representative may discontinue the visit and notify Property Management.

Services will be rescheduled as appropriate, subject to emergency conditions, applicable legal requirements, and Housing Kitsap's responsibilities to maintain the property.

10. Smoke-Free Environment Disclaimer

Housing Kitsap's adoption of a smoke-free policy does not guarantee that any dwelling unit, building, or community will be completely free from secondhand smoke, vapor, or other airborne contaminants.

Housing Kitsap will take reasonable steps to administer and enforce this policy but cannot guarantee compliance by all individuals.

Nothing in this Addendum limits Housing Kitsap's obligations under applicable housing, health, safety, or fair housing laws.

11. Resident Acknowledgment

Smoke Free Lease Addendum

By signing below, the Resident acknowledges that:

- The Resident has read and understands this No Smoking / Smoke-Free Lease Addendum.
- Smoking is prohibited anywhere on Housing Kitsap property, including all indoor and outdoor areas, parking lots, and grounds, regardless of distance from any building.
- There are no designated smoking areas on Housing Kitsap property.
- The Resident agrees to comply with the smoking restrictions and inform household members, guests, and visitors of these requirements.
- Violations may result in lease enforcement action, up to and including termination of tenancy, in accordance with applicable law.
- The Resident has received a copy of this Addendum.

RESIDENT(s)

KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY dba HOUSING KITSAP

2244 NW Bucklin Hill Rd

Silverdale, WA 98383

Phone: (360) 535-6100

Fax: (360) 535-6169

www.housingkitsap.org

Head of Household (*Signature*) Date

Spouse / Co-Head (*Signature*) Date

Additional Household Member (*Signature*) Date

Additional Household Member (*Signature*) Date

Property Manager (*Please Print*)

Property Manager (*Signature*) Date



Housing Kitsap Board of Commissioners

Consent Agenda Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 2 minutes

AGENDA TITLE: Heritage & Viewmont TSCOP update

AGENDA ITEM: 4. G.

SUBMITTED BY: Freddy Linares

TITLE: Director of Compliance

Summary Statement:

Housing Kitsap is requesting Board approval of additional revisions to the Tenant Selection and Continued Occupancy Plan (TSCOP) for Heritage and Viewmont Apartments. These revisions follow the Board's previous approval of updates to the plan and address additional comments received from the Contract Administrator as part of the Management and Occupancy Review (MOR) corrective action process.

The revisions include further clarification of HOTMA-related provisions that are not yet operationally in effect, along with updates to tenant eligibility, income and asset verification, occupancy standards, recertification requirements, unit transfer policies, and other administrative procedures to ensure consistency with applicable HUD requirements.

These updates are intended to address the remaining Contract Administrator review comments and support the resolution of the MOR findings.

Recommended Action: Approve

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____

Clarence Moriwaki, Chair

ATTEST: _____

Heather Blough, Executive Director

SUMMARY OF TSCOP REVISIONS



Page	Section / Subject	Summary of final policy language
6	Population Served / HOTMA transition	Clarifies that the property serves income-eligible individuals and families, including elderly households and households with disabilities, and is not restricted exclusively to either group. Adds a transition provision retaining applicable pre-HOTMA policies until full HUD Multifamily and system implementation.
13	Asset Verification / Self-Certification	Requires asset and asset-income verification at initial move-in, when an in-place or market-rate tenant first receives PBRA, and when otherwise required. Limits self-certification of net family assets at or below \$50,000 (HUD-adjusted) to annual recertification when HUD streamlining permits.
14	Occupancy Standards	Removes use of age, sex, gender, or family relationship to dictate sleeping arrangements. Retains household-size standards and consideration of approved accommodations or medical/accessibility needs.
15–16	Income Limits / HOTMA implementation	Clarifies that PBRA applicants may not exceed the applicable HUD Low-Income Limit and must also meet any applicable LIHTC limit. Provides that HOTMA income, asset, and verification methods take effect only after the property fully implements HOTMA and required software updates.
19–20	Social Security Number Requirements	Adds the exception for applicant households with a child under age six recently added to the household who has not yet been assigned an SSN. Establishes the initial 90-day documentation period and a further 90 days when the delay is beyond household control; addresses children added after move-in.
20	Student Eligibility	Adds detailed eligibility rules for students under PBRA and LIHTC, including application of both sets of requirements to layered units and documentation of student status.
24	Existing Tenant Search	Requires use of HUD EIV Existing Tenant Search before admitting PBRA applicants and proposed household members; specifies follow-up and documentation of matches rather than automatic denial.
29	Application Denials and Informal Review	Specifies that denial notices explain the applicant's right to an informal review and that requests must be submitted within 14 calendar days of the denial notice.
30–31	Income Targeting	Explains the requirement to lease at least 40% of available PBRA-assisted units to extremely low-income households each project fiscal year. Allows temporary skipping when necessary, while preserving skipped applicants' waiting-list positions and documenting the decision.

40–41	Interim Reporting / HOTMA transition	Preserves pre-HOTMA reporting requirements until full implementation, including reporting gross household income increases of \$200 or more per month within 10 calendar days. States that revised HOTMA procedures will follow implementation and notice to tenants.
42–43	Failure to Complete Recertification	Clarifies that failure to complete PBRA annual recertification results in termination of rental assistance and payment of full contract (market) rent after required notices, not automatic termination of tenancy. Subsequent tenancy action requires a separate legal basis.
45–46	Unit Transfer Policy	Adds approved reasons for transfers, including household size, deeper subsidy, verified medical or disability-related need, VAWA emergency transfers, and accessible-unit needs. Establishes an internal transfer waiting list and priority order.
46	Transfers versus Property Waiting List	States that approved internal transfers generally take priority for suitable units over external waiting-list applicants, subject to mandatory program requirements, including accessibility, income targeting, and LIHTC restrictions.
72	Returned Payments / NSF Charges	Retains the HUD-approved \$45 NSF fee beginning with the second returned payment; the first returned payment incurs no fee. The HUD approval letter was provided to CMS, which accepted the provision. The policy also addresses personal-check privileges after returned payments.
73–74	Other Tenant Charges	The Other Tenant Charges section lists maintenance/repair, extermination, and insurance-deductible charges. The excess utility charge provision is no longer included.



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 5. A.

AGENDA TITLE: Executive Session pursuant to RCW 42.30.110(1)(i) and

Discussion and possible action regarding Resolution 2026-29 authorizing the Executive Director to execute all settlement documents regarding the Fjord Manor claim filed in 2023 with the Government.

SUBMITTED BY: Heather Blough, Executive Director

Previous Actions:

In August of 2023 the Board approved moving forward with filing a claim regarding Fjord Manor with the government which Fjord was eligible for based on previous behavior of the government and their denial of pre-paying mortgages as agreed to in original documents.

In September 2023 the Board approved Resolution 2023-39 making a sole source procurement finding for procurement of Viridian Consulting and authorizing filing of a breach of contract claim for a project (Fjord Manor) financed through the Farmers' Home Administration ("FmHA").

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.

Summary:

The claim has been filed and accepted and is now ready for Housing Kitsap to execute the final settlement documents to further the claim, with payment expected in early 2027.

Once out of Executive Session, the requested action item is for the Board to approve Resolution 2026-29 authorizing the Executive Director to execute all documents necessary to finalize the claim.

Recommended Action: Approve Resolution 2026-29 authorizing the Executive Director to execute all settlement documents regarding the Fjord Manor claim filed in 2023 with the Government.

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

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

RESOLUTION 2026-29

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL SETTLEMENT DOCUMENTS
REGARDING THE FJORD MANOR CLAIM FILED IN 2023 WITH THE GOVERNMENT**

WHEREAS, Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), has limited the Executive Director's authority in certain matters; and

WHEREAS, Housing Kitsap's Board requires the Executive Director to seek prior approval before execution of certain documents and obligations on behalf of Housing Kitsap; and

WHEREAS, legal matters are one of the areas where the Board of Housing Kitsap has identified as requiring prior Board approval; and

WHEREAS, a settlement has been agreed upon between Housing Kitsap and the government regarding Fjord Manor; and

WHEREAS, it is recommended that Housing Kitsap accepts and executes all necessary documents for settlement of the claim;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby authorizes the Executive Director to execute all necessary documents to complete the claim process.

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

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 20 minutes

AGENDA TITLE: Executive Session

AGENDA ITEM: 5. B.

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

Discussion Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 30 minutes

AGENDA ITEM: 5. C.

AGENDA TITLE: Housing Kitsap Portfolio Opportunity Assessment

Presented by: Brawner and Associates and Heartland

SUBMITTED BY: Heather Blough, Executive Director

Housing Kitsap issued a Request for Proposals for a Development Consultant to conduct a Portfolio Assessment late in calendar year 2025. Brawner and Heartland were the successful respondents, and we entered into a contract with them to conduct the assessment.

The presented report is based on discussion with Housing Kitsap Staff, site reviews, and document reviews.

Housing Kitsap is not asking for any action on this report at this time. However, future action based on the report is possible.



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: October 27, 2026 **ESTIMATED TIME:** 5 minutes **AGENDA ITEM:** 6. A.

AGENDA TITLE: Discussion on outstanding Housing Kitsap debt with sole repayment at maturity

SUBMITTED BY: Roan Blacker, Finance Director

Background:

At the August 25, 2026, Board meeting, the Commissioners inquired about Housing Kitsap's outstanding debt where the sole payment is at maturity. Discussions included clarifying if such debt was designed to be forgiven at maturity, if periodic payments could be made to reduce the large impact at maturity, or if internal sinking fund payments should be established to achieve the same reduced impact upon maturity. Below is a listing of HK's debts that only have one payment due at maturity, and a brief description of each.

		Loan Date	Original Amount	Rate	Maturity	Due at Maturity
Rhododendron 50 units						
☐	City of Bainbridge Island Housing Trust Fund	2/15/08	\$ 59,171	0.00%	3/1/2028	\$ 59,171
City anticipates repayment at maturity, but loan clauses exist to have the loan forgiven if HK is not awarded RD funding (HK was not awarded the funding)						
Windsong 36 units						
☐	State of Washington (HOME)	10/8/03	\$ 300,948	0.00%	12/31/2043	\$ 300,948
loan is anticipated to be forgiven at maturity based upon HK having met the loan's affordable criteria						
Time Square 16 units						
☐	Washington State Department of Commerce	4/4/25	\$ 750,000	0.00%	4/1/2065	\$ 750,000
loan is anticipated to be forgiven at maturity based upon HK having met the loan's affordable criteria						
Park Place 86 units						
☐	Kitsap County 2020 CDBG Loan Agreement	2/29/20	\$ 334,006	4.00%	3/1/2049	\$ 1,001,585
there is a loan clause stating the the loan is not forgivable, and the full accreted amount is due upon maturity.						

Discussion is for informational purposes only. Recommended activity is to explore loan forgiveness with the Rhododendron – City of Bainbridge Island loan, and to inquire if the Park Place – Kitsap County loan can be repaid prior to maturity in sinking fund payments.



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Year by Year Property Report

AGENDA ITEM: 6. B.

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

Overview

Housing Kitsap is providing an occupancy trend comparison for FY2024, FY2025, and FY2026 (July 1 through June 30). The accompanying report includes both a fiscal-year comparison and a continuous monthly occupancy chart to show changes over the three-year period.

Occupancy by Fiscal Year

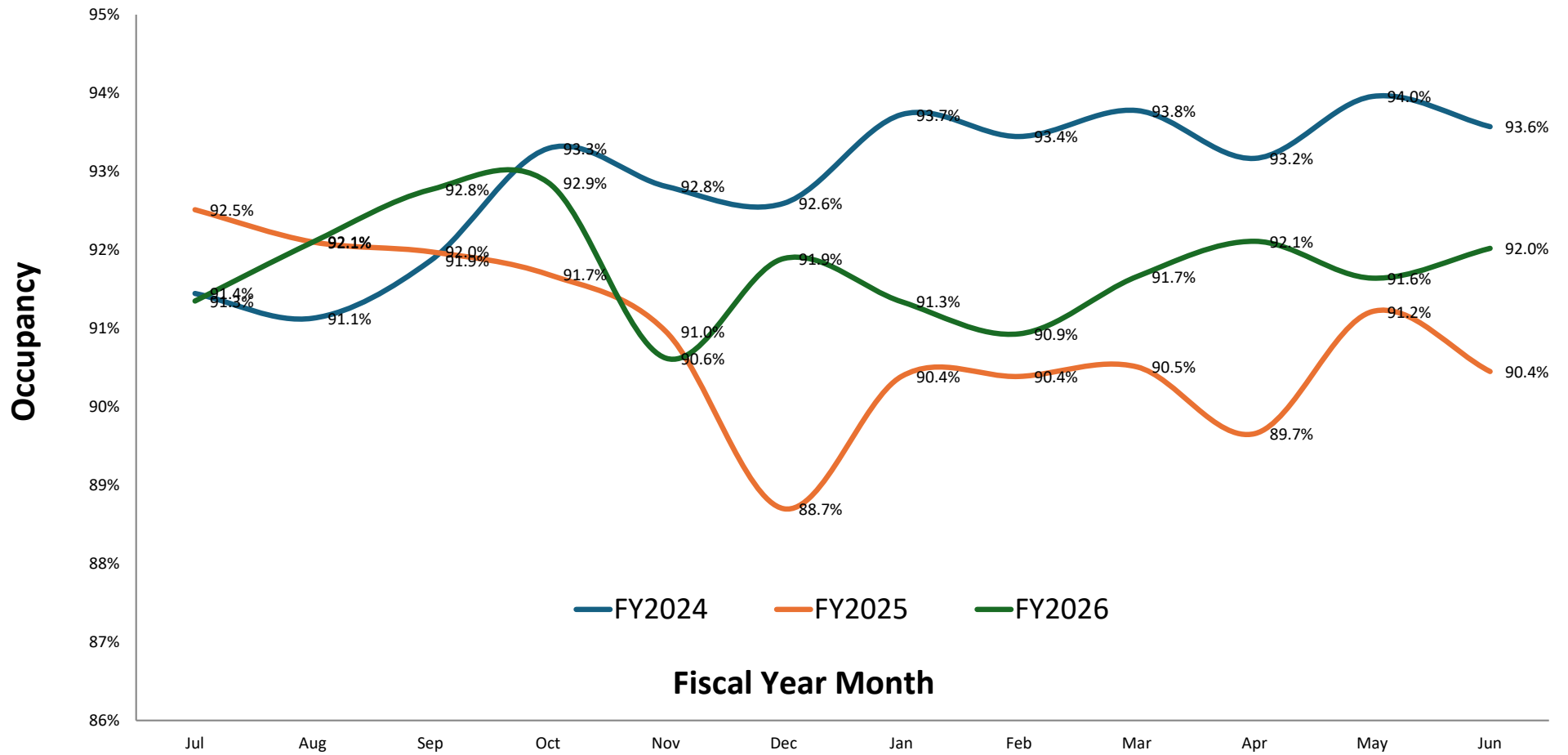
Fiscal year	Average occupancy	Lowest month	Highest month
FY2024	92.9%	91.1%	94.0%
FY2025	90.9%	88.7%	92.5%
FY2026	91.8%	90.6%	92.9%

Public Housing Conversion Context

On October 10, 2023, residents were first notified of the planned Streamlined Voluntary Conversion of 136 Public Housing units. The conversion became effective April 1, 2024. At that time, 26 of the 136 units were vacant, representing approximately 19.1% of the Public Housing units.

These milestones provide important context when reviewing occupancy during FY2024 and FY2025. The conversion and associated resident transitions occurred during the reporting period; however, the occupancy chart alone does not establish how much of the overall change was attributable to the conversion.

Monthly Occupancy by Fiscal Year



PUBLIC HOUSING CONVERSION | OCTOBER 2023 – APRIL 2024

Residents were first notified October 10, 2023, of the planned Streamlined Voluntary Conversion. The conversion became effective April 1, 2024. Of the 136 Public Housing units, 26 were vacant at conversion (19.1%). These milestones provide context for the occupancy trend; the figures do not establish the cause of individual move-outs.



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 6. C.

AGENDA TITLE: Kitsap County Affordable Housing – Contract Expiration

SUBMITTED BY: Jennifer Di Vitto, Regional Director of Property Management

This report provides an overview of upcoming affordable housing contract expirations throughout Kitsap County, including properties owned by Housing Kitsap and other housing providers. Of the 3,320 affordable housing units identified in Kitsap County, Housing Kitsap owns 906 units, representing approximately 27% of the total.

Each affordable housing program has different requirements that determine how long a property must remain affordable and what happens when those requirements expire.

HUD Project-Based Rental Assistance (PBRA): Owners have several contract renewal options depending on the property and HUD requirements. An expiring contract does not necessarily mean the property will lose its rental assistance, as owners may choose to renew their contracts.

Low-Income Housing Tax Credit (LIHTC): Properties generally have a 15-year compliance period followed by an extended affordability period, typically totaling at least 30 years. Once these restrictions expire, owners may have the option to convert units to market-rate housing unless other affordability requirements remain in place.

USDA Rural Development Section 515: Affordability requirements are generally tied to the USDA loan and any additional restrictions. When a loan matures or is paid off, the property may no longer be required to remain in the program, which could affect affordability and rental assistance.

HUD Project-Based Vouchers (PBV): Rental assistance is provided through contracts between the Housing Authority and property owners. When a contract expires, the Housing Authority and owner may agree to extend or renew the contract, allowing rental assistance to continue. If a contract is not renewed, the availability of project-based rental assistance may be affected. This report reflects only PBV contracts administered by Housing Kitsap and does not include contracts administered by other housing authorities.

Washington State Department of Commerce – Housing Trust Fund (HTF): Affordability requirements are established through the property's funding agreement and associated restrictions. When these requirements expire, the property may no longer be subject to the Housing Trust Fund's affordability requirements unless other restrictions remain in place. Housing Kitsap's mobile home park is included in this category, with affordability requirements tied to its Housing Trust Fund funding.

While an upcoming expiration does not necessarily mean affordable housing will be lost, these dates are important to track as we look at the long-term availability of affordable housing in Kitsap County.

HK Owned Properties

PROPERTY	CITY	ADDRESS	UNITS	AFFORDABILITY EXPIRATION	PROGRAM
RHODODENDRON APARTMENTS	BAINBRIDGE ISLAND	235 HIGH SCHOOL ROAD	51	8/23/2032	USDA SECTION 515 (RURAL RENTAL HOUSING)
FINCH PLACE	BAINBRIDGE ISLAND	215 FINCH PLACE S.W.	29	3/21/2037	USDA SECTION 515 (RURAL RENTAL HOUSING)
LIBERTY BAY APARTMENTS	BREMERTON	4010 PETERSVILLE ROAD	16	12/31/2041	LOW INCOME HOUSING TAX CREDIT (LIHTC)
PARK PLACE APARTMENTS	BREMERTON	110 NE BROOKDALE LANE	86	12/31/2047	LOW INCOME HOUSING TAX CREDIT (LIHTC)
TIME SQUARE APARTMENTS	KINGSTON	26234 ILLINOIS AVE NE	16	3/31/2044	HUD PROJECT-BASED VOUCHERS (PBV)
KINGSTON RIDGE APARTMENTS	KINGSTON	26659 MYRTLE LANE	43	12/31/2047	LOW INCOME HOUSING TAX CREDIT (LIHTC)
CONIFER WOODS APARTMENTS	PORT ORCHARD	4698 SE CONIFER PARK DR	20	10/20/2032	HUD PROJECT-BASED VOUCHERS (PBV)
MADRONA MANOR	PORT ORCHARD	3900 MADRONA DRIVE SE	10	7/29/2041	HUD PROJECT-BASED VOUCHERS (PBV)
PORT ORCHARD VISTA	PORT ORCHARD	900 MITCHELL AVE	21	7/29/2041	HUD PROJECT-BASED VOUCHERS (PBV)
HERITAGE APARTMENTS	PORT ORCHARD	145 LIPPERT DRIVE WEST	56	12/31/2041	LOW INCOME HOUSING TAX CREDIT (LIHTC)
VIEWMONT EAST	PORT ORCHARD	1904 PIONEER LANE SE	77	12/31/2041	LOW INCOME HOUSING TAX CREDIT (LIHTC)
PORT ORCHARD VISTA	PORT ORCHARD	900 MITCHELL AVE	42	12/31/2043	LOW INCOME HOUSING TAX CREDIT (LIHTC)
ORCHARD BLUFF MOBILE HOME PARK	PORT ORCHARD	1345 SE CARL PICKEL DRIVE	88	12/31/2046	DEPARTMENT OF COMMERCE - HOUSING TRUST FUND
CONIFER WOODS APARTMENTS	PORT ORCHARD	4698 SE CONIFER PARK DR	72	12/31/2047	LOW INCOME HOUSING TAX CREDIT (LIHTC)
MADRONA MANOR	PORT ORCHARD	3900 MADRONA DRIVE SE	40	12/31/2051	LOW INCOME HOUSING TAX CREDIT (LIHTC)
VIEWMONT EAST	PORT ORCHARD	1904 PIONEER LANE SE	76	7/31/2027	HUD PROJECT BASED RENTAL ASSISTANCE
HERITAGE APARTMENTS	PORT ORCHARD	145 LIPPERT DRIVE W	56	7/31/2027	HUD PROJECT BASED RENTAL ASSISTANCE
FJORD MANOR	POULSBO	19581 1ST AVE NE	38	8/19/2008	USDA SECTION 515 (RURAL RENTAL HOUSING)
WINDSONG	POULSBO	19889 3RD AVE NW	36	3/29/2028	USDA SECTION 515 (RURAL RENTAL HOUSING)
FJORD VISTA II	POULSBO	19475 1ST AVE NE	16	4/29/2035	USDA SECTION 515 (RURAL RENTAL HOUSING)
FJORD VISTA II	POULSBO	19495 1ST AVENUE NE		12/31/2043	LOW INCOME HOUSING TAX CREDIT (LIHTC)
GOLDEN TIDES II	SILVERDALE	9239 BAYSHORE DRIVE NW	45	12/31/2035	LOW INCOME HOUSING TAX CREDIT (LIHTC)
GOLDEN TIDES III	SILVERDALE	9225 BAYSHORE DRIVE NW	18	12/31/2039	LOW INCOME HOUSING TAX CREDIT (LIHTC)
GOLDEN TIDES II	SILVERDALE	9239 BAYSHORE DRIVE NW	10	7/30/2041	HUD PROJECT-BASED VOUCHERS (PBV)
GOLDEN TIDES III	SILVERDALE	9225 BAYSHORE DRIVE NW	3	5/31/2043	HUD PROJECT-BASED VOUCHERS (PBV)
GOLDEN TIDES I	SILVERDALE	9265 BAYSHORE DRIVE NW	15	6/30/2045	HUD PROJECT-BASED VOUCHERS (PBV)
HK HOMES	THROUGHOUT KITSAP COUNTY	2244 NW BUCKLIN HILL ROAD	121	3/31/2044	HUD PROJECT-BASED VOUCHERS (PBV)
TOTAL UNITS			1101		

Note: The total number of affordable units reflected under each funding program exceeds Housing Kitsap's actual 905 owned units due to multiple affordability layers. Some properties are subject to more than one funding program, resulting in units being counted under each applicable program.

Other Owned Properties

PROPERTY	CITY	ADDRESS	UNITS	AFFORDABILITY EXPIRATION	PROGRAM
WINSLOW ARMS APARTMENTS	BAINBRIDGE ISLAND	220 PARFITT WAY SW	60	5/31/2030	HUD PROJECT BASED RENTAL ASSISTANCE
ISLAND TERRACE C/O AD-WEST MGMNT	BAINBRIDGE ISLAND	821 HIGH SCHOOL RD NE		10/11/2037	USDA SECTION 515 (RURAL RENTAL HOUSING)
VIRGINIA VILLA	BAINBRIDGE ISLAND	200 HIGH SCHOOL RD NE	40	4/24/2040	USDA SECTION 515 (RURAL RENTAL HOUSING)
ISLAND TERRACE	BAINBRIDGE ISLAND	821 HIGH SCHOOL RD	48	12/31/2047	LOW INCOME HOUSING TAX CREDIT (LIHTC)
PEARL ON OYSTER BAY, THE	BREMERTON	550 RUSSELL RD	81	8/31/2028	HUD PROJECT BASED RENTAL ASSISTANCE
EASTWYND APARTMENTS	BREMERTON	2525 WHEATON WAY	64	9/30/2029	HUD PROJECT BASED RENTAL ASSISTANCE
VIEWCREST VILLAGE APARTMENTS	BREMERTON	3401 SPRUCE AVE	300	12/31/2032	LOW INCOME HOUSING TAX CREDIT (LIHTC)
COTTAGE BAY APARTMENTS	BREMERTON	2500 NE MCWILLIAMS ROAD	172	12/31/2034	LOW INCOME HOUSING TAX CREDIT (LIHTC)
MARION COURT APTS	BREMERTON	3500 MARION CT	34	7/31/2035	HUD PROJECT BASED RENTAL ASSISTANCE
GRIFFIN GLEN	BREMERTON	5163 MARIAH LANE NE	96	12/31/2035	LOW INCOME HOUSING TAX CREDIT (LIHTC)
MAX HALE CENTER	BREMERTON	285 5TH STREET	53	12/31/2035	LOW INCOME HOUSING TAX CREDIT (LIHTC)
FIRS, THE	BREMERTON	183 RUSSELL RD	60	4/30/2041	HUD PROJECT BASED RENTAL ASSISTANCE
PINEWOOD MANOR	BREMERTON	280 SYLVAN WAY	38	5/31/2041	HUD PROJECT BASED RENTAL ASSISTANCE
TAMARACK APARTMENTS	BREMERTON	3511 ALMIRA DR	60	5/31/2041	HUD PROJECT BASED RENTAL ASSISTANCE
MARION COURT PRESERVATION PORTFOLIO	BREMERTON	3503 MARION COURT		12/31/2045	LOW INCOME HOUSING TAX CREDIT (LIHTC)
FRANK CHOPP PLACE	BREMERTON	704 CHESTER AVENUE	57	12/31/2046	LOW INCOME HOUSING TAX CREDIT (LIHTC)
VINTAGE AT BREMERTON SENIOR LIVING	BREMERTON	1717 SHERIDAN ROAD	143	12/31/2047	LOW INCOME HOUSING TAX CREDIT (LIHTC)
SUMMIT AT BAY VISTA	BREMERTON	4650 BAY VISTA BLVD.	83	12/31/2050	LOW INCOME HOUSING TAX CREDIT (LIHTC)
BAY VISTA SOUTH	BREMERTON	265 OYSTER BAY AVE S	68	12/31/2051	LOW INCOME HOUSING TAX CREDIT (LIHTC)
BAY VISTA WEST	BREMERTON	4750 BAY VISTA BLVD	69	12/31/2052	LOW INCOME HOUSING TAX CREDIT (LIHTC)
PEARL ON OYSTER BAY	BREMERTON	550 RUSSELL ROAD	81	12/31/2053	LOW INCOME HOUSING TAX CREDIT (LIHTC)
PENDLETON PLACE	BREMERTON	5454 KITSAP WAY	72	12/31/2061	LOW INCOME HOUSING TAX CREDIT (LIHTC)
VILLAGE GREEN SENIOR HOUSING	KINGSTON	26150 DULAY RD NE	35	6/30/2044	USDA SECTION 515 (RURAL RENTAL HOUSING)
VILLAGE GREEN SENIOR HOUSING	KINGSTON	26151 DULAY RD NE	35	12/31/2053	LOW INCOME HOUSING TAX CREDIT (LIHTC)
WARRIOR RIDGE SUPPORTIVE HOUSING PROJECT	KINGSTON	29920 FIGHTER DRIVE NE	29	12/31/2062	LOW INCOME HOUSING TAX CREDIT (LIHTC)
VILLAGE GREEN APARTMENTS	PORT ORCHARD	3883 MADRONA DR SE	50	6/30/2027	HUD PROJECT BASED RENTAL ASSISTANCE
CEDAR HEIGHTS APARTMENTS	PORT ORCHARD	333 LIPPERT DRIVE W	50	8/31/2031	HUD PROJECT BASED RENTAL ASSISTANCE
LUND POINTE	PORT ORCHARD	3300 VALENTINE LANE SE	24	12/31/2034	LOW INCOME HOUSING TAX CREDIT (LIHTC)
OLYMPIC POINTE APARTMENTS	PORT ORCHARD	3100 SE ORLANDO ST, BLDG A	51	12/31/2035	LOW INCOME HOUSING TAX CREDIT (LIHTC)
OLYMPIC POINTE II APARTMENTS	PORT ORCHARD	3100 SE ORLANDO ST., BLDGS. G, H & I	26	12/31/2036	LOW INCOME HOUSING TAX CREDIT (LIHTC)
CEDAR HEIGHTS APARTMENTS	PORT ORCHARD	334 LIPPERT DRIVE W	51	12/31/2040	LOW INCOME HOUSING TAX CREDIT (LIHTC)
CONIFER RIDGE	PORT ORCHARD	1721 FIRCREST DR SE	40	12/10/2048	USDA SECTION 515 (RURAL RENTAL HOUSING)
HOSTMARK OF VILLAGE COVE	POULSBO	703 NE HOSTMARK ST	20	4/30/2032	HUD PROJECT BASED RENTAL ASSISTANCE
HOSTMARK AT VILLAGE COVE	POULSBO	703 NE HOSTMARK STREET	120	12/31/2033	LOW INCOME HOUSING TAX CREDIT (LIHTC)
WINTON WOODS PHASE II	POULSBO	20043 WINTON LANE NW	43	12/31/2035	LOW INCOME HOUSING TAX CREDIT (LIHTC)
DANWOOD APARTMENTS	SILVERDALE	9701 DANWOOD LN NW	40	12/19/2030	USDA SECTION 515 (RURAL RENTAL HOUSING)
DANWOOD APARTMENTS	SILVERDALE	9711 DANWOOD LANE NW	40	12/31/2040	LOW INCOME HOUSING TAX CREDIT (LIHTC)
VINTAGE AT SILVERDALE	SILVERDALE	3291 NW MOUNT VINTAGE WAY	240	12/31/2040	LOW INCOME HOUSING TAX CREDIT (LIHTC)
SILVERCREST APTS	SILVERDALE	9725 DANWOOD LN NW	42	12/10/2048	USDA SECTION 515 (RURAL RENTAL HOUSING)

TOTAL UNITS

2,615

Note: The total number of affordable units reflected under each funding program exceeds the actual number of affordable units owned by other housing providers in Kitsap County due to multiple affordability layers. Some properties are subject to more than one funding program, resulting in units being counted under each applicable program.



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Staff Retention

AGENDA ITEM: 6. D.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

As part of the ongoing investment in Staff Retention, Housing Kitsap has been exploring areas that may be meaningful to staff and are cost effective. *I hope to bring the below back to the Board in December for approval.*

The following are opportunities to provide staff with some additional work life balance, but are not terribly expensive for Housing Kitsap:

1. Offering Christmas Eve as a paid Holiday

- Housing Kitsap already provides 2 hours of holiday pay on that day, however offering the entire day would have minimal impact and would allow for staff to have time for the holiday with their family.

2. Closing the office between the Christmas Holiday and New Years Day

- This would be closing the office to the public. It will not be paid time off. Rather, it would enable staff to take annual leave (if they had it available), which would not interfere with open office operations. This will also allow additional focused work time for staff who are working this week. This year as an example: Offices would be closed to the public from December 24, 2026 – January 1, 2027. Offices would re-open to the public on January 4, 2027.

3. Summer Hours permanent/38-hour work week

- As the last two summers have shown, early Fridays have been well received by staff and have had minimal impact on productivity. It has been suggested, and requested, that Early Fridays become an all-year event. Staff is investigating the best approach, deciding between officially changing the Housing Kitsap work week to 38 hours or implementing a policy similar to the Summer Hour Policy. The 38-hour workweek would allow for more consistent implementation across the agency. A policy similar to the Summer Hour Policy would allow for supervisor denial of early release if work is not being completed in a timely fashion by a staff person, or if a staff person has had unpaid leave within a period prior to the early release date.



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: October 26, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Organizational Chart

AGENDA ITEM: 6. E.

SUBMITTED BY: Heather Blough

TITLE: Executive Director

Over the past several months and years, the Housing Kitsap Leadership team has been looking at organizational structure and identifying gaps, opportunities for operational efficiencies, and opportunities to build upward mobility where possible in the organizational chart.

As a result of succession planning discussions, as well as other operational efficiency discussions, the attached organizational chart is recommended.

This organizational chart provides:

1. A training ground for an Executive Director (Deputy Executive Director)
2. Additional operational oversight and continuity at the executive level
3. An opportunity for growth for leadership team members
4. Opportunities for Property Managers to grow into Portfolio Managers
5. Opportunity for Compliance Specialist to grow into Compliance Manager
6. Additional support for work order tracking and organization
7. Dedicated janitorial staff for community space at all sites
8. Eventually pulling landscape services “in house” at a savings, which provides better control of outcomes
9. Dedicated focus on two areas of Asset Management – leasing/property management and maintenance/capital improvements

Though I will be asking for one change at this meeting, necessitated by the passing of a key staff member for property operations, the balance with budget implications will be requested at the December meeting.

Goals of Succession Planning:

1. Identify high potential individuals and determine their interest in continuing their career at Housing Kitsap
2. Determine best path for consistency in the following:
 - a. Leadership
 - b. Service delivery
 - c. Maintenance and improvements in current housing stock
 - d. Growth – Increase housing available for those under 80% AMI
 - e. Increase financial stability
3. Planning for overlap where possible and for highest impact to leadership/operational consistency

Approach:

1. Board personnel committee
2. Leadership team planning
3. Sharing intent with all staff
4. Design of an organizational chart that provides room for staff upward growth in the organization, integrates consistency in operational oversight and management of rental housing programs, reviews and incorporates highest vulnerability with respect to planned staff retirement, and outlines timeframes
5. Staff retention activities-options
 - a. 36-hour work week: Start with 38-hour workweek by making summer hours permanent
 - b. benefit cost improvement (by joining Public Employee Benefit Board (PEBB) we should have better prices for health insurance)
 - c. living wage implementation: hope to implement at December Board meeting, budget permitting

Considerations:

1. Budget
2. Space – the process to clear out the File Space in the center of the 2244 Building has begun, and the intent would be to remodel the space for office cubicles
3. Capacity – what can we do with what we have...what do we need to do more, better.
4. Fragility of HK's improved financial and organizational health
 - a. Accounting capability and timeliness
 - b. Rapid turnover of Maintenance, Property Management, Certification Specialists

Proposal:

Reclassification of certain positions:

Splitting property management into two operational areas – Property Management and Maintenance/Capital Improvement management – reclassify incumbents 10/26

Executive Assistant to Project Management – provide capacity for activities planned, such as Portfolio re-syndication, transition to fully electronic records, grant management – reclassify incumbent

Procurement to Administrative Management – One office manager for all administrative activities except records – reclassify incumbent

Human Resources to Leadership, add assistant – increase capacity for anticipated growth – reclassify incumbent 12/26

Add key positions:

Addition of a Deputy Executive Director – assign operational oversight of rental assistance programs and compliance 12/26

Add assistant for IT/bring in outside entity to assist – will provide continuity and additional capacity in this area of increasing threats - this fiscal year

Increased Maintenance support staff – add work order scheduler 12/26

Increased Property Management staff – addition of two portfolio managers 7/27

Increased Compliance staff – add Affordable Housing Compliance Manager and Certification specialist for RD – timing not yet defined

Add Assistant specifically for Procurement 12/26

Plan for certain critical changes coming:

*Retirement of **Executive Director*** – Deputy Director, better direct operational oversight of rental housing programs, increase compliance capabilities – (approximately 24 months)

*Retirement of **Acquisition and Development Director*** – perhaps split department (Self Help and Development) (approximately 34 months)

*Retirement of **Self-Help Program Manager*** – working to “train up” Marketing and Administrative Assistant (approximately 34 months)

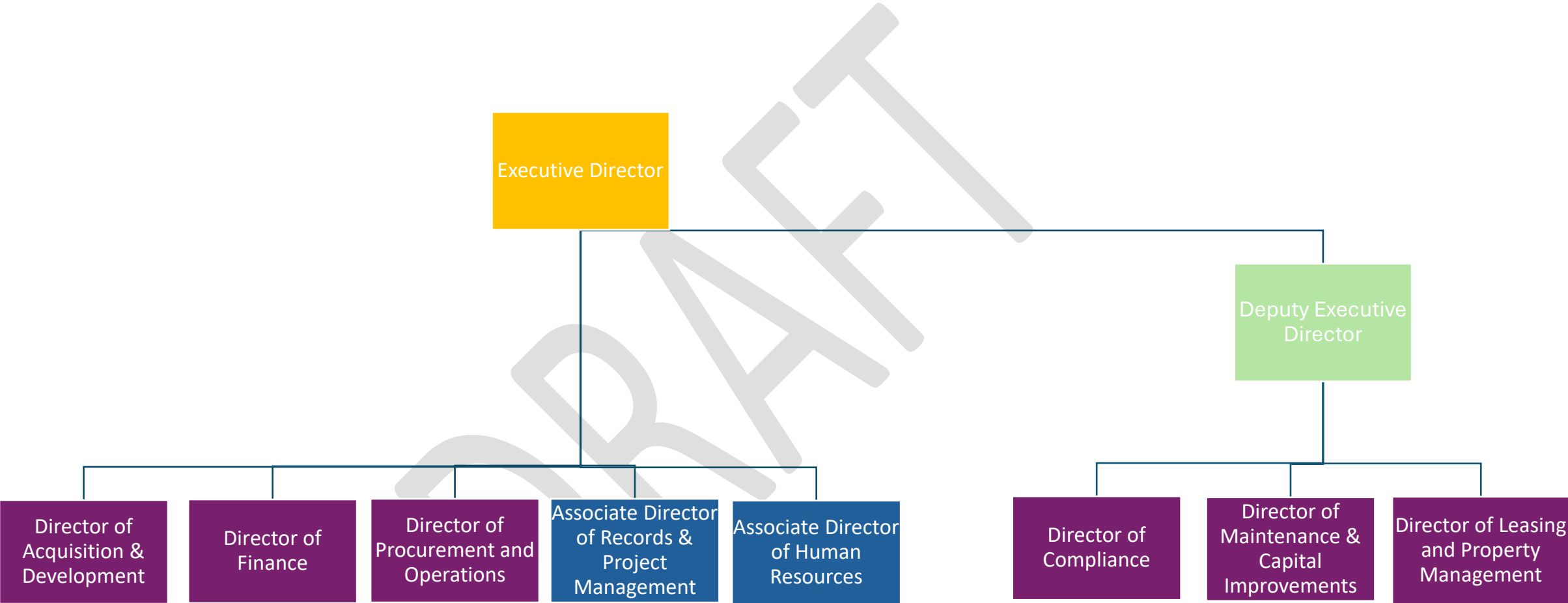
*Retirement of **IT Manager*** – build capacity in house alongside outside IT consulting/operational firm (approximately 72 months)

Critical Positions with staff filling them who would be eligible for retirement in the next five years (other than those listed above):

- o Poulsbo Property Manager – has begun to mention this regularly (critical because of length of employment and nuance of program she is most familiar with)
- o Rehab Specialist – has retired and is working part time to keep the program going
- o Director of Procurement – eligible for retirement in two years but not planning to leave at that time
- o Senior Accountant – has mentioned it for the last five years
- o Senior Controller – beginning to mention
- o Director of Finance – no plans mentioned, however should be considered when thinking of building capacity and long term stability

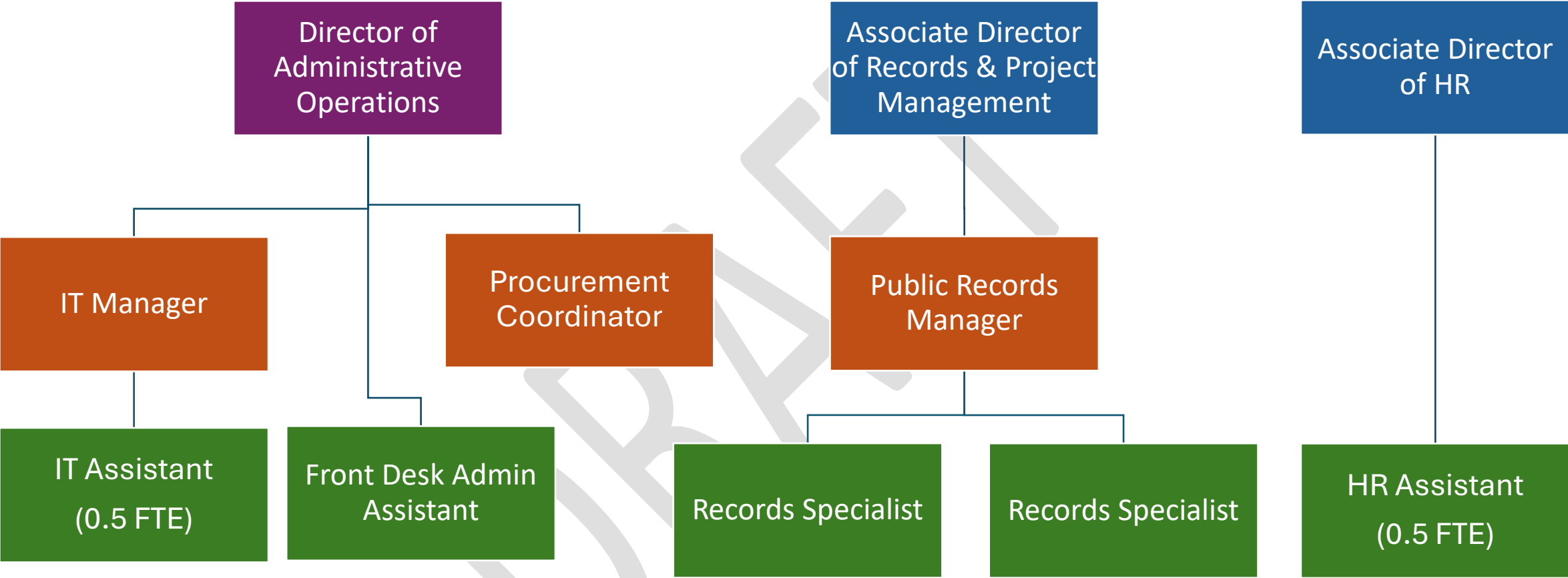
WORKING ORG CHART

Leadership



Propose 12/2026- Hire one new position/reclassify 3

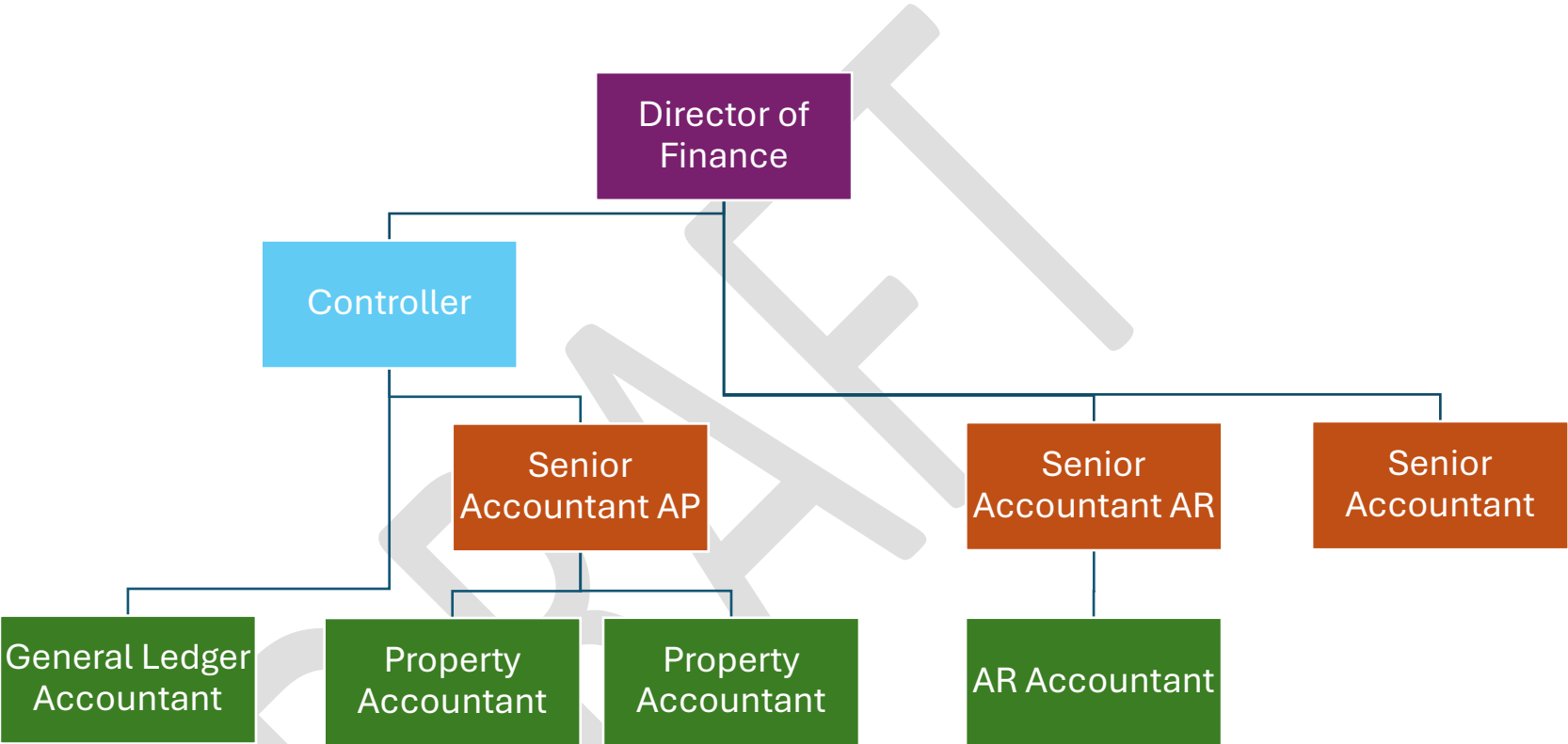
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Administration



December 2026-, hire 3 new positions/reclassify 1

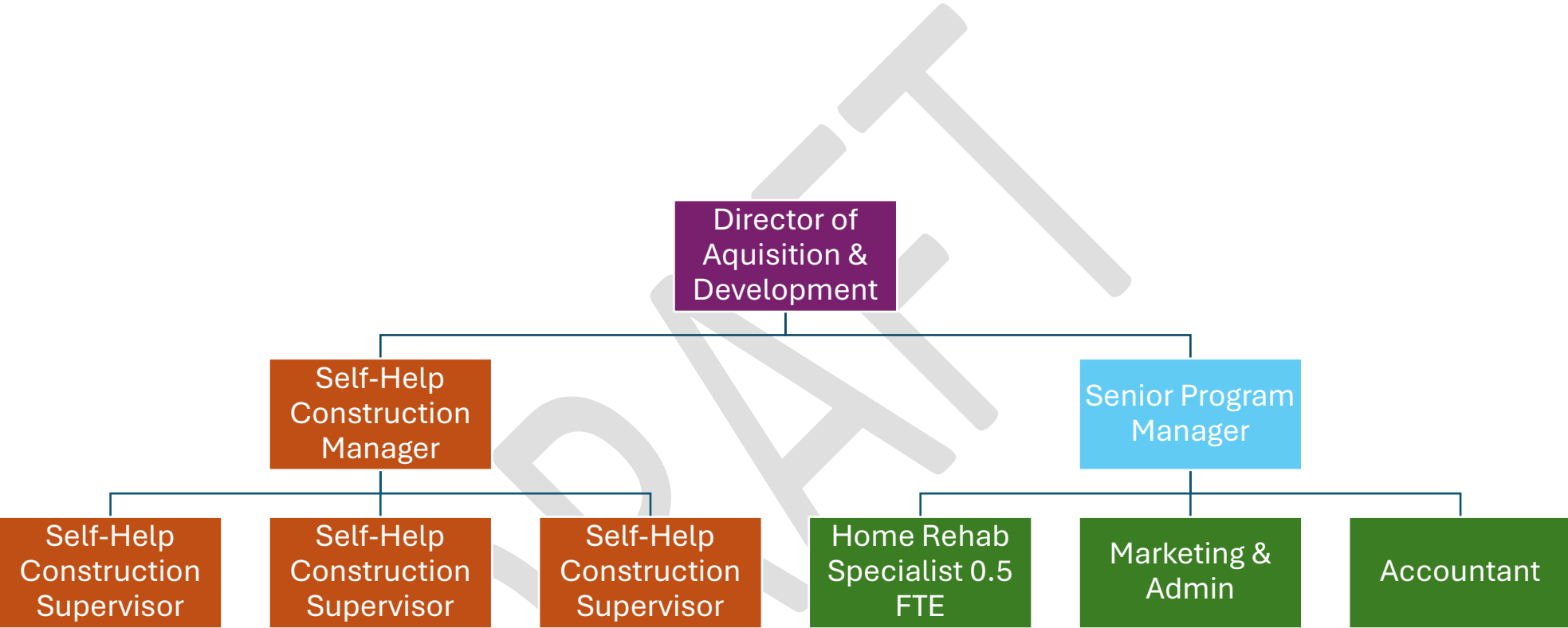
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Finance



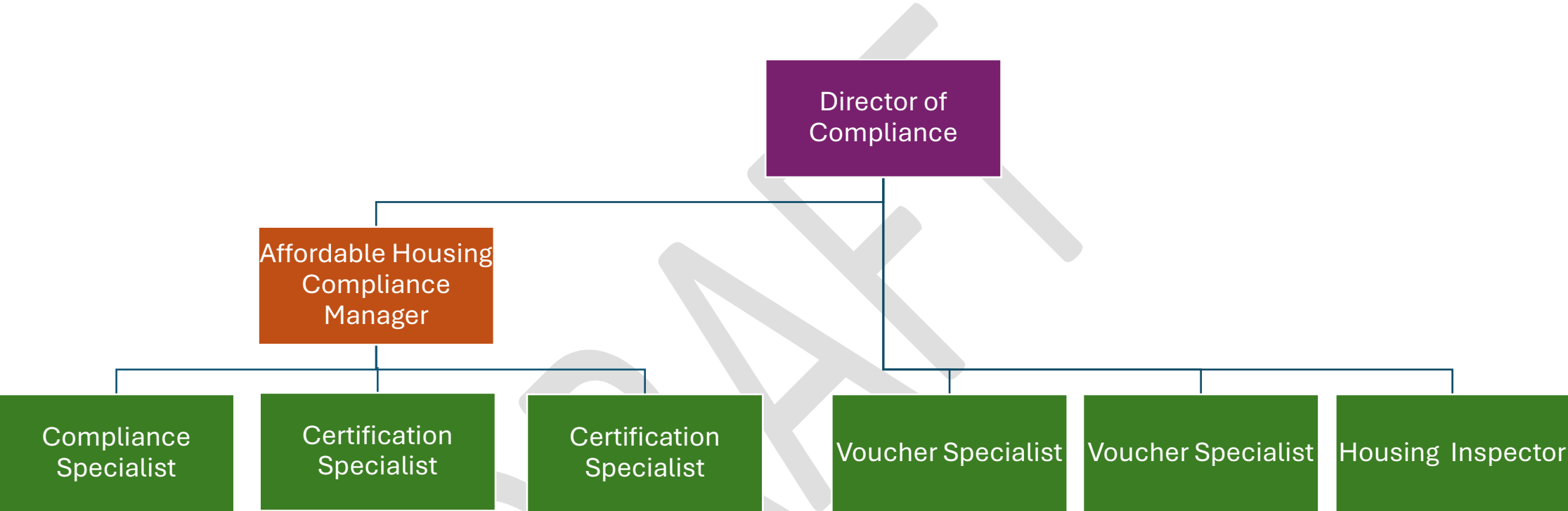
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Development



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Compliance



Hire one new position/ reclassify 1

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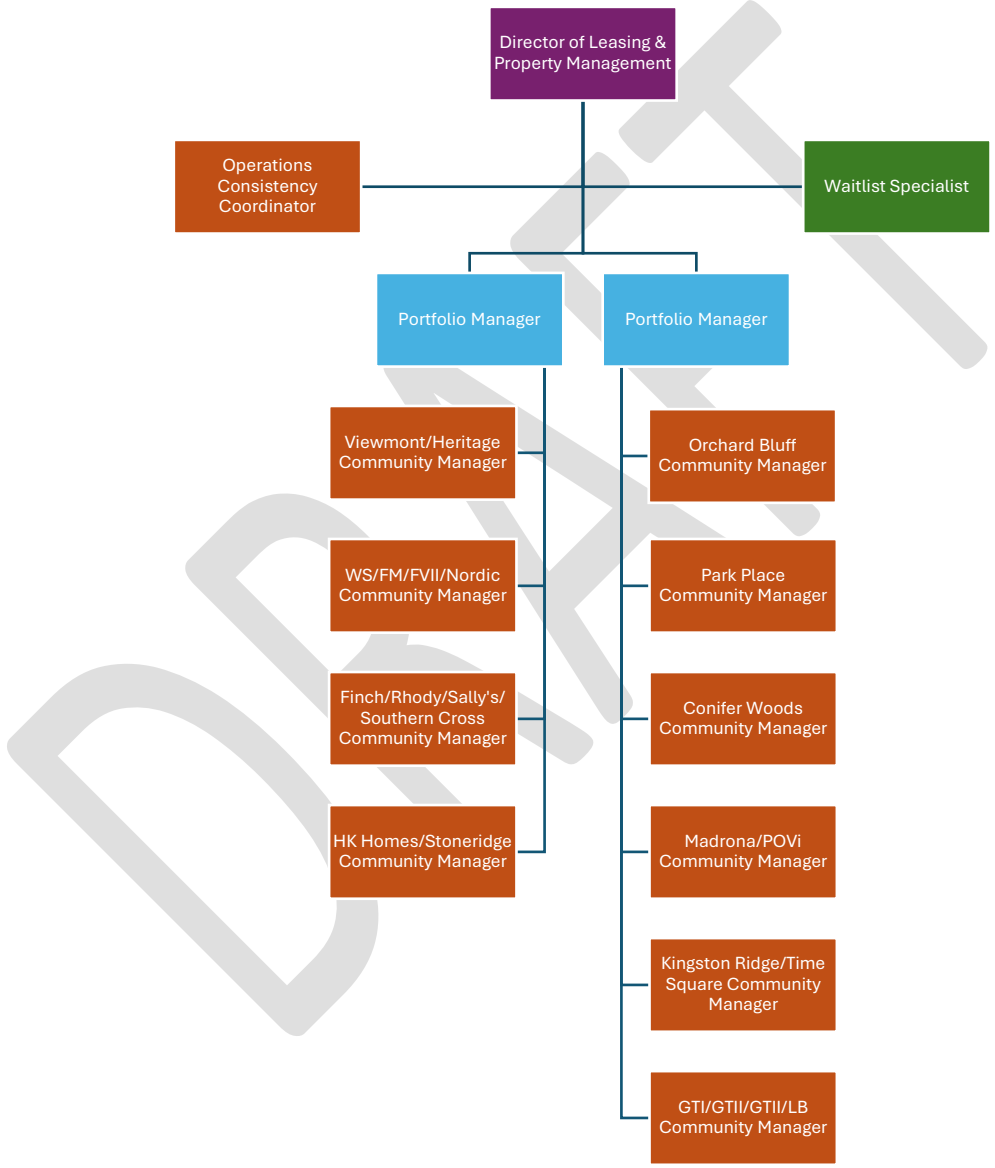
Property Operations (Phase 1 - October 2026/FY 2027)



Reclassify 3 positions, define 1

WORKING ORG CHART

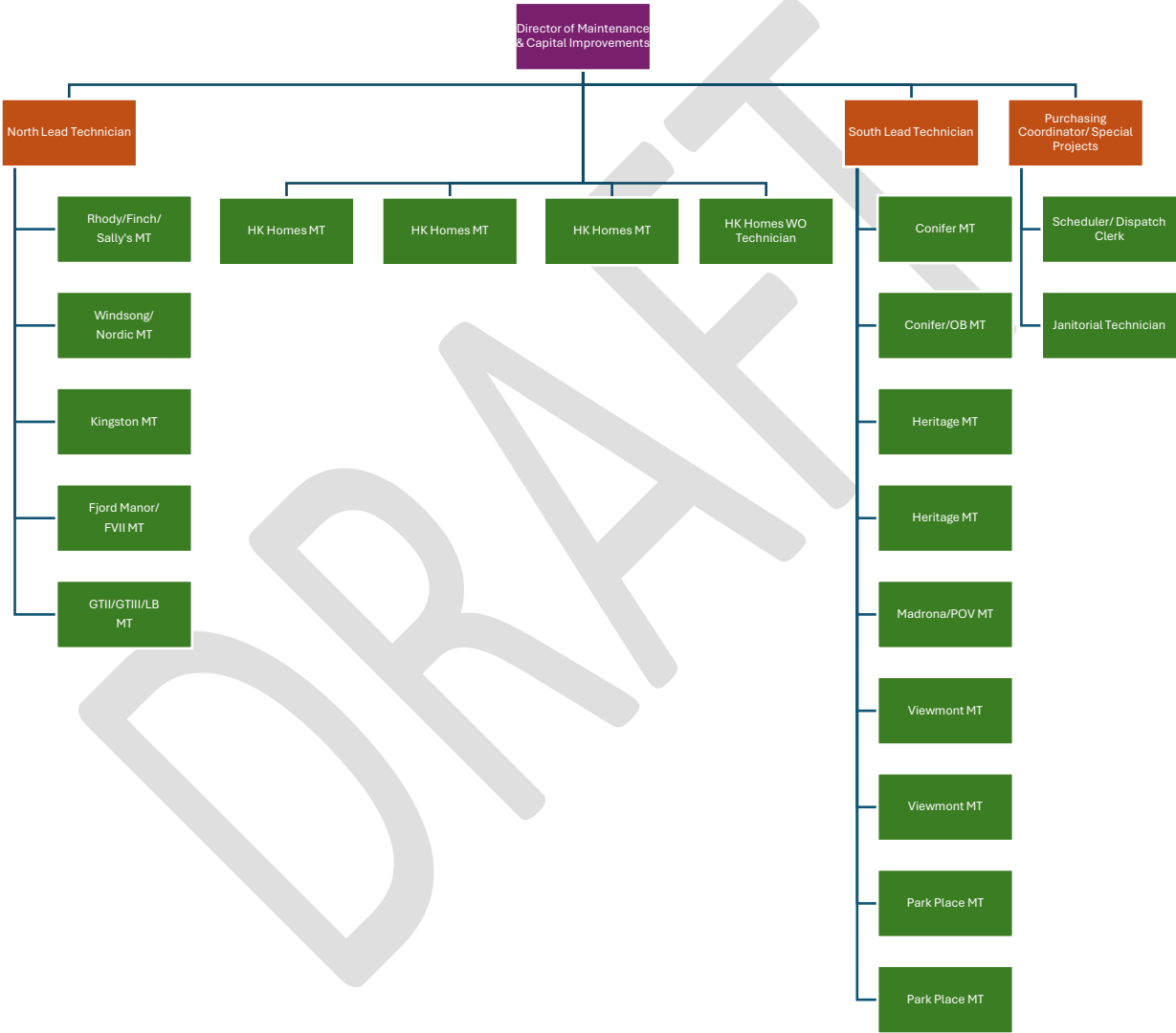
Property Operations (Phase 2 - July 2027/FY 2028)



WORKING ORG CHART

Hire 2 or 3 new positions

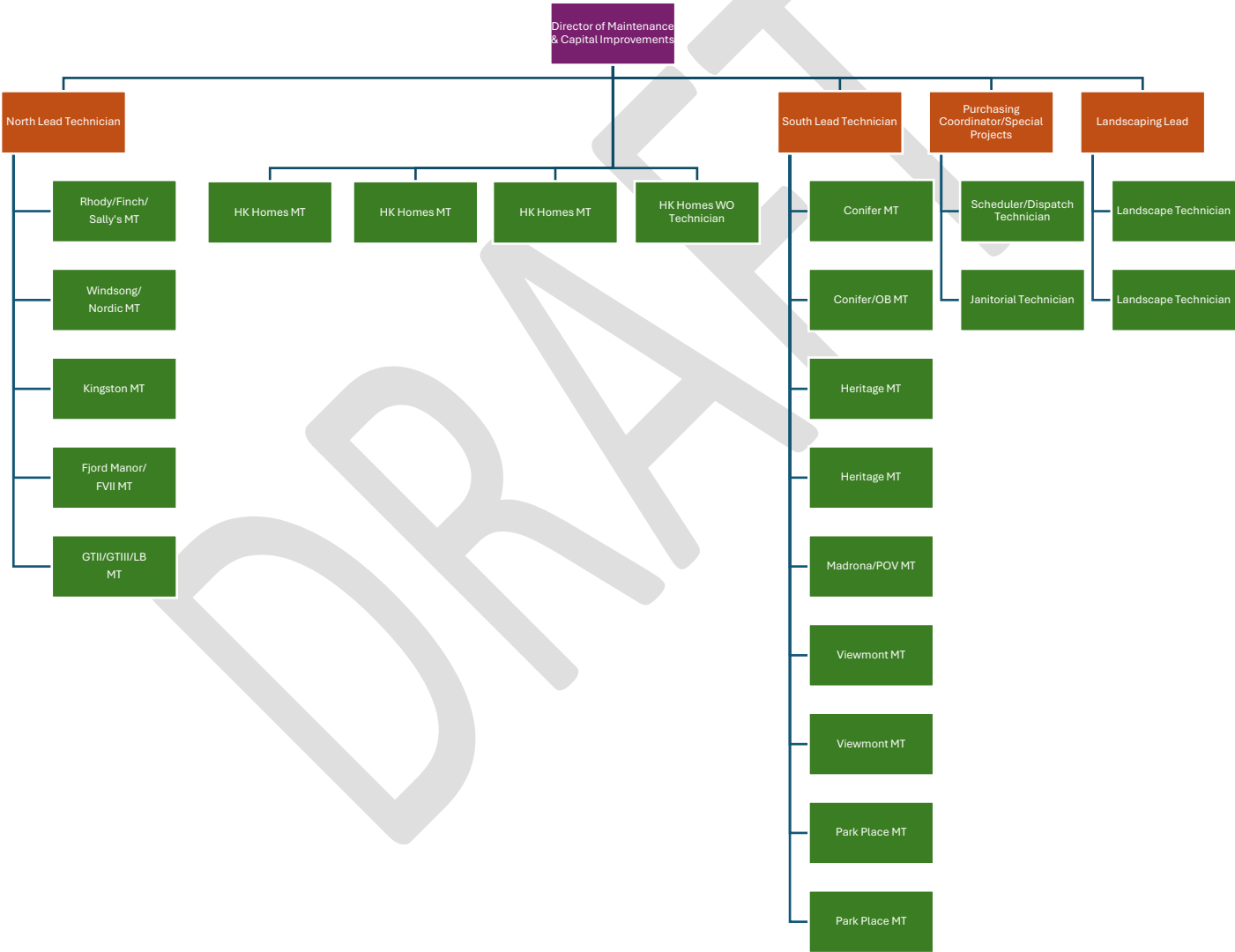
Maintenance (Phase 1 - October 2026/FY 2027)



Hire one new position/Re-classify 2

WORKING ORG CHART

Maintenance (Phase 2 – July 2027/FY 2028)



Hire 3 new positions- eliminate Landscape contract

Levels	Position Titles	Color Code	Notes
Level 1	Executive Director		Leadership
Level 2	Deputy Executive Director		
Level 3	Directors		
Level 4	Associate Directors		
Level 5	Senior Managers, Portfolio Manager, Controller		
Level 6	Managers, Coordinators, Leads, Seniors, Supervisors		
Level 7	Specialists, Assistants, Accountants, Technicians, Inspector		

Considerations When Making Increase, Pay, and Organizational Chart Recommendations

Effective January 1, 2026, the threshold for compensation for staff to be considered salaried in Washington State for an employer of HK's size is \$81,681.40. Otherwise, regardless of responsibilities, the staff member would be hourly. While the answer to this seems to simply re-categorize effected staff to be hourly, this creates ill will with staff, as they feel demoted and struggle with not working overtime unless authorized, among other risk considerations. Effective January 1, 2027, the threshold is \$92,196.00. Currently starting salary (step 1) for at least 4 exempt classifications is below the 2027 estimated threshold. Two of these classifications are planned to be reclassified, with an adjustment to the full scale, which will bring step one of these classifications much closer to the exempt threshold (almost to the 2026 level). While this one action does not solve the entire problem, it is a step closer to getting aligned with the requirements under which we must operate.

A living wage in Kitsap County, as of June 29, 2026, based on the Living Wage Calculator found at <https://livingwage.mit.edu/counties/53035>, for a single person with no children is \$25.34 hourly. To be competitive and recruit and retain staff, it is smart business to pay staff a living wage. Implementing this at Step 1 for 8 classifications is planned. Implementing this for proposed new classifications makes sense, as implementing in increments may ease the financial burden of these changes while working steadily toward the goal of paying a living wage.

A recent in-house comparison of compensation at Housing Kitsap, Bremerton Housing Authority, Bellingham Housing Authority, and Kitsap County showed that most of Housing Kitsap's beginning compensation values are below those of these likely staff competitors. With all of these considerations, we are proposing to make changes to the salary scale not only at this (October 27, 2026) Board meeting, but to provide an updated scale with as many of these considerations as possible addressed in December.

Deputy Executive Director:

Adding a Deputy Executive Director (as opposed to an Asset Manager) assigned to rental housing operations, compliance, and administration will provide operational continuity for the largest activity the agency operates, create the opportunity for a training ground for a future ED, as well as continued upward movement throughout the agency to encourage staff retention which will benefit the agency in keeping their years of experience/agency knowledge. The Executive Director will continue to directly oversee development, finance, procurement, administration, and the Deputy Executive Director. 12/26

Director of Maintenance and Capital Improvements & Director of Leasing and Property Management

Reclass of the two Regionals to separate directors of Maintenance & Capital Improvements and Leasing & Property Management: This will increase each current Regional's direct report count, as outlined in the previous org chart. Both have been operating at above capacity since early this year due to a serious illness (which turned fatal) of the staff member assigned to maintenance operations. The recommended course of action for October is to formally distribute the full Property Operations to these two Directors, separating out duties by leasing/property management and maintenance/capital improvements. This leaves both with increased staff responsibilities. Direct supervision for one will increase (almost double) and for the other employees "down the chain" of command will increase many fold, with supervisors inter-dispersed to assist with providing supervision. A second phase is planned (likely at FYE 2028 Budget development) which will bring landscaping in house as well as increase supervisors (Portfolio Managers) on a North and South portfolio basis. 10/26

Director of Administrative Operations & Associate Director of Records and Project Management

Reclassification of the *Executive Assistant* and *Director of Procurement and Administration* is necessary to operationally streamline and provide higher levels of oversight where risk must be monitored closely: Public Records, Human Resources, Contract, Procurement, and Information Technology. These activities are complex and clear knowledgeable oversight is in the best interest of Housing Kitsap to mitigate risk. 12/26

Adding a **Procurement Coordinator** and putting front desk supervision with in the reclassified **Director of Administrative Operations** will accomplish several operational efficiencies, including having main office management under one member of leadership instead of two, creating a dedicated person that can focus solely on procurement activities, and continuing to facilitate necessary activities such as obtaining cyber insurance, coordination of IT improvements, and in general streamlining administrative operations. 12/26

The **Executive Assistant** has been providing project management support for several large undertakings Housing Kitsap has accomplished over the past few years, including Streamlined Voluntary Conversion, bringing the Voucher program back in house, Yardi software conversion, among others. By creating the **Associate Director of Records and Project Management**, Housing Kitsap is codifying the role of project management and compensating for this activity accordingly which is recommended for continued forward movement. When Housing Kitsap decides how to move forward considering the recommendations of the Development Consultant, a project lead will be required. When decisions are made about how to move

forward with Viewmont, a project lead/manager will be required. Current plan is to keep records management with this position, though that recommendation may change in FYE 2028.
12/26

Associate Director of Human Resources

The Human Resource Specialist has been spread thin with constant turnover, and with the addition of the PEBB contract and the administrative burden this will bring, adding an assistant, even part-time, will provide efficiency and support for many of the routine activities.

Reclassifying to **Associate Director of Human Resources** and adding an **HR assistant** will provide capacity and will add supervision responsibilities which warrant an increase in this position's compensation. 12/26



Housing Kitsap Board of Commissioners

Discussion Item

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. A.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-30 authorizing the Executive Director to execute the Purchase and Sale Agreement and all closing documents for the sale of the 4th Ave land to the City of Poulsbo

SUBMITTED BY: Dean Nail, Director of Acquisition and Development

Previous Actions:

Housing Kitsap identified this land as surplus and has attempted to sell the parcel for several years. After receiving no viable offers from the public, the Viking Crest Homeowners Association approached the City of Poulsbo and Housing Kitsap to acquire the parking lot and surrounding land. To facilitate the sale, Housing Kitsap initiated a Boundary Line Adjustment that created two separate parcels and subsequently sold the newly created parcel to the HOA.

Summary:

The City of Poulsbo has submitted an offer to purchase the remaining parcel at below market value of \$75,000 for incorporation into public open space and parkland at the north end of 4th Street. This acquisition would expand the city's open space network and extend the existing trail system. The site contains steep slopes, unstable soils, and a history of documented slides, making future development difficult and access challenging. Staff believe that transferring this parcel for public park and open-space use best serves both the community and Housing Kitsap's residents, while relieving HK of long-term maintenance, insurance, and liability concerns associated with this parcel.

Recommended Action: Approve Resolution 2026-30 authorizing the Executive Director to execute the Purchase and sale agreement and all closing documents for the sale of the 4th Ave land to the City of Poulsbo

Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT ("**Agreement**") is entered into by and between Kitsap County Consolidated Housing Authority, a Washington public body corporate and politic d/b/a Housing Kitsap (hereinafter "**Seller**") and the City of Poulsbo, Washington, a Washington municipal corporation (hereinafter "**Purchaser**") for the purposes mentioned below. The Seller and Purchaser are at times referred to in this Agreement as the "**Parties**" or individually as a "**Party.**"

IN CONSIDERATION OF and subject to the terms and conditions set forth below, the Parties agree as follows:

1. **Purchase and Sale.** Seller agrees to sell to Purchaser and Purchaser agrees to purchase from Seller, upon the terms and conditions set forth herein, that certain real property located on 4th Avenue in the City of Poulsbo, Washington, together with all structures and improvements located thereon and bearing Kitsap County Tax Parcel Nos. 142601-2-026-2005 (the "**Property**"). The Property is legally described in Exhibit A attached hereto and incorporated herein by this reference as if fully set forth.

2. **Effective Date.** This Agreement is dated and effective as of the date of approval by the Poulsbo City Council. The City Council shall have thirty (30) days from the execution of this Agreement by Seller to approve the Agreement, otherwise the Seller's signature shall be non-binding, and this Agreement shall have no legal effect.

3. **Purchase Price.** The total purchase price which the Purchaser shall pay Seller for the Property is Seventy-Five Thousand Dollars (\$75,000), payable in cash at Closing.

4. **Earnest Money.** Upon execution of this Agreement by both Parties, Purchaser shall deposit with the Closing Agent (as that term is defined herein) earnest money in the amount of Ten Dollars (\$10.00). The Earnest Money is due at closing or shall be refunded as provided herein. The Earnest Money shall be applied to the Purchase Price at Closing (as that term is defined herein).

5. **Conveyance Instrument.** Title to the Property shall be conveyed by bargain and sale deed (the "**Deed**"), free from all encumbrances except the Permitted Exceptions described below, the Open Space Covenant described in Section 7 below, and those specifically accepted by and agreed to by Purchaser.

6. **Condition of Title.** Unless otherwise specified in this agreement, title to the Property shall be marketable at closing. The following shall not cause the title to be unmarketable: rights, reservations, covenants, conditions, and restrictions presently of record and general to the area; easements and encroachments not materially affecting the value of or unduly interfering with the Purchaser's reasonable use of the Property; and reserved oil and/or mineral rights. Mortgages, deeds of trust, and other monetary encumbrances not assumed by the Purchaser shall be paid by the Seller on or before Closing.

7. **Housing Kitsap Board Approval.** The Housing Kitsap Board must pass a resolution approving the transaction to prior to Closing.

8. **Open Space Covenant.** As a material part of the consideration for this transaction, and in addition to the Purchase Price, Purchaser covenants and agrees as follows:

(A) **Use Restriction.** The Property shall be held, used, and maintained by Purchaser, and by its successors, heirs, and assigns, only as public open space or for park purposes, including without limitation passive or active recreational uses by the general public, natural areas, trails, and park improvements and amenities as Purchaser may from time to time determine appropriate, and for no other use.

(B) **Covenant Running with the Land.** This Open Space Covenant shall constitute covenants running with the land, shall be binding upon the Purchaser and by its successors, heirs, and assigns in interest to the Property, and shall remain in full force and effect unless and until released, modified, or terminated in writing by the Purchaser in accordance with applicable law.

(C) **Inclusion in Deed and Recording.** The full text of this Open Space Covenant shall be set forth in the Deed conveying the Property to Purchaser and shall be recorded with the Kitsap County Auditor concurrently with recording of the deed.

9. **Title.** Purchaser will or has ordered a current ALTA form commitment for an owner's standard coverage policy of title insurance (the "**Title Commitment**") issued through Pacific Northwest Title Company (the "**Title Company**"). The Title Commitment shall describe the Property, lists Purchaser as the prospective named insured and show as the policy amount an amount equal to the purchase price. The following shall be deemed to be "**Permitted Exceptions**" to the condition of the title to the Property: (i) Any non-delinquent real property taxes (whether general or special); (ii) the standard printed exceptions set forth in the Title Commitment and Policy; (iii) the special exceptions disclosed in the Title Commitment which are approved or waived by Purchaser; (iv) any matters affecting the condition of the title created by or with the consent of Purchaser; or (v) any easements or other matters not materially affecting the value of the Property or unduly interfering with Purchaser's intended use of the Property. Purchaser shall have thirty (30) calendar days after both Parties have signed this Agreement (the "**Title Review Period**") in which to notify Seller in writing of any objections Purchaser may have to any matters relating to the condition of the title to the Property, other than the Permitted Exceptions. With regard to items to which Purchaser does object within the Title Review Period, if the Seller is unable to cure such objections prior to Closing, Purchaser may, at Purchaser's option, (i) waive the objected-to exceptions not cured or (ii) terminate this Agreement by sending written notice to Seller. If Purchaser elects to terminate this Agreement, this Agreement shall become null and void, Purchaser shall have no further obligation to purchase the Property, and the Earnest Money shall be returned to Purchaser. If Purchaser fails to notify Seller of any objections to title within the Title Review Period, Purchaser shall have waived this contingency and agreed to accept title subject to the exceptions listed in the Title Commitment.

10. **Representations.** Purchaser waives, to the fullest extent permissible by law, the right to receive a seller disclosure statement (e.g. “**Form 17**”) if required by RCW 64.06 and its right to rescind this Agreement pursuant thereto. However, if Seller would otherwise be required to provide Purchaser with a Form 17, and if the answer to any of the questions in the section of the Form 17 entitled “Environmental” would be “yes,” then Purchaser does not waive the receipt of the “Environmental” section of the Form 17 which shall be provided by Seller. If Seller provides the Form 17 disclosure, Purchaser will sign and return a copy of the same to Seller within three business days of delivery to evidence Purchaser’s receipt of the Form 17.

11. **Hazardous Substances and Dangerous Wastes.** Seller represents that, to Seller’s actual knowledge without duty to investigate, no hazardous substances regulated by state or federal environmental laws or regulations, have been deposited on the Property during Seller’s ownership of the Property and no underground fuel storage tanks are located on the Property.

12. **Escrow and Closing.**

(A) **Closing Agent - Date of Closing.** Escrow shall be opened with Pacific Northwest Title Company, referred to in this Agreement as the “**Closing Agent.**” With the understanding that time is of the essence of this Agreement, this transaction shall be closed on or before thirty (30) days after satisfaction or waiver of all contingencies. In the event that this transaction cannot be closed by the date provided herein due to the inability of either Party, the Closing Agent, the Title Company, or financing institution to sign any necessary document, or to deposit any necessary money, because of any interruption of air or other available transport; strikes, fire, flood or extreme weather; governmental regulation; incapacitating illness; acts of God; or other similar occurrences; the closing date shall be extended seven (7) days beyond cessation of such condition, but in no event more than fourteen (14) days beyond the closing date provided herein without written agreement of the Parties.

(B) **Documents.** Seller and Purchaser agree to deliver the following to the Closing Agent at closing:

(i) Seller agrees to deliver the Deed in recordable form and otherwise in a form reasonably acceptable to Purchaser containing a legal description of the subject property in such form as will convey to Purchaser a good, marketable, and indefeasible title in fee simple absolute to the property, free and clear of all liens, encumbrances, conditions, easements, assignments, and restrictions, except those agreed to by Purchaser as provided in Section 6 above and except for the Open Space Covenant described in Section 6A, which shall be set forth in full in the deed.

(ii) Seller shall deliver a duly executed real estate excise tax affidavit;

(iii) Seller shall deliver executed closing instructions consistent with this Agreement;

(iv) Seller shall deliver such other standard preprinted documents as shall be reasonably required by the Title Company as a condition of its insuring Purchaser's good and marketable fee simple title to the property free of any exceptions other than those approved by Purchaser under Section 6 above;

(v) Seller shall deliver the FIRPTA affidavit and any other documentation required under Section 17 below;

(vi) Purchaser shall deliver the full amount of the Purchase Price, inclusive of the Earnest Money;

(vii) Purchaser shall deliver a duly executed real estate excise tax affidavit; and

(viii) Purchaser shall deliver executed closing instructions consistent with this Agreement.

(C) Expenses of Escrow. Title insurance premiums, loan fees and all other costs or expenses of escrow shall be paid as follows:

(i) The full premium for securing the standard owner's coverage title insurance policy for Purchaser referred to herein shall be paid by Purchaser.

(ii) The cost of recording the Deed to Purchaser shall be split equally between Seller and Purchaser.

(iii) All real estate excise taxes, if any, shall be paid by Seller.

(iv) All encumbrances to be discharged by Seller shall be paid by Seller.

(v) All other expenses of escrow, including the escrow agent's fees and any additional recording fees, shall be split equally between Sellers and Purchaser.

(D) Prorations. All real property taxes for the current year and utility charges against the Property shall be prorated as of the date of Closing and, except as hereinafter provided, shall be assumed and paid thereafter by Purchaser if required to be paid. Said prorations shall be made on the basis of the latest available tax bills and other applicable utility statements and based upon a three hundred sixty-five (365) day calendar year. If current year tax statements or utility billings are not available on the date of Closing, the prorations will be made as above provided and shall be adjusted between Purchaser and Seller outside of escrow as soon as the final tax bills or utility billing information is available.

(E) Closing Defined. Closing, for purposes of this Agreement, is defined as the date that all documents are executed, deposited in escrow and the Deed released for recording. When notified, Seller and Purchaser will deposit, without delay, in escrow with the Closing Agent, all

instruments and monies required to complete the transaction in accordance with this Agreement.

13. **Possession.** Purchaser shall be entitled to possession at Closing as defined in Section 11(E) above.

14. **Survival.** The provisions of Sections 9 of this Agreement shall only survive for six (6) months following Closing.

15. **Default.**

(A) If Purchaser fails to purchase the Property in accordance with its obligations under this Agreement, Seller's exclusive remedy for such failure shall be to terminate this Agreement and retain the Earnest Money. The Parties agree that any damages that would be incurred by Seller in the event of Purchaser's default are difficult or impossible to determine and that the amount of the Earnest Money is reasonable in light of such difficulty or impossibility. The foregoing shall not, however, limit any right of Seller to indemnification or defense provided in this Agreement.

(B) If Seller fails to sell the Property in accordance with their obligations under this Agreement, Purchaser shall have the right to compel specific performance or, in the alternative, may cancel this Agreement and have its Earnest Money returned.

16. **AS IS PURCHASE.** EXCEPT FOR SUCH REPRESENTATIONS AND WARRANTIES AS ARE EXPRESSLY SET FORTH IN THIS AGREEMENT OR IN ANY CONVEYANCING DOCUMENT, PURCHASER IS ACQUIRING THE PROPERTY IN ITS "AS IS" CONDITION, WITH ALL FAULTS, AND WITHOUT ANY WARRANTY, EXPRESS, IMPLIED OR STATUTORY, ALL OF WHICH ARE HEREBY WAIVED AND DISCLAIMED BY PURCHASER. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT OR IN ANY CONVEYANCING DOCUMENT, NO SELLER RELATED PARTIES (INCLUDING, WITHOUT LIMITATION, BROKER (AS HEREINAFTER DEFINED)) HAS MADE ANY REPRESENTATIONS OR WARRANTIES, DIRECT OR INDIRECT, ORAL OR WRITTEN, EXPRESS OR IMPLIED, TO PURCHASER OR ANY AGENTS, REPRESENTATIVES, CONTRACTORS OR EMPLOYEES OF PURCHASER WITH RESPECT TO THE CONDITION OR CONSTRUCTION OR DESIGN OF THE PROPERTY, ITS FITNESS FOR ANY PARTICULAR PURPOSE, ITS MERCHANTABILITY, ITS COMPLIANCE WITH ANY LAWS, OR OTHERWISE AND PURCHASER IS NOT AWARE OF AND DOES NOT RELY UPON ANY SUCH REPRESENTATION. PURCHASER ACKNOWLEDGES THAT PURCHASER HAD THE OPPORTUNITY TO MAKE SUCH INSPECTIONS (OR HAVE SUCH INSPECTIONS MADE BY CONSULTANTS) AS IT DESIRES OF THE PROPERTY AND ALL FACTS RELEVANT TO ITS USE, INCLUDING, WITHOUT LIMITATION, THE INTERIOR, EXTERIOR, STRUCTURE, AND CONSTRUCTION OF ALL IMPROVEMENTS, IF ANY, AND THE CONDITION OF SOILS AND SUBSURFACES. EXCEPT WITH RESPECT TO (I) A BREACH BY SELLER OF ANY REPRESENTATION OR WARRANTY EXPRESSLY CONTAINED IN THIS AGREEMENT OR IN ANY CONVEYANCING DOCUMENT, AND (II) ANY OBLIGATION OF SELLER THAT EXPRESSLY SURVIVES CLOSING UNDER THIS AGREEMENT, PURCHASER HEREBY WAIVES, RELEASES AND FOREVER DISCHARGES THE

SELLER RELATED PARTIES OF AND FROM ANY AND ALL CLAIMS, ACTIONS, CAUSES OF ACTION, DEMANDS, RIGHTS, DAMAGES, LIABILITIES AND COSTS WHATSOEVER, DIRECT OR INDIRECT, KNOWN OR UNKNOWN, WHICH PURCHASER NOW HAS OR WHICH MAY ARISE IN THE FUTURE AGAINST ANY OF THE SELLER RELATED PARTIES OR ANY SUCH OTHER PARTIES RELATED IN ANY WAY TO THE PHYSICAL CONDITION OF THE PROPERTY, INCLUDING, WITHOUT LIMITATION, ITS CONSTRUCTION OR DESIGN OR ANY DEFECTS (STRUCTURAL OR OTHERWISE) THEREIN, OR ANY MEANS, METHODS, OR TECHNIQUES WITH RESPECT TO THE CONSTRUCTION OF THE IMPROVEMENTS, ITS AND THEIR VALUE, COMPLIANCE WITH LAWS, OR CONDITION, OR SEQUENCES AND PROCEDURE EMPLOYED IN THE CONSTRUCTION THEREOF. SUBJECT TO THE FOREGOING EXCEPTIONS (I) AND (II), PURCHASER HEREBY AGREES NOT TO ASSERT ANY CLAIM FOR CONTRIBUTION, COST, RECOVERY OR OTHERWISE AGAINST THE SELLER RELATED PARTIES (WHETHER ARISING UNDER STATUTORY LAW, COMMON LAW, FEDERAL LAW, STATE LAW OR OTHERWISE) RELATING DIRECTLY OR INDIRECTLY TO THE PHYSICAL CONDITION OF THE PROPERTY AND THE IMPROVEMENTS, INCLUDING, WITHOUT LIMITATION, ANY CONSTRUCTION OR DESIGN DEFECTS (STRUCTURAL OR OTHERWISE). THE EXISTENCE OF OIL, LEAD PAINT, ASBESTOS, OR HAZARDOUS MATERIALS OR SUBSTANCES ON, OR THE ENVIRONMENTAL CONDITION OF, THE PROPERTY, WHETHER KNOWN OR UNKNOWN. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE CLOSING OR TERMINATION OF THIS AGREEMENT.

17. **Foreign Person.** Seller is not foreign persons and are “United States Persons” as such term is defined in Section 7701(a)(30) of the Internal Revenue Code of 1986, as amended (the “**Code**”) and shall deliver to Purchaser prior to Closing an affidavit and such other documents as may be required under the Code evidencing such fact.

18. **Written Notice.** Any written notices required by this Agreement shall be sent by mail to the following addresses:

SELLER:

Kitsap County Consolidated Housing Authority
2244 NW Bucklin Hill Rd.
Silverdale, WA 98383
Attn: Dean Nail
Email: NailD@housingkitsap.org

PURCHASER:

City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370
Attn: [insert City representative name]
Email:

or such other addresses as the Parties may provide in writing to each other from time to time. Notices shall be deemed received three days after deposit of the same in the United States Mail, postage prepaid, to the addresses set forth above.

19. **Professional Advice.** It may be advisable for either or both Parties to obtain legal, tax, or other professional advice in connection with this transaction. The Parties accept sole responsibility to seek such advice as they deem necessary.

The Parties expressly acknowledge and agree that Purchaser has made no warranties or representations of any kind to Seller as to Seller's tax consequences from this sale.

20. **Authority to Execute Agreement.** The persons executing this Agreement on behalf of Seller and Purchaser warrant that they have the authority to do so and to bind their respective principals.

21. **Time is of the Essence.** Time is of the essence of this Agreement.

22. **Agency Disclosure.** If Seller was represented by a real estate agent or broker in this transaction, Seller agrees that any fees owed to said agent or broker shall be the sole obligation of Seller and that Seller shall indemnify, defend and save Purchaser harmless from and against any claims, fees (including attorneys' fees and costs) arising out of any claim made by any broker or agent claiming a commission is due by or through Seller. Purchaser was not represented by a real estate broker or agent in this transaction and shall indemnify, defend and save Seller harmless from and against any claims, fees (including attorneys' fees and costs) arising out of any claim made by any broker or agent claiming a commission is due by or through Purchaser.

23. **Complete Agreement.** This Agreement supersedes all agreements written or oral between the Parties hereto regarding the subject Property which are prior in time to this Agreement. Neither Sellers nor Purchaser shall be bound by any understanding, agreement, promise, representation or stipulation, express or implied, not specified herein. All statements, representations and warranties by either Purchaser or Seller as stated herein shall survive closing.

24. **Amendments.** This Agreement may not be changed orally but only by an agreement in writing, duly executed by or on behalf of the party or parties against whom enforcement of any waiver, change, modification, consent or discharge is sought.

25. **Counterparts.** This Agreement may be executed in counterparts which, when taken together, shall be considered one and the same Agreement, and each of which shall be deemed an original. Electronic signatures or signatures delivered electronically (e.g. via pdf file) shall be deemed to be the equivalent of original signatures for purposes of this Agreement and any amendments hereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates hereafter indicated.

SELLER:

Kitsap County Consolidated Housing Authority
d/b/a Housing Kitsap

By: _____
Heather Blough, Executive Director
Date: _____

PURCHASER:

CITY OF POULSBO

Mayor Edward R. Stern
Date: _____

ATTEST:

Rhiannon Fernandez, City Clerk
Dated: _____

APPROVED AS TO FORM

Emily Romanenko, City Attorney

EXHIBIT A

PROPERTY LEGAL DESCRIPTION

Real property in the County of Kitsap, State of Washington, described as follows:

RESULTANT PARCEL 1 OF BOUNDARY LINE ADJUSTMENT AS DEPICTED AND DESCRIBED IN SURVEY RECORDED IN VOLUME 103, PAGES 84 THROUGH 87, UNDER AUDITOR'S FILE NO. 202512220196, RECORDS OF KITSAP COUNTY, WASHINGTON, BEING A PORTION OF THE WEST HALF OF THE WEST HALF OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 14, TOWNSHIP 26 NORTH, RANGE 1 EAST, W.M., IN KITSAP COUNTY, WASHINGTON; SUBJECT AND TOGETHER WITH EASEMENTS OF RECORD.

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

RESOLUTION 2026-30

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE PURCHASE AND SALE
AGREEMENT AND ALL CLOSING DOCUMENTS FOR THE SALE OF THE 4TH AVE LAND TO THE
CITY OF POULSBO**

WHEREAS, Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), is authorized under Washington state law to sell property below fair market value to a governmental entity for any purpose to assist HK in carrying out its powers and purposes; and

WHEREAS, HK owns the vacant land located on 4th Avenue in Poulsbo, WA, Kitsap County Tax Parcel No. 142601-2-026-2005, (Property), which it previously has determined is infeasible to develop as affordable housing as recognized by the HK Board of Commissioners in Resolution 2025-18; and

WHEREAS, the City of Poulsbo has agreed to purchase the Property for below fair market value and has agreed to preserve the Property as open space to be used only for parks and recreation and has agreed to execute a covenant restricting the Property's use as park space; and

WHEREAS, HK has determined that the use of the Property as open park space will assist in carrying out its powers and purposes under RCW Chapter 35.82 as it will benefit the public, including residents in nearby housing projects owned by HK; and

WHEREAS, HK desires to sell the Property to the City of Poulsbo at a price that is below fair market value so it will be preserved as park space; and

WHEREAS, HK and the City of Poulsbo have negotiated a Purchase and Sale Agreement by which the City of Poulsbo will purchase the Property for Seventy-Five Thousand Dollars (\$75,000) and title to the Property will transfer to the City of Poulsbo with a deed restriction recorded against the Property that requires that it be used as open park space;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners authorize the Executive Director to execute the Purchase and Sale Agreement for the Property in the amount of \$75,000, along with all related documents necessary to complete the sale of the Property to the City of Poulsbo under the terms described above.

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

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST:

By: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: October 27, 2026

ESTIMATED TIME: 2 minutes

AGENDA ITEM: 7. B.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-31 authorizing the Executive Director to renew Housing Kitsap's line of credit in the amount not to exceed Two Hundred Thousand Dollars (\$200,000) with Heritage Bank

SUBMITTED BY: Roan Blacker, Finance Director

As Housing Kitsap continues to pursue development and growth of Housing Kitsap's affordable housing inventory, it is reasonable to continue maintaining its line of credit to provide temporary flexible liquidity for growing operations and costs of development.

Such a line of credit will allow Housing Kitsap to more easily and confidently accept grant or subsidy resources offered on a reimbursement basis, an important resource in this development and growth.

On April 22, 2025, the Board approved Resolution 2025-12 authorizing the Executive Director to enter into a line of credit not to exceed \$200,000 with Kitsap Bank. Housing Kitsap did enter into the line of credit, and subsequent to that agreement Kitsap Bank was acquired by Heritage Bank.

This action item will authorize the Executive Director to renew its line of credit in the amount not to exceed Two Hundred Thousand Dollars (\$200,000) with Heritage Bank.

Recommended Action: Approval of Resolution 2026-31 authorizing the Executive Director to renew Housing Kitsap's line of credit in the amount not to exceed Two Hundred Thousand Dollars (\$200,000) with Heritage Bank

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

CHANGE IN TERMS AGREEMENT

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$200,000.00	06-12-2025	06-11-2026	841455600150	1400 / RC	267731	342	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: KITSAP COUNTY CONSOLIDATED HOUSING
AUTHORITY
2244 NW BUCKLIN HILL RD
SILVERDALE, WA 98383-8303

Lender: Heritage Bank
Bainbridge Island
10140 High School Rd NE
Bainbridge Island, WA 98110

Principal Amount: \$200,000.00

Date of Agreement: June 18, 2026

DESCRIPTION OF EXISTING INDEBTEDNESS. Promissory Note dated June 12, 2025 in the original amount of \$200,000.00 (the "Note"), which Borrower acknowledges and agrees was properly executed and is valid and enforceable, subject to no defenses of any kind.

DESCRIPTION OF CHANGE IN TERMS. The Note Maturity Date is hereby extended to September 11, 2026.

CONTINUING VALIDITY. Except as expressly changed by this Agreement, the terms of the original obligation or obligations, including all agreements evidenced or securing the obligation(s), remain unchanged and in full force and effect. Consent by Lender to this Agreement does not waive Lender's right to strict performance of the obligation(s) as changed, nor obligate Lender to make any future change in terms. Nothing in this Agreement will constitute a satisfaction of the obligation(s). It is the intention of Lender to retain as liable parties all makers and endorsers of the original obligation(s), including accommodation parties, unless a party is expressly released by Lender in writing. Any maker or endorser, including accommodation makers, will not be released by virtue of this Agreement. If any person who signed the original obligation does not sign this Agreement below, then all persons signing below acknowledge that this Agreement is given conditionally, based on the representation to Lender that the non-signing party consents to the changes and provisions of this Agreement or otherwise will not be released by it. This waiver applies not only to any initial extension, modification or release, but also to all such subsequent actions.

ORAL AGREEMENTS. ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW.

PRIOR TO SIGNING THIS AGREEMENT, EACH OF THE UNDERSIGNED READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS AGREEMENT. EACH OF THE UNDERSIGNED AGREES TO THE TERMS OF THE AGREEMENT.

BORROWER:

KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY

By: Heather Blough Jun 18, 2026
Heather Blough (Jun 18, 2026 11:33:42 PDT)
**HEATHER L BLOUGH, Executive Director of KITSAP
COUNTY CONSOLIDATED HOUSING AUTHORITY**

LENDER:

HERITAGE BANK

x Tim McLaughlin Jun 18, 2026
Tim McLaughlin (Jun 18, 2026 11:46:51 PDT)
Authorized Signer

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

RESOLUTION 2026-31

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW HOUSING KITSAP'S LINE OF
CREDIT IN THE AMOUNT NOT TO EXCEED TWO HUNDRED THOUSAND DOLLARS (\$200,000)
WITH HERITAGE BANK**

WHEREAS, Housing Kitsap has been looking for opportunities to expand its affordable housing stock, either through acquisition, development, or redevelopment; and

WHEREAS, the Board previously approved Resolution 2025-12 on April 22, 2025, to authorize the Executive Director to open a line of credit with Kitsap Bank in an amount not to exceed \$200,000; and

WHEREAS, Housing Kitsap did enter into a \$200,000 line of credit with Kitsap Bank, and subsequently Kitsap Bank has been acquired by Heritage Bank; and

WHEREAS, Housing Kitsap's current financial condition and ability to meet its commitments is in good health;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners authorizes the Executive Director to renew Housing Kitsap's line of credit for up to two years under relatively similar terms not to exceed \$200,000.

ADOPTED, by Housing Kitsap Board of Commissioners at a regular open public meeting this 27th day of October 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST:

By: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: October 27, 2026

ESTIMATED TIME: 2 minutes

AGENDA ITEM: 7. C.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-32 approving the write-off of uncollectible balances as of October 31, 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 \$130,927.65 of past accounts receivable from 25 tenants that resided in 8 Housing Kitsap properties (see table on next page).

Property	Tenant ID	Description	Requested Tenant Write-Off
Conifer Woods	T0000416	rent, damages and cleaning	\$ 1,683.19
Conifer Woods	T0000583	rent, damages and cleaning	18,556.90
Fjord Vista 2 - Railroad	T0000143	rent, damages and cleaning	6,527.78
Goldent Tides II	T0000171	rent, damages and cleaning	1,234.50
Goldent Tides II	T0000175	rent, damages and cleaning	1,432.44
Goldent Tides II	T0000216	rent, damages and cleaning	2,169.68
GT3 Dyes Inlet	T0000327	rent, damages and cleaning	6,119.59
GT3 Dyes Inlet	T0000346	rent, damages and cleaning	1,247.00
GT3 Dyes Inlet	T0000349	rent, damages and cleaning	3,700.00
Heritage Apartments	T9000434	rent, damages and cleaning	4,261.11
HK Homes	T9000255	rent, damages and cleaning	8,295.00
HK Homes	T9000308	rent, damages and cleaning	163.50
HK Homes	T9000287	rent, damages and cleaning	39,496.42
HK Homes	T9000362	rent, damages and cleaning	2,198.00
HK Homes	T9000349	rent, damages and cleaning	508.97
HK Homes	T9000281	rent, damages and cleaning	1,777.50
HK Homes	T9000294	rent, damages and cleaning	4,680.00
HK Homes	T9000324	rent, damages and cleaning	3,661.87
HK Homes	T9000323	rent, damages and cleaning	829.09
HK Homes	T9000258	rent, damages and cleaning	12,807.10
HK Homes	T9000259	rent, damages and cleaning	102.65
Kingston Ridge	T0000500	rent, damages and cleaning	865.03
Kingston Ridge	T0000522	rent, damages and cleaning	7,918.35
Kingston Ridge	T0000523	rent, damages and cleaning	184.78
Liberty Bay	T0000318	rent, damages and cleaning	507.20

\$ 130,927.65

Recommended Action: Approve Resolution 2026-32 approving the write-off of uncollectible balances as of October 31, 2026.

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

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

RESOLUTION 2026-32

**RESOLUTION APPROVING THE WRITE OFF OF UNCOLLECTABLE TENANT BALANCES
AS OF OCTOBER 31, 2026**

WHEREAS, Housing Kitsap considers it good business to periodically write off debts that are likely uncollectable; 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 the presented tenant balances are not likely to be collected by HK Staff; and

WHEREAS, HK Staff recommends that the listed 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 October 31, 2026, and that appropriate information be forwarded to the HK contracted collection agency for potential recovery; and

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

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

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

ESTIMATED TIME: 2 minutes

AGENDA ITEM: 7. D.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-33 approving a \$375,000 Sales Proceeds Loan to fund the purchase of a Stoneridge Townhome and fund the initial operating reserve of the property.

SUBMITTED BY: Roan Blacker, Finance Director

On November 4 and 6, 2026, Housing Kitsap will acquire the first 4 of 17 townhomes of the Stoneridge townhomes property. The first 3 townhomes will be acquired primarily using the \$980,000 Community Investments in Affordable Housing (CIAH) grant awarded to Housing Kitsap earlier this year. \$375,000 of Housing Kitsap money is proposed to be used to acquire the 4th townhome and fund an initial operating reserve for all 4 new townhomes. The other townhomes are not anticipated to be acquired until 2027.

Staff proposes that the Executive Director execute an internal loan agreement for this funding using the authority's Sales Proceeds Pool with the repayment of principal being returned to the pool and the interest being used for general purposes. The loan terms are summarized below and the interest rate proposed is the approximate current 10-year US Treasury rate.

	<u>Loan Amt</u>	<u>Mo Pmt</u>	<u>Rate</u>	<u>Pmts</u>	<u>Term</u>
Stoneridge Townhomes	\$ 375,000	\$ 2,500	5.10%	240	20 yrs

We ask the Board to consent to approve the funding.

Recommended Action: Approve Resolution 2026-33 approving a \$375,000 Sales Proceeds Loan to fund the purchase of a Stoneridge Townhome and fund the initial operating reserve of the property.

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

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

RESOLUTION 2026-33

**RESOLUTION APPROVING A \$375,000 SALES PROCEEDS LOAN TO FUND THE PURCHASE OF A
STONERIDGE TOWNHOME AND FUND THE INITIAL OPERATING RESERVE OF THE PROPERTY**

WHEREAS, it is Kitsap County Consolidated Housing Authority's, dba Housing Kitsap, mission to provide decent, safe, and affordable housing to our county residents in our service area; and

WHEREAS, Housing Kitsap has previously sold properties intended for affordable housing and intends to use the proceeds of those sales for continued affordable housing purposes, recently having used the proceeds for current property capital expenditures and financing new developments; and

WHEREAS, Housing Kitsap plans to purchase 17 townhomes at Stoneridge that will be funded with various sources of money including, state grants, private capital and internal funds;

NOW, AND THEREFORE, BE IT RESOLVED the Board directs the Executive Director to execute a loan document between Housing Kitsap and Stoneridge Townhomes Property to finance a portion of the first four townhomes and initially establish an operating reserve for the property; and

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

FURTHERMORE, the internal loan will be (i) effective December 1, 2026, (ii) have manageable level monthly payments, and (iii) bear interest rates approximating the current 10-year US Treasury rate.

<u>\$ Amount</u>	<u>Interest</u>	<u>Term</u>	<u>Maturity</u>	<u>Monthly Pmt</u>
\$375,000	5.10%	20 years	12/1/2046	\$2,500.00

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

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. E.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-34 authorizing the Executive Director to execute all documents for the purchase of 17 townhomes in the Stoneridge Plat.

SUBMITTED BY: Dean Nail, Director of Acquisition and Development

Previous Actions:

Board has approved applying for funding with Kitsap County CIAH funds and Washington State Housing Trust Fund for the Stoneridge Townhomes.

Summary:

Housing Kitsap staff is requesting Board approval to purchase seventeen (17) newly constructed townhomes located in the Stoneridge plat. The first 4 units will be ready for purchase in early November with the remaining 13 units over following 11 months. This acquisition directly supports HK's mission to expand access to safe, affordable housing and strategically strengthens our long-term housing portfolio. The townhomes are available at a price of \$325,000 per unit, for a total acquisition cost of \$5,525,000 plus closing costs. Staff has completed financial analysis and due diligence, applied and awarded funding, and determined the units are being sold to HK at below market value and are immediately beneficial to the agency's capacity to serve low-income residents in Kitsap County. Approval of this resolution will authorize the Executive Director to finalize the purchase and sale agreements and proceed with purchase and closing, ensuring HK can secure these units and expand on our mission.

Recommended Action: Approve Resolution 2026-34 authorizing the Executive Director to execute all documents for the purchase of 17 townhomes in the Stoneridge Plat.

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

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

RESOLUTION 2026-34

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ALL DOCUMENTS FOR THE
PURCHASE OF 17 TOWNHOMES IN THE STONERIDGE PLAT**

WHEREAS, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), is charged with acquiring, developing, managing, and preserving affordable housing opportunities for the residents of Kitsap County; and

WHEREAS, the Kitsap County Board of Commissioners approved a Memorandum of Understanding on December 10, 2025, between Housing Kitsap, Kitsap County, and Lennar Northwest, LLC, with the intent for Housing Kitsap to acquire seventeen (17) affordable townhomes located within the Stoneridge plat; and

WHEREAS, this acquisition satisfies the affordable housing requirement of the project and provides a rare opportunity for Housing Kitsap to purchase completed new units, thereby expanding its affordable housing inventory and furthering its mission; and

WHEREAS, individual units are available for purchase at a price of three hundred twenty-five thousand dollars (\$325,000) per townhome, plus applicable closing costs; and

WHEREAS, staff has reviewed feasibility of the acquisition, determined that the Stoneridge townhomes align with organizational goals, and applied funding from Kitsap County, Washington State Housing Trust Fund to partially fund the acquisition; and

WHEREAS, the Board of Commissioners approves the purchase of the Stoneridge townhomes and supports HK's long-term portfolio planning and community housing objectives;

NOW, THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby authorizes the Executive Director to execute all purchase and sale agreements, escrow instructions, closing documents, and other related documents necessary to complete the acquisition;

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

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. F.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-35 approving the updated Organizational Chart and Salary Scale.

SUBMITTED BY: Kristie Opp-Hermida, Human Resources Specialist, and Heather Blough, Executive Director

Previous Actions:

The Board approved the most recent budget for FY27 on May 26, 2026, and organizational chart on August 25, 2026

Summary Statement:

The updated organizational chart and salary scale reflect changes in Housing Kitsap positions within the property management department.

Organizational Chart

- Remove Maintenance Operations Manager
- Change Regional Director of Property Management positions to Director of Leasing and Property Management and Director of Maintenance and Capital Improvements
- Remove Central Maintenance Lead – HK Homes Maintenance Technicians will report directly to Director of Maintenance and Capital Improvements. Park Place and Golden Tides Maintenance Technicians will report to updated Maintenance Leads.
- Add Maintenance Technician Janitorial position to report to Maintenance Purchasing & Work Order Clerk

Salary Scale

- Remove Maintenance Operations Manager
- 10% increase for Director of Leasing and Property Management and Director of Maintenance and Capital Improvement due to increased responsibilities.
- Add Maintenance Technician Janitorial position at same scale as Maintenance Technician 1

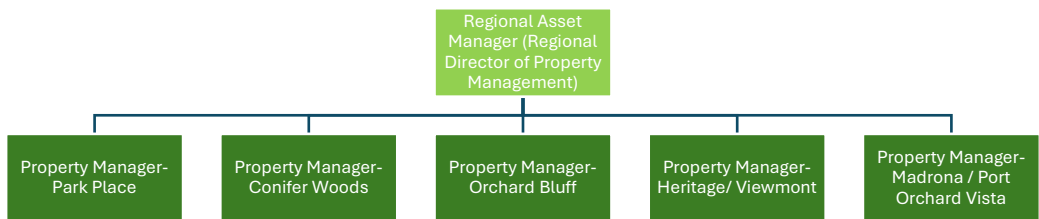
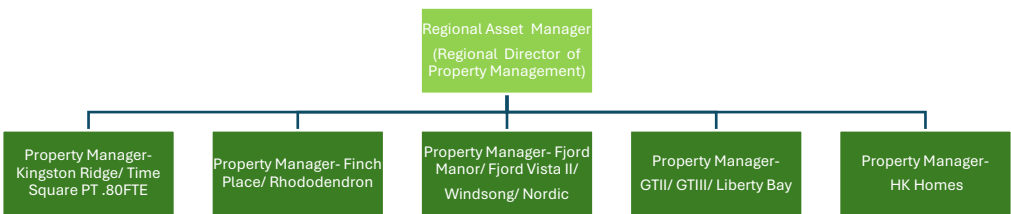
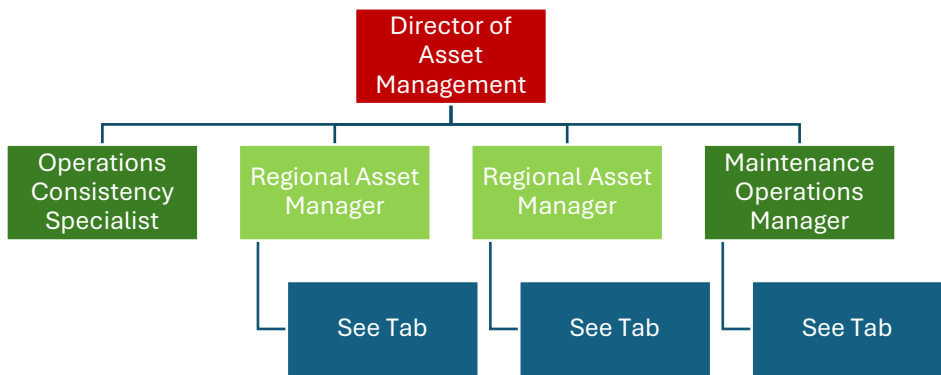
Recommended Action: Approve resolution 2026-35 approving the updated Organizational Chart and Salary Scale.

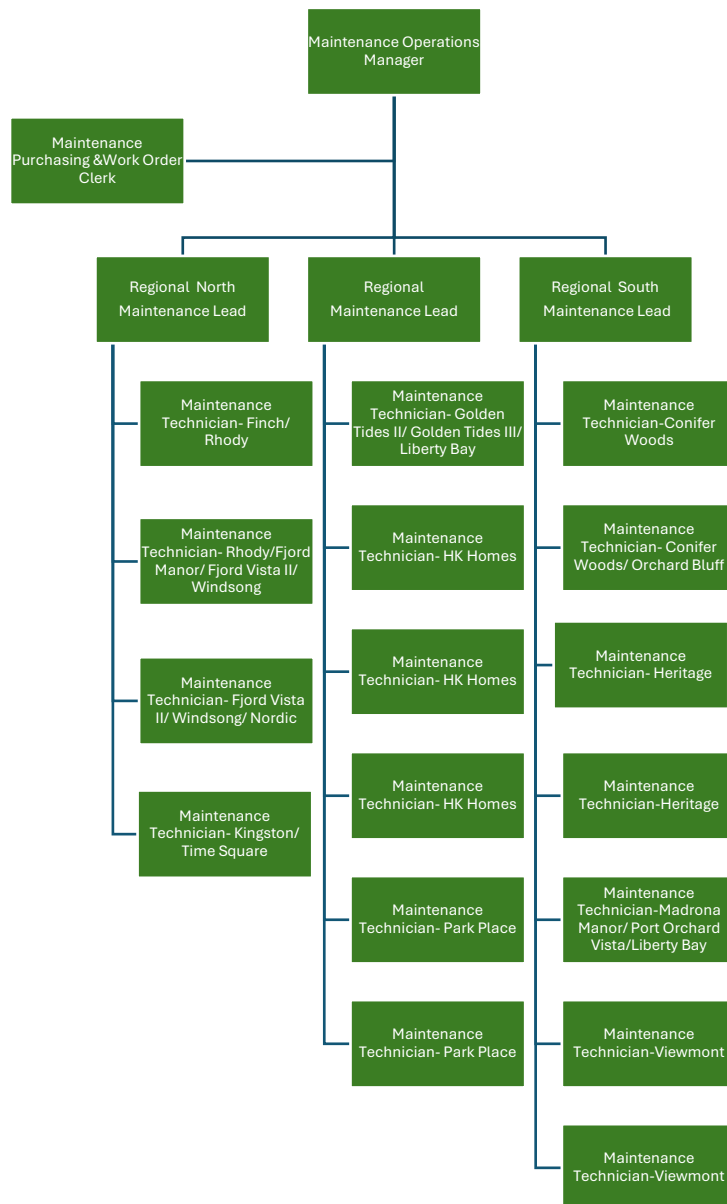
Executive Director's Recommendation: ☒ Agree ☐ Disagree ☐ No Opinion

FY27, start date 07.01.2026, Updated 10.26.2026		All scales are listed at FTE																
	2% Current FTE	Training 07.2026	3.00% Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 (Max)	
Department/Title Administration																		
Executive Director		140,858	145,080	149,427	153,920	158,538	163,301	168,210	173,264	178,464	183,810	189,322	195,000	200,845	206,877	213,075	219,461	
		67.72	69.75	71.84	74.00	76.22	78.51	80.87	83.30	85.80	88.37	91.02	93.75	96.56	99.46	102.44	105.51	
Financial Advisor	20%	108,534	111,800	115,149	118,602	122,158	125,819	129,584	133,474	137,488	141,606	145,850	150,218	154,731	159,370	164,154	169,083	
		52.18	53.75	55.36	57.02	58.73	60.49	62.30	64.17	66.10	68.08	70.12	72.22	74.39	76.62	78.92	81.29	
Director of Procurement & Administration		79,414	81,806	84,261	86,798	89,398	92,082	94,848	97,698	100,630	103,646	106,746	109,949	113,256	116,646	120,141	123,739	
		38.18	39.33	40.51	41.73	42.98	44.27	45.60	46.97	48.38	49.83	51.32	52.86	54.45	56.08	57.76	59.49	
Information Systems Manager		76,232	78,520	80,870	83,304	85,800	88,379	91,021	93,746	96,554	99,445	102,419	105,498	108,659	111,925	115,274	118,726	
		36.65	37.75	38.88	40.05	41.25	42.49	43.76	45.07	46.42	47.81	49.24	50.72	52.24	53.81	55.42	57.08	
Human Resources Specialist		60,861	62,691	64,563	66,498	68,494	70,554	72,675	74,859	77,106	79,414	81,806	84,261	86,798	89,398	92,082	94,848	
		29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.99	37.07	38.18	39.33	40.51	41.73	42.98	44.27	45.60	
Executive Assistant/Office Manager		55,162	56,826	58,531	60,278	62,088	63,960	65,874	67,850	69,888	71,989	74,152	76,378	78,666	81,016	83,450	85,946	
		26.52	27.32	28.14	28.98	29.85	30.75	31.67	32.62	33.60	34.61	35.65	36.72	37.82	38.95	40.12	41.32	
Records Clerk	150%	45,406	46,758	48,152	49,587	51,085	52,624	54,205	55,827	57,512	59,238	61,006	62,837	64,730	66,664	68,661	70,720	
		21.83	22.48	23.15	23.84	24.56	25.30	26.06	26.84	27.65	28.48	29.33	30.21	31.12	32.05	33.01	34.00	
Front Desk Administrative Assistant		36,046	37,128	38,251	39,395	40,581	41,808	43,056	44,346	45,677	47,050	48,464	49,920	51,418	52,957	54,538	56,181	
		17.33	17.85	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30	24.00	24.72	25.46	26.22	27.01	
Finance																		
Director of Finance		108,534	111,800	115,149	118,602	122,158	125,819	129,584	133,474	137,488	141,606	145,850	150,218	154,731	159,370	164,154	169,083	
		52.18	53.75	55.36	57.02	58.73	60.49	62.30	64.17	66.10	68.08	70.12	72.22	74.39	76.62	78.92	81.29	
Senior Controller		91,832	94,578	97,406	100,318	103,334	106,434	109,637	112,923	116,314	119,808	123,406	127,109	130,915	134,846	138,882	143,042	
		44.15	45.47	46.83	48.23	49.68	51.17	52.71	54.29	55.92	57.60	59.33	61.11	62.94	64.83	66.77	68.77	
Senior Accountant		64,355	66,290	68,286	70,325	72,426	74,589	76,835	79,144	81,515	83,970	86,486	89,086	91,749	94,494	97,323	100,235	
		30.94	31.87	32.83	33.81	34.82	35.86	36.94	38.05	39.19	40.37	41.58	42.83	44.11	45.43	46.79	48.19	
General Ledger Accountant		50,565	52,083	53,643	55,245	56,909	58,614	60,382	62,192	64,064	65,978	67,954	69,992	72,093	74,256	76,482	78,770	
		24.31	25.04	25.79	26.56	27.36	28.18	29.03	29.90	30.80	31.72	32.67	33.65	34.66	35.70	36.77	37.87	
Senior Accountant for Compliance, Reporting and Budget		69,846	71,947	74,110	76,336	78,624	80,974	83,408	85,904	88,483	91,146	93,870	96,678	99,570	102,565	105,643	108,805	
		33.58	34.59	35.63	36.70	37.80	38.93	40.10	41.30	42.54	43.82	45.13	46.48	47.87	49.31	50.79	52.31	
Account Receivable Accountant		53,622	55,224	56,888	58,594	60,362	62,171	64,043	65,957	67,933	69,971	72,072	74,235	76,461	78,749	81,120	83,554	
		25.78	26.55	27.35	28.17	29.02	29.89	30.79	31.71	32.66	33.64	34.65	35.69	36.76	37.86	39.00	40.17	
Property Accountant		53,622	55,224	56,888	58,594	60,362	62,171	64,043	65,957	67,933	69,971	72,072	74,235	76,461	78,749	81,120	83,554	
		25.78	26.55	27.35	28.17	29.02	29.89	30.79	31.71	32.66	33.64	34.65	35.69	36.76	37.86	39.00	40.17	
Property Management																		
Director of Compliance		90,480	93,205	95,992	98,862	101,837	104,894	108,035	111,280	114,629	118,061	121,597	125,237	129,002	132,870	136,864	140,962	
		43.50	44.81	46.15	47.53	48.96	50.43	51.94	53.50	55.11	56.76	58.46	60.21	62.02	63.88	65.80	67.77	
Compliance Specialist		56,306	57,990	59,738	61,526	63,378	65,270	67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	87,714	
		27.07	27.88	28.72	29.58	30.47	31.38	32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	42.17	
Housing Specialist		54,662	56,306	57,990	59,738	61,526	63,378	65,270	67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	
		26.28	27.07	27.88	28.72	29.58	30.47	31.38	32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	
Certification Specialist		53,269	54,870	56,514	58,219	59,966	61,755	63,606	65,520	67,496	69,514	71,594	73,736	75,941	78,229	80,579	82,992	
		25.61	26.38	27.17	27.99	28.83	29.69	30.58	31.50	32.45	33.42	34.42	35.45	36.51	37.61	38.74	39.90	
Housing Inspector		55,765	57,429	59,155	60,923	62,754	64,646	66,581	68,578	70,637	72,758	74,942	77,189	79,498	81,890	84,344	86,882	
		26.81	27.61	28.44	29.29	30.17	31.08	32.01	32.97	33.96	34.98	36.03	37.11	38.22	39.37	40.55	41.77	
Regional Director of Property Management		71,052	73,174	75,279	77,466	79,726	82,068	84,493	87,001	89,593	92,266	95,022	97,861	100,784	103,791	106,881	109,954	
		34.16	35.18	36.24	37.33	38.45	39.60	40.79	42.01	43.27	44.57	45.91	47.29	48.71	50.17	51.68	53.23	
Director of Leasing & Property Management		78,166	80,517	82,930	85,426	87,984	90,626	93,350	96,158	99,050	102,024	105,082	108,243	111,488	114,837	118,290	121,846	
%10 Increase		37.58	38.71	39.87	41.07	42.30	43.57	44.88	46.23	47.62	49.05	50.52	52.04	53.60	55.21	56.87	58.58	
Property Manager		57,470	59,197	60,965	62,795	64,688	66,622	68,619	70,678	72,800	74,984	77,230	79,539	81,931	84,386	86,923	89,523	
		27.63	28.46	29.31	30.19	31.10	32.03	32.99	33.98	35.00	36.05	37.13	38.24	39.39	40.57	41.79	43.04	
Operations Consistency Specialist		57,470	59,197	60,965	62,795	64,688	66,622	68,619	70,678	72,800	74,984	77,230	79,539	81,931	84,386	86,923	89,523	
		27.63	28.46	29.31	30.19	31.10	32.03	32.99	33.98	35.00	36.05	37.13	38.24	39.39	40.57	41.79	43.04	
Maintenance Operations Manager		67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	87,714	90,355	93,059	95,846	98,717	101,670	104,728	
		32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	42.17	43.44	44.74	46.08	47.46	48.88	50.35	
Director of Maintenance & Capital Improvement		78,166	80,517	82,930	85,426	87,984	90,626	93,350	96,158	99,050	102,024	105,082	108,243	111,488	114,837	118,290	121,846	
%10 Increase		37.58	38.71	39.87	41.07	42.30	43.57	44.88	46.23	47.62	49.05	50.52	52.04	53.60	55.21	56.87	58.58	
Regional Maintenance Lead		56,306	57,990	59,738	61,526	63,378	65,270	67,226	69,243	71,323	73,466	75,670	77,938	80,267	82,680	85,155	87,714	
		27.07	27.88	28.72	29.58	30.47	31.38	32.32	33.29	34.29	35.32	36.38	37.47	38.59	39.75	40.94	42.17	
Maintenance Purchasing & Work Order Clerk		48,214	49,670	51,168	52,707	54,288	55,910	57,595	59,322	61,110	62,941	64,834	66,789	68,786	70,845	72,966	75,150	
		23.18	23.88	24.60	25.34	26.10	26.88	27.69	28.52	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.13	

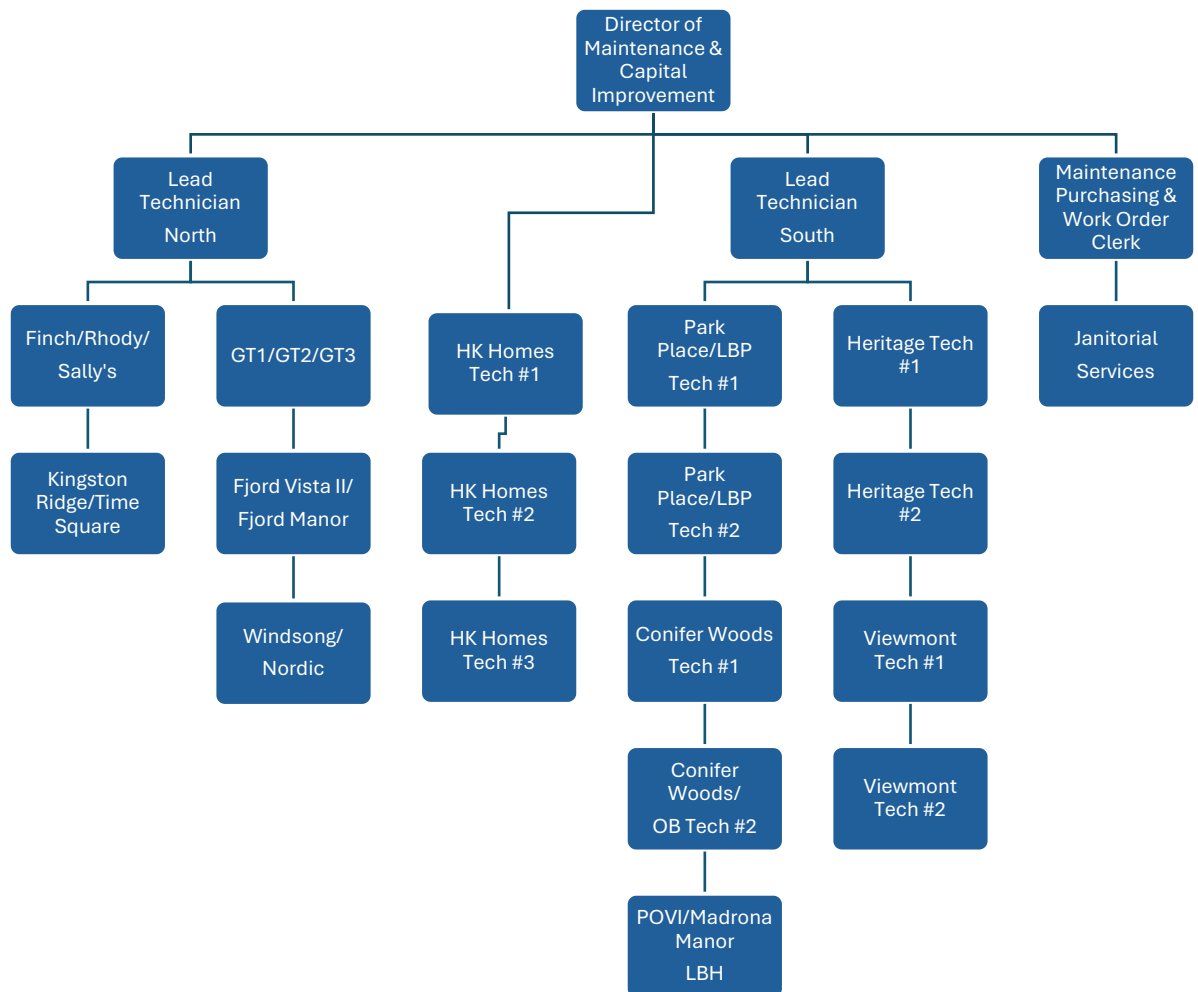
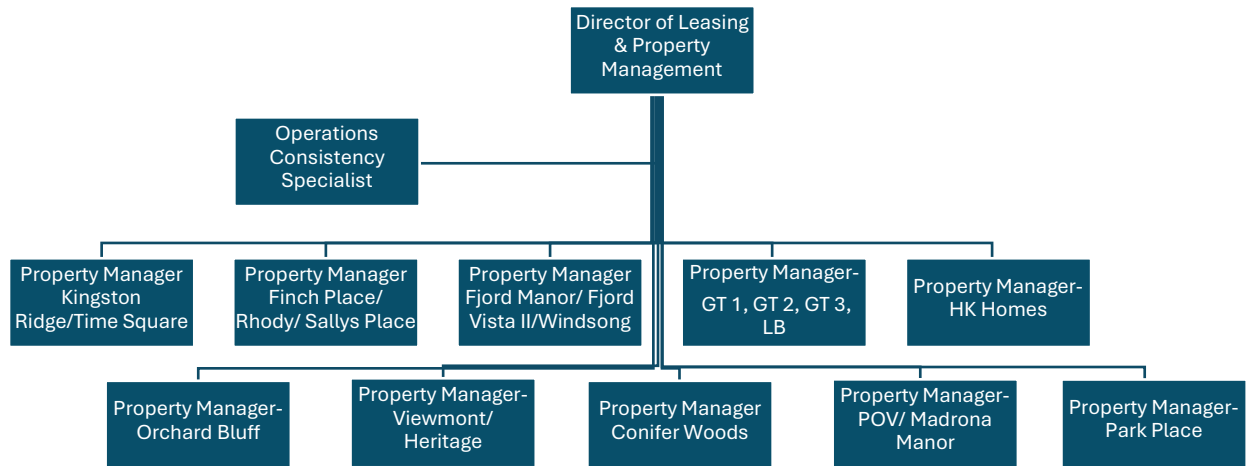
Department/Title	Current FTE	Training 07.2026	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15 (Max)
Maintenance Technician 2		48,214	49,670	51,168	52,707	54,288	55,910	57,595	59,322	61,110	62,941	64,834	66,789	68,786	70,845	72,966	75,150
		23.18	23.88	24.60	25.34	26.10	26.88	27.69	28.52	29.38	30.26	31.17	32.11	33.07	34.06	35.08	36.13
Maintenance Technician 1		46,197	47,590	49,026	50,502	52,021	53,581	55,182	56,846	58,552	60,299	62,109	63,981	65,894	67,870	69,909	72,010
		22.21	22.88	23.57	24.28	25.01	25.76	26.53	27.33	28.15	28.99	29.86	30.76	31.68	32.63	33.61	34.62
Maintenance Technician - Janitorial		46,197	47,590	49,026	50,502	52,021	53,581	55,182	56,846	58,552	60,299	62,109	63,981	65,894	67,870	69,909	72,010
		22.21	22.88	23.57	24.28	25.01	25.76	26.53	27.33	28.15	28.99	29.86	30.76	31.68	32.63	33.61	34.62
Property Management Records Clerk		45,406	46,758	48,152	49,587	51,085	52,624	54,205	55,827	57,512	59,238	61,006	62,837	64,730	66,664	68,661	70,720
		21.83	22.48	23.15	23.84	24.56	25.30	26.06	26.84	27.65	28.48	29.33	30.21	31.12	32.05	33.01	34.00
Self Help/Single Family																	
Director of Acquisition Development		96,200	99,091	102,066	105,123	108,285	111,530	114,878	118,331	121,888	125,549	129,314	133,203	137,197	141,315	145,558	149,926
		46.25	47.64	49.07	50.54	52.06	53.62	55.23	56.89	58.60	60.36	62.17	64.04	65.96	67.94	69.98	72.08
Program Manager		70,366	72,467	74,651	76,898	79,206	81,578	84,032	86,549	89,149	91,832	94,578	97,406	100,318	103,334	106,434	109,637
		33.83	34.84	35.89	36.97	38.08	39.22	40.40	41.61	42.86	44.15	45.47	46.83	48.23	49.68	51.17	52.71
Self-Help Construction Supervisor		64,251	66,186	68,162	70,200	72,301	74,464	76,690	78,998	81,370	83,803	86,320	88,920	91,582	94,328	97,157	100,069
		30.89	31.82	32.77	33.75	34.76	35.80	36.87	37.98	39.12	40.29	41.50	42.75	44.03	45.35	46.71	48.11
Home Rehabilitation Specialist		51,501	53,040	54,642	56,285	57,970	59,717	61,506	63,357	65,250	67,205	69,222	71,302	73,445	75,650	77,917	80,246
		24.76	25.50	26.27	27.06	27.87	28.71	29.57	30.46	31.37	32.31	33.28	34.28	35.31	36.37	37.46	38.58
Single Family Housing Accountant		54,163	55,786	57,450	59,176	60,944	62,774	64,667	66,602	68,598	70,658	72,779	74,963	77,210	79,518	81,910	84,365
		26.04	26.82	27.62	28.45	29.30	30.18	31.09	32.02	32.98	33.97	34.99	36.04	37.12	38.23	39.38	40.56
Marketing Administrative Specialist		48,984	50,461	51,979	53,539	55,141	56,805	58,510	60,258	62,067	63,939	65,853	67,829	69,867	71,968	74,131	76,357
		23.55	24.26	24.99	25.74	26.51	27.31	28.13	28.97	29.84	30.74	31.66	32.61	33.59	34.60	35.64	36.71

Current Organizational Charts





Projected Organizational Charts



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

RESOLUTION 2026-35

RESOLUTION APPROVING THE UPDATED SALARY SCALE AND ORGINIZATIONAL CHART

WHEREAS, Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), considers it best practice to update policies as needed; and

WHEREAS, Housing Kitsap believes in reviewing job classifications, compensation, and organizational structure to meet organizational demands and to promote staff retention; and

WHEREAS, Housing Kitsap recently lost a valued staff member who held a key organizational role for all housing owned and operated by Housing Kitsap; and

WHEREAS, knowledgeable and capable staff have been working consistently to maintain operational activities during this loss;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the attached updated Organizational Chart and Salary Scale.

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

ESTIMATED TIME: 10 minutes

AGENDA ITEM: 7. G.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-36 approving amendments to the Housing Choice Voucher Administrative Plan

SUBMITTED BY: Freddy Linares, Director of Compliance

Previous Actions: The most recent Housing Choice Voucher Administrative Plan Amendment was approved in May 2026.

Summary: Housing Kitsap is requesting Board approval of amendments to the Housing Choice Voucher (HCV) Administrative Plan.

The proposed amendments include increasing the minimum rent from \$0 to \$50 as an additional cost-saving measure while Housing Kitsap continues to operate under its HUD shortfall action plan. The revised policy will maintain the required financial hardship exemptions in accordance with HUD regulations.

Additionally, the amendments establish policies for the Foster Youth to Independence (FYI) voucher program. Housing Kitsap is pursuing an opportunity to obtain FYI vouchers to assist eligible youth transitioning out of foster care who are homeless or at risk of homelessness. Housing Kitsap is currently working with the Washington State Department of Children, Youth, and Families (DCYF) to establish a Memorandum of Understanding (MOU) for referrals and supportive services.

These amendments will strengthen the agency's HCV program administration, support ongoing cost-saving efforts, and position Housing Kitsap to pursue additional housing assistance opportunities.

Recommended Action: Approval of Resolution 2026-36 approving amendments to the Housing Choice Voucher Administrative Plan

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

PART II: FOSTER YOUTH TO INDEPENDENCE INITIATIVE

19-II.A. PROGRAM OVERVIEW [Notice PIH 2020-28; Notice PIH 2023-04; FR Notice 1/24/22]

The Foster Youth to Independence (FYI) initiative was announced in 2019. The FYI initiative allows PHAs who partner with a Public Child Welfare Agency (PCWA) to request targeted HCVs to serve eligible youth with a history of child welfare involvement that are homeless or at risk of being homeless. Rental assistance and supportive services are provided to qualified youth for a period of between 36 and 60 months. The PHA must have an existing ACC with HUD for HCVs.

Funding is available either competitively through an FYI NOFA or noncompetitively on a rolling basis in accordance with the application requirements outlined in Notice PIH 2020-28, Notice PIH 2021-26, or Notice PIH 2023-04, as applicable. Under the noncompetitive process, PHAs are limited to 25 vouchers in a fiscal year with the ability to request additional vouchers. Where the PHA has a combined FYI and/or FUP size of no more than 10 vouchers, the PHA may request FYI vouchers with at least 50 percent utilization of its FUP and/or FYI vouchers. Where the PHA has a combined FYI and/or FUP size of 11 or more vouchers, the PHA may request FYI vouchers with 90 percent or greater utilization of its FUP and/or FYI vouchers. PHAs may be eligible for an exception to the utilization criteria with the submission to HUD of a narrative that explains why the PHA does not meet the utilization criteria and requires the award of FYI vouchers.

19-II.B. PARTNERING AGENCIES [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar]

Public Child Welfare Agency (PCWA)

The PHA must enter into a partnership agreement with a PCWA in the PHA's jurisdiction in the form of a Memorandum of Understanding (MOU) or letter of intent. The minimum contents of the partnership agreement are outlined in Notice PIH 2023-04. The PCWA is responsible for identifying and referring eligible youth to the PHA and providing or securing a commitment for the provision of supportive services once youth are admitted to the program.

PHA Policy

~~The PHA does not offer a Foster Youth to Independence (FYI) program.~~ HK will implement a Foster Youth to Independence(FYI) program in partnership with Washington State Department of Children, Youth and Families (DCYF) or Case Management Contractor of the DCYF.

The PCWA is responsible for:

- Identifying FYI-eligible youth;
- Developing a system of prioritization based on the level of need of the youth and the appropriateness of intervention;
- Providing a written certification to the PHA that the youth is eligible; and
- The PCWA must provide or secure a commitment for the provision of supportive services that are required to be offered.

Continuum of Care (CoC) and Other Partners

HUD strongly encourages PHAs to add other partners into the partnership agreement with the PCWA such as state, local, philanthropic, faith-based organizations, and the CoC, or a CoC recipient it designates. The CoC plays a role in identifying eligible youth in the community at risk of or experiencing homelessness that are no longer part of the child welfare system. Through the CoC's coordinated entry process, referrals of eligible youth to the PCWA are made based on prioritization of need and appropriateness of the intervention. Further, CoC recipients may provide supportive services using CoC program funds to youth who qualify for CoC program assistance. Youth who are part of the PCWA's active caseload do not have to be added to the CoC's coordinated entry process.

PHA Policy

In addition to the PCWA, HK will implement the FYI program in partnership with Olive Crest.

19-II.C. YOUTH ELIGIBILITY CRITERIA [Notice PIH 2023-04; FYI Q&As; FYI FAQs]

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. As determined by the PCWA, eligible youth:

- Are at least 18 years of age and not more than 24 years of age (have not yet reached their 25th birthday);
 - Youth must be no more than 24 years of age at the time the PCWA certifies them as eligible and at the time of HAP contract execution.
- Have left foster care or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act; and
 - Placements can include, but are not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes in accordance with 24 CFR 5.576;
- Are homeless or at risk of becoming homeless at age 16 and older.
 - *At risk of being homeless* is fully defined at 24 CFR 576.2.
 - o This includes a person that is exiting a publicly funded institution, or system of care (such as a healthcare facility, a mental health facility, foster care or other youth facility, or correction program or institution). Therefore, youth being discharged from an institution may be eligible for an FYI voucher [FYI FAQs].

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance assuming they otherwise meet eligibility requirements. PHAs may not exclude pregnant or parenting youth from service.

19-II.D. SUPPORTIVE SERVICES [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar; FYI Q&As]

Supportive services may be provided by the PHA, PCWA, or a third party. The PCWA must provide or secure a commitment to provide supportive services for participating youth for the period of time defined in the NOFA/O for which the funding was made available. At a minimum, the following supportive services must be offered:

- Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services);
- Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits;
- Providing such assurances to owners of rental property as are reasonable and necessary to assist eligible youth to rent a unit with a voucher;
- Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.); and
- Educational and career advancement counseling regarding attainment of general equivalency diploma (GED) or attendance/financing of education at a technical school, trade school, or college, including successful work ethic and attitude models.

PHA Policy

Additional supportive services will not be offered by HK.

Since participation in supportive services is optional, but strongly encouraged, an FYI participant may decline supportive services.

Administrative fee reserves may be used to cover costs for the supportive services listed above with HUD approval in accordance with Notice PIH 2022-14 and Notice PIH 2022-18.

19-II.E. REFERRALS AND WAITING LIST MANAGEMENT [Notice PIH 2023-04; FYI Updates and Partnering Opportunities Webinar FYI FAQs]

Referrals

The PCWA is responsible for certifying that the youth has prior qualifying foster care involvement. Once the PCWA sends the PHA the referral certifying the youth is program-eligible, the PHA determines HCV eligibility.

The PCWA must have a system for identifying eligible youth within the agency's caseload and reviewing referrals from other partners, as applicable. The PCWA must also have a system for prioritization of referrals to ensure that youth are prioritized for an FYI voucher based upon their level of need and appropriateness of the intervention. For youth still involved in the child welfare system, the permanency goals of the young person should be taken into account. Prioritization must be designed in a way that is consistent with fair housing and civil rights requirements.

Referrals may come from other organizations in the community who work with the population, but the PCWA must certify that the youth meets eligibility requirements, unless the PCWA has vested another organization with this authority.

The PHA is not required to maintain full documentation that demonstrates the youth's eligibility as determined by the PCWA but should keep the referral or certification from the PCWA. The PCWA is not required to provide the PHA with HCV eligibility documents.

PHA Policy

HK and the PCWA have identified staff positions to serve as lead FYI liaisons. These positions will be responsible for transmission and acceptance of referrals. The PCWA must commit sufficient staff and resources to ensure eligible youths are identified, prioritized, and determined eligible in a timely manner.

When vouchers are available, the HK liaison responsible for acceptance of referrals will contact the PCWA liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than 10 business days from the date the PCWA receives this notification, the PCWA liaison must provide HK with a list of eligible referrals, a completed release form, and a written certification for each referral indicating the referral is eligible. The list will include the name, address, and contact phone number for each adult individual who is being referred.

HK will maintain a copy of each certification from the PCWA in the participant's file along with other eligibility paperwork.

Waiting List Placement [Notice PIH 2023-04 and FYI FAQs]

The PHA must use the HCV waiting list for the FYI program. Youth already on the HCV program may not be transferred to an FYI voucher since they are not homeless or at-risk of homelessness.

Once a referral is made, the PHA must compare the list of PCWA referrals to its HCV waiting list to determine if any applicants on the PCWA's referral list are already on the PHA's HCV waiting list. Applicants already on the PHA's HCV waiting list retain the order of their position on the list. Applicants not already on the PHA's HCV waiting list must be placed on the HCV waiting list.

If the PHA's HCV waiting list is closed, the PHA must open its HCV waiting list in order to accept new referrals. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants; however, the requirements at 24 CFR 982.206 for giving public notice when opening and closing the waiting list apply (see section 4-II.C., Opening and Closing the Waiting List of this administrative plan).

PHA Policy

Upon receipt of a referral(s) from the DCYF of an eligible youth, HK will compare the name(s) with youth already on the Housing Kitsap Housing Choice Voucher (HCV) waiting list. Any youth certified by DCYF as eligible and not on the HCV waiting list must be placed on the waiting list (pending HCV eligibility determination). If Housing Kitsap has a closed HCV waiting list, it must reopen the waiting list and place on the waiting list a FYI applicant youth who is not currently on the Housing Kitsap waiting list. Housing Kitsap may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants.

Waiting List Selection

The PHA selects eligible youths based on the PHA's regular HCV waiting list selection policies in Chapter 4, including any preferences that may apply.

19-II.F. PHA HCV ELIGIBILITY DETERMINATION [FYI FAQs]

Once an eligible youth is selected from the HCV waiting list, the PHA must determine whether the youth meets HCV program eligibility requirements. Applicants must be eligible under both FYI eligibility requirements and HCV eligibility requirements as outlined in Chapter 3 of this policy.

The PCWA may, but is not obligated to, provide information to the PHA on the youth's criminal history.

PHA Policy

Subject to privacy laws, the PCWA or Olive Crest will provide any available information regarding the applicant's criminal history to HK. HK will consider the information in making its eligibility determination in accordance with the HK's policies in Chapter 3, Part III.

Additional Eligibility Factors

Youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the youth is no longer eligible for a FYI voucher.

PHA Policy

Any applicant that does not meet the eligibility criteria for the HCV program listed in Chapter 3 or any eligibility criteria listed in this section will be notified by HK in writing following policies in Section 3-III.F, including stating the reasons the applicant was found ineligible and providing an opportunity for an informal review.

19-II.G. LEASE UP [FR Notice 1/24/22]

Once the PHA determines that the family or youth meets HCV eligibility requirements, the youth will be issued an FYI voucher in accordance with PHA policies.

During the family briefing, PHAs must inform the FYI voucher holder of:

- The extension of assistance provisions and requirements;
- The availability of the FSS program and offer them an FSS slot, if available, or offer to place them on the FSS waiting list (provided the PHA has an FSS program); and
- The supportive services available to them, the existence of any other programs or services, and their eligibility for such programs and services. However, participation in supportive services cannot be required as a condition of receiving FYI assistance.

PHA Policy

Eligible applicants will be notified by HK in writing following policies in Section 3-III F of this policy. FYI youth will be briefed individually. HK will provide all aspects of the written and oral briefing as outlined in Part I of Chapter 5. HK does not administer an FSS program and therefore will not offer FYI youth FSS enrollment or an FSS waiting-list position.

Vouchers will be issued in accordance with HK policies in Chapter 5, Part II, except that HK will consider one additional 30-day extension beyond the first automatic extension for any reason, not just those listed in the policy in Section 5-11.E.

Once the youth locates a unit, HK conducts all other processes relating to voucher issuance and administration per HCV program regulations and HK policy in Chapter 9. Should a youth fail to use the voucher, HK may issue the voucher to another eligible youth if one has been identified

Once the youth locates a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations and the PHA policy in Chapter 9.

Should a youth fail to use the voucher, the PHA may issue the voucher to another eligible youth if one has been identified [Notice PIH 2023-04].

When providing education or counseling on renting housing that may include pre-1978 housing, the PHA must inform participating youth of their rights under the Lead Disclosure Rule (24 CFR part 35, subpart A) and the Lead Safe Housing Rule (subparts B, R, and, as applicable, F-M).

Turnover

Awards of FYI Tenant Protection Vouchers (TPVs) continue to be administered under the requirements of Notice PIH 2019-20. This includes turnover requirements and the requirement to inform HUD should a youth not use a voucher or leave the program. For example, FYI TPVs awarded under Notice PIH 2019-20 “sunset” when a youth leaves the program. This means that the PHA cannot reissue FYI TPV assistance issued under that notice to another youth when an initial youth exits the HCV program. HUD does not have the authority to allow the voucher to be used for a youth other than the one identified in the request.

For awards under Notice PIH 2023-04, if another eligible youth is not available, the PHA must notify HUD before the end of the calendar year, and HUD will reduce the PHA’s HCV assistance to account for the removal of the FYI assistance from the PHA’s HCV baseline.

19-II.H. MAXIMUM ASSISTANCE PERIOD [Notice PIH 2023-04 and FYI FAQs; FR Notice 1/24/22]

Vouchers are limited by statute to a total of between 36 months and 60 months of housing assistance. At the end of the statutory time period, assistance must be terminated. However, any period of time for which no subsidy (HAP) is being paid on behalf of the youth does not count toward the limitation. It is not permissible to reissue another FYI TPV to the same youth upon expiration of their FYI assistance.

Participants do not “age out” of the program. A participant may continue with the program until they have received the period of assistance for which they are eligible. Age limits are only applied for entry into the program.

Extension of Assistance

FYI voucher holders who first leased or lease a unit after December 27, 2020, may be eligible for an extension of assistance up to 24 months beyond the 36-month time limit (for a total of 60 months of assistance).

While FYI voucher holders cannot be required to participate in the Family Self-Sufficiency (FSS) program as a condition of receipt of assistance, an eligible youth who participates in the FSS program and is in compliance with the applicable terms and conditions of the program is entitled to receive assistance for up to an additional 24 months. A FYI voucher holders must accept an FSS slot if it is offered to them prior to the 36-month mark in order to receive an extension of assistance (unless the youth meets one of the statutory exceptions described below).

Statutory Exceptions

FYI voucher holders will be entitled to receive an extension of assistance for up to 24 months beyond the 36-month time limit without participating in the PHA’s FSS program if they certify that they meet one of the exceptions below:

- The FYI voucher holder is a parent or other household member responsible for the care of a dependent child under the age of six or for the care of an incapacitated person.

PHA Policy

HK defines incapacitated person as any person who is impaired by reason of mental illness, mental deficiency, mental disorder, physical illness or disability, chronic use of drugs, chronic intoxication or other cause, except minority, to the extent that he lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his person. HK will apply this exception in a manner that provides extensions of FYI assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a HK approved form. This certification is the only documentation that the FYI voucher holder must submit.

The child or incapacitated person is not required to reside in the household in order for the FYI voucher holder to certify they meet this exception. For example, a child in a joint custody arrangement under the age of six who resides in the household only part time may qualify the FYI voucher holder for this exception

- The FYI voucher holder is a person who is regularly and actively participating in a drug addiction or alcohol treatment and rehabilitation program.

PHA Policy

HK will define *regular and active participation* in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with the statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a BHA provided form. This certification is the only documentation that the FYI voucher holder must submit.

- The FYI voucher holder is a person who is incapable of complying with the requirement to participate in a FSS program as described above or engage in education, workforce development, or employment activities as described below, as applicable, due to a documented medical condition.

PHA Policy

HK will apply this requirement in a manner that provides extensions of FYI voucher holder assistance to the broadest population possible consistent with statutory requirements.

The FYI voucher holder will be required to self-certify that they meet this exception on a HK provided form. This certification is the only documentation that the FYI voucher holder must submit.

An FYI voucher holder that meets one of the above exceptions must still be offered an opportunity to enroll in the PHA's FSS program (if it is available to them) and receive any supportive services available to FYI voucher holders. An FYI voucher holder may choose to participate in an FSS program or engage in education, workforce development, or employment activities, even if they meet one of the above statutory exceptions.

PHA Policy

HK will use the definitions of recognized postsecondary credential and secondary school diploma or its recognized equivalent under the Workforce Innovation and Opportunity Act (WIOA). WIOA defines a recognized postsecondary credential as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree (29 U.S.C. 3102). Examples of a recognized postsecondary credential include, but are not limited to, an associate's degree, bachelor's degree, occupational licenser, or occupational certification (see U.S. Department of Labor, Training and Employment Guidance Letter No. 10-16, Change 1). For the purpose of WIOA, the U.S. Department of Labor defines a secondary school diploma or its recognized equivalent as a secondary school diploma (or alternate diploma) that is recognized by a state and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification

- The FYI voucher holder was enrolled in an *institution of higher education*, as such term is defined in section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or an institution that meets the definition of a proprietary institution of higher education or a postsecondary vocational institution under sections 102(b)(1) and (c)(1) of the Higher Education Act of 1965 (20 U.S.C. 1002(b)(1) and (c)(1)), respectively.

PHA Policy

The FYI voucher holder must be enrolled in eligible postsecondary educational activities at least half-time, as defined by the institution, except as otherwise permitted under applicable HUD requirements. HK will evaluate documentation of enrollment and any allowable exception on a case-by-case basis

- The FYI Voucher Holder was participating in a career pathway, as such term is defined in Section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102)
- The FYI voucher holder was employed.

PHA Policy

HK will consider the FYI voucher holder to be employed if they work a minimum of 20 hours per week. HK may make exceptions to this requirement if the FYI voucher holder's hours are reduced due to circumstances beyond their control or the FYI voucher holder must temporarily reduce their work hours due to a verified family emergency.

FSS Enrollment at 24 Months

If the FYI voucher holder has not been provided an opportunity to enroll in the FSS program during the first 24 months of FYI assistance, HUD encourages the PHA to remind the FYI voucher holder at the 24-month reexamination of the education, workforce development, and employment requirements described above so that they have enough time to meet these requirements prior to the expiration of the 36-month time period for FYI assistance.

PHA Policy

At approximately the 24-month reexamination, HK will notify FYI participants in writing of the qualifications for assistance beyond the initial 36 months, including qualifying education, workforce development, employment, and statutory exceptions. HK will encourage coordination with the designated supportive services provider. HK does not offer FSS enrollment.

FSS Enrollment Between 36 and 48 Months

If an FSS slot becomes available between the 36-month and 48-month mark:

- The PHA must offer the slot to an FYI voucher holder who had their voucher extended based on meeting the education, workforce development, or employment requirement listed above, or one of the statutory exceptions listed above (even if the FYI voucher holder previously declined an FSS slot because they met one of the statutory exceptions).

- The PHA must work with the FYI voucher holder to determine whether enrollment in FSS is feasible and in their best interest given any education, workforce development, or employment activities that the FYI voucher holder is engaged in and any statutory exceptions that apply to the FYI voucher holder, as well as the remaining time on their voucher.
- If the FYI voucher holder accepts the FSS slot, the PHA must work with them to establish Contract of Participation goals and an Individual Training and Services Plan (ITSP) that can be accomplished within the time period left on the voucher.

If the FYI voucher holder is offered an FSS slot prior to the 36-month mark, the FYI voucher holder:

- Will be required to enroll in the FSS program in order to receive an extension of assistance at the end of the 36-month time period (unless they meet one of the statutory exceptions described above).
- Will not be considered to have been “unable to enroll” in the FSS program, and as a result, will not be eligible to receive an extension of assistance based on meeting the education, workforce development, or employment requirements described above.

FSS Enrollment After 48 Months

The PHA may, but is not required, to offer an FYI voucher holder an FSS slot that becomes available between the 48-month mark and the 60-month mark, since the FYI voucher holder will have already received their second and final extension.

PHA Policy

Not applicable: HK does not administer an FSS program or offer FSS enrollment.

Extensions of Assistance

At the 36-month and 48-month reexamination, the PHA must extend FYI assistance if the FYI voucher holder is participating in and in compliance with the FSS program as long as the FYI voucher holder is still eligible for the HCV program.

In any case, the FYI voucher holder cannot receive more than a total of 60 months of FYI assistance even if the FSS Contract of Participation time period extends beyond the voucher 60-month mark.

No FSS Program or Unable to Enroll in FSS

If a PHA does not carry out an FSS program or the FYI voucher holder has been unable to enroll in the program during the first 36 months of receiving FYI assistance, the FYI voucher holder is entitled to receive an extension of assistance for up to two successive 12-month periods beyond the 36-month time limit provided that the FYI voucher holder engaged in at least one of the education, workforce development, or employment activities described above for not less than nine months of the 12-month period preceding each extension. In order to meet the nine months out of the preceding 12 months requirement, the FYI voucher holder may have

engaged in one of the education, workforce development, or employment activities described above or a combination of these activities.

Verification Prior to Annual Reexam

In order to provide an extension of assistance, the PHA must verify compliance with the above requirements at the end of the 36-month time period and the 48-month time periods. The PHA does not need to verify compliance with these requirements at the end of the 60-month time period since the maximum length of assistance is 60 months.

To verify compliance with the education, workforce development, or employment requirement or one of the statutory exceptions, the PHA must provide the FYI voucher holder written notification informing them that they may receive an extension of their FYI assistance and providing instructions on how the FYI voucher holder may demonstrate that they meet one of these conditions. This notification must be provided sufficiently in advance of the end of the 36-month or 48-month time periods, as applicable, to allow the FYI voucher holder to demonstrate that they meet the education, workforce development, or employment requirement, or one of the statutory exceptions, and for the PHA to conduct an annual reexamination prior to the expiration of the FYI assistance.

PHA Policy

HK will issue written notice sufficiently in advance of the 36-month and 48-month assistance limits to permit participants to submit evidence of qualifying activities or an applicable exception and permit HK to make its determination. HK will verify qualifying employment, education, or workforce development through appropriate records or third-party verification where required, and will accept self-certifications for statutory exceptions when permitted under federal guidance. HK will document its determination in the participant file.

An FYI voucher holder who received an extension of voucher assistance at the end of the 36-month time period based on meeting one of the conditions described in this chapter does not have to meet the same conditions when they reach the end of the 48-month time period. The FYI voucher holder may demonstrate that they meet a different condition in order to receive an extension of their assistance.

If the PHA determines that the FYI voucher holder meets one of the statutory conditions, the PHA would then conduct an annual reexamination. If the annual reexamination determines that the FYI voucher holder is still eligible for the HCV program, the PHA must provide the FYI voucher holder the extension of voucher assistance.

Termination of Assistance for Failure to Meet Conditions

Failure of the FYI voucher holder to meet one of the above conditions will only impact their ability to receive subsequent extensions of assistance. It will not serve as a basis for terminating the FYI assistance prior to the annual reexam.

If the FYI voucher holder does not meet any of the statutory conditions described in in this chapter, the youth is subject to the statutory time limit of 36 months or the time limit of any extension that the youth has already received, and the FYI voucher must be terminated once they reach this time limit. The calculation of the time limit begins from the date the first HAP contract is signed (for tenant-based vouchers) or from the date the FYI voucher holder entered into the initial lease agreement (for project-based vouchers). The number of months is calculated based on the number of months that HAP subsidy is being paid on behalf of the FYI voucher holder, not the number of months that they are in the FYI program. Prior to

termination, the PHA must offer the FYI voucher holder the opportunity to request an informal hearing, in accordance with Chapter 16.

19-II.I. TERMINATION OF ASSISTANCE [FYI FAQs]

Termination of a FYI voucher is handled in the same way as with any HCV; therefore, termination of a FYI voucher must be consistent with HCV regulations at 24 CFR Part 982, Subpart L and PHA policies in Chapter 12. Given the statutory time limit that requires FYI vouchers to sunset, a PHA must terminate the youth's assistance once the limit on assistance has expired.

A PHA cannot terminate a FYI youth's assistance for noncompliance with PCWA case management, nor may the PHA terminate assistance for a FYI youth for not accepting services from the PCWA.

The PHA may not transfer the assistance of FYI voucher holders to regular HCV assistance upon the expiration of the limit on assistance. However, the PHA may issue a regular HCV to FYI voucher holders if they were selected from the waiting list in accordance with PHA policies. The PHA may also adopt a waiting list preference for FYI voucher holders who are being terminated for this reason.

PHA Policy

HK will give timely written notice of termination, including the basis for termination and applicable informal hearing rights under Chapter 16. Refusal of optional supportive services or case management will not independently be grounds for termination.

19-II.J. PORTABILITY [FYI FAQs]

Portability for an FYI youth is handled in the same way as for a regular HCV family. A PHA may not restrict or deny portability for an FYI youth for reasons other than those specified in the HCV program regulations, as reflected in Chapter 10 of the administrative plan.

An FYI youth does not have to port to a jurisdiction that administers FYI vouchers.

If the receiving PHA absorbs the voucher, the PHA may absorb the youth into its regular HCV program if it has vouchers available to do so. If the receiving PHA absorbs the youth into its regular HCV program, that youth becomes a regular HCV participant with none of the limitations of an FYI voucher.

The initial and receiving PHA must work together to initiate termination of assistance upon expiration of the time limit on assistance.

19-II.K. PROJECT-BASING FYI VOUCHERS [FYI FAQs; FR Notice 1/24/22; Notice PIH 2024-03]

PHAs that have initiated the selection process to project-base FYI and/or FUP vouchers may be eligible to project-base FYI and FUP units formally identified for project basing in accordance with all applicable PBV regulations and PHA policies in Chapter 17. This includes FYI vouchers awarded under Notices PIH 2020-28, PIH 2021-26, and PIH 2023-04. Assistance awarded under Notice PIH 2019-20 is prohibited from being project-based.

PHA Policy

HK does not currently plan to project-base FYI vouchers. Any future project-basing will require a separate policy review and compliance with applicable HUD requirements and Chapter 17.

6-IV.B. FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT [24 CFR 5.630]

PHA Policy

~~The financial hardship rules described below do not apply in this jurisdiction because the PHA has established a minimum rent of \$0. The minimum rent for this locality is \$50.~~

Overview

If the PHA establishes a minimum rent greater than zero, the PHA must grant an exemption from the minimum rent if a family is unable to pay the minimum rent because of financial hardship.

The financial hardship exemption applies only to families required to pay the minimum rent. If a family's TTP is higher than the minimum rent, the family is not eligible for a hardship exemption. If the PHA determines that a hardship exists, the family share is the highest of the remaining components of the family's calculated TTP.

HUD-Defined Financial Hardship

Financial hardship includes the following situations:

- (1) The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

PHA Policy

A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.

For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.

- (2) The family would be evicted because it is unable to pay the minimum rent.

PHA Policy

For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.

- (3) Family income has decreased because of changed family circumstances, including the loss of employment.

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

RESOLUTION 2026-36

**RESOLUTION APPROVING AMENDMENTS TO THE HOUSING CHOICE VOUCHER
ADMINISTRATIVE PLAN**

WHEREAS, Housing Kitsap administers the Housing Choice Voucher Program in accordance with regulations established by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, Housing Kitsap has identified the need to amend its Administrative Plan to establish a \$50 minimum rent, subject to applicable financial hardship exemptions, as an additional cost-saving measure; and

WHEREAS, Housing Kitsap seeks to establish policies governing the Foster Youth to Independence (FYI) voucher program to support future participation and expand housing opportunities for eligible youth transitioning out of foster care;

NOW, AND THEREFORE, BE IT RESOLVED, that the Housing Kitsap Board of Commissioners hereby approves the proposed amendments to the Housing Choice Voucher Administrative Plan as presented;

ADOPTED, by the Housing Kitsap Board of Commissioners at a regular open public meeting this 27th day of October, 2026.

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST:
By: _____
Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Action Item Agenda Summary

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. H.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-37 authorizing the Executive Director to execute Professional Services Contract No. 27-EW-HOW for an amount not to exceed \$367,456.00

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

Previous Actions:

In February 2026, Housing Kitsap contracted with Environmental Works for architectural services. Within the scope of this contract the architect may provide the design phase services for new multifamily housing including Howerton Place.

Background:

Kingston Cares and Housing Kitsap have entered into a purchase and sale agreement for the property located at 11002 NE Oregon Street, Kingston, WA, with the contingency to create affordable housing. Housing Kitsap, once the site is funded and developed, will own, and operate the site as affordable housing. HK is working to make the units affordable to those between 50-80% AMI.

Our contracted architect, Environmental Works, will provide schematic design, design development, structural engineering, landscaping architecture, and full MEP design as specified in the Standard Form of Agreement attached. The architect will also provide cost estimating for the construction phase of the project. The project is expected to proceed according to the draft schedule included in the proposed contract.

Summary: Housing Kitsap's contract with architect firm Environment Works, allows for design services for Howerton Place. The work is over our Executive Director's spending authority, requiring Board action. The contract proposes a not to exceed compensation of \$367,456, under the guidelines set forth within.

Recommended Action: Approve Resolution 2026-37 authorizing the Executive Director to execute Professional Services Contract No. 27-EW-HOW for an amount not to exceed \$367,456.00.

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

	CONTRACT NO. 27-EW-HOW	Housing Kitsap 2244 NW Bucklin Hill Rd. Silverdale, WA 98383 Procurement@housingkitsap.org
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Professional Services Contract

This Professional Services Contract (“Contract”) between Kitsap County Consolidated Housing Authority DBA Housing Kitsap, having its principal offices at 2244 NW Bucklin Hill Rd Silverdale, WA 98383 (“HK”) and Environmental Works Community and Design Center, an Architectural and Engineering Firm having its principal offices at 402 15th Avenue East, Seattle WA 980112 (“Consultant”).

In consideration of the terms and conditions of this Contract, the parties agree as follows:

SECTION 1. TERM AND EFFECTIVE DATE

- 1.1 The Contract is entered into on October 27, 2026, but shall be effective as of September 2, 2026 and terminate December 31, 2028, unless terminated or extended. The Contract may be extended for additional consecutive terms at the mutual agreement of the parties. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of HK.

SECTION 2. SERVICES

- 2.1. Scope of Work. Consultant shall provide all services identified in the Scope of Services, which is incorporated herein by reference. Consultant shall complete the design phase for three (3) buildings.
- 2.2. Contract. “Contract” means this Contract and any exhibits, amendments, and solicitation documents accepted by HK. All such documents are incorporated herein in full by this reference.
- 2.3. Personnel. Consultant shall have and maintain complete responsibility for its Personnel. “Personnel” means Consultant and Consultant’s employees, subconsultants, volunteers, interns, agents, and any other person utilized by the Consultant directly or indirectly or through third parties to perform any Services under the Contract. Consultant shall promptly remove any Personnel performing Services on request from HK Representative.
- 2.4. Standards. Consultant warrants that i) Consultant has the qualifications, knowledge, experience, skills, and resources necessary to provide all Services; ii) all Services shall be provided by Personnel experienced in their respective fields and in a manner consistent with the standards of care, skill, diligence, and knowledge commonly possessed and exercised by experienced professionals in the same discipline in the same or similar circumstances; and iii) all Services shall be performed to HK’s reasonable satisfaction and according to the schedule agreed to by the parties.
- 2.5. Communication. Consultant shall keep HK informed of the progress of the Services in the manner, method, and intervals requested by HK.

SECTION 3. COMPENSATION AND PAYMENT

- 3.1. Compensation. The initial project review will be provided as per terms of the proposal, attached herein. Additional project steps will vary in payment depending on the scope of the work requested and provided at the completion of the project. Compensation paid under the Contract by HK shall not exceed \$367,456.00. A breakdown of the compensation is incorporated herein by reference.
- 3.2. Invoice. Consultant will submit one (1) invoice to HK per month for payment of Services completed to date, unless otherwise provided herein. Each invoice shall identify the Services performed, dates performed, and any other information requested by HK.
- 3.3. Payment. HK will make reasonable efforts to pay Consultant within thirty (30) days from the date HK receives a complete and correct invoice, unless otherwise provided herein. All funds disbursed to Consultant will be processed by Direct Deposit via Automated Clearing House (ACH), unless otherwise agreed to by the parties.
- 3.4. Insurance/W-9 Compliance. All payments are expressly conditioned upon Consultant's compliance with all insurance requirements and submission of a current IRS W-9 form to HK. Payments may be suspended in full in the event of noncompliance. Upon full compliance, payments will be released to Consultant unless otherwise provided herein.
- 3.5. Restrictions. Consultant will only be entitled to receive payment for Services expressly authorized in the Contract and received during the Contract term and accepted by HK. Consultant acknowledges oral requests and approvals of additional services or additional compensation are prohibited and unenforceable. Advance payments are not authorized. All suggested changes to the contract must be in writing and accepted by Housing Kitsap
- 3.6. Travel. Consultant will only be entitled to receive payment for preapproved out-of-town travel expenses expressly authorized in writing by HK. HK will reimburse Consultant for all preapproved and authorized out-of-town travel expenses, such as automobile/airline travel, hotel, meals, and cab fare. Any travel expenses incurred or paid by Consultant shall be reimbursed at a rate not to exceed the current Washington state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current travel rates may be accessed at:
<https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>.

SECTION 4. TERMINATION

- 4.1. For Convenience. HK may terminate the Contract, in whole or in part, without penalty, for any reason or no reason, with ten (10) days prior notice to Consultant.
- 4.2. For Funding issues. If any funding for Services is not available, withdrawn, reduced, or limited in any way, or if additional or modified conditions are placed on the funding after the Contract becomes effective, HK may: (1) accept a decreased price offered by Consultant; (2) terminate the Contract; or (3) terminate the Contract and re-solicit the requirements.

- 4.3. Termination for Default. HK may immediately terminate the Contract, in whole or part, due to the failure of Consultant to comply with any Contract term or condition, or to make satisfactory progress in performing the Contract, subject to the provisions of 11.1, or if HK determines Consultant has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity. Consultant shall immediately notify HK if Consultant becomes suspended or debarred.
- 4.4. Procedures. Upon receipt of notice of termination, Consultant shall stop all Services as directed in the notice, notify Personnel of the termination date, and minimize further costs. All goods, materials, documents, data, and reports prepared by Consultant under the Contract shall become the property of, and delivered to, the HK on demand. A final payment will be made to the Consultant only for Services performed and accepted by HK through the effective date of termination. No costs incurred after the effective date of the termination will be paid.

SECTION 5. INDEMNIFICATION

- 5.1. To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless HK and its elected and appointed officials, officers, employees, and agents (collectively "Indemnitees") from and against all Claims resulting from or arising out of the performance of the Contract, whether such Claims arise from the acts, errors, or omissions of the Consultant, its Personnel, third parties, or HK, or anyone directly or indirectly employed by any of them or anyone for whose acts, errors, or omissions any of them may be liable. It is the specific intent of the parties that the Indemnitees shall, in all instances, except Claims arising from the sole negligence or willful misconduct of the Indemnitees, be indemnified by the Consultant from and against any and all Claims.
- 5.2. With regard to any Claim against any Indemnitee by any of Consultant's Personnel, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, Consultant's indemnification obligation shall not be limited in any way by a limitation on the amount or type of damages, compensation, or benefits payable by or for Consultant or Consultant's Personnel under workers compensation acts, disability benefit acts, or other employee benefit acts. Solely for the purposes of this indemnification provision, Consultant expressly waives its immunity under Title 51 RCW (Industrial Insurance) and acknowledges this waiver was mutually negotiated by the parties.
- 5.3. Architectural, Landscape Architectural, Engineering, or Land Surveying Services. Should a court of competent jurisdiction determine the Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the HK, its officers, officials, employees, and agents, Consultant's liability hereunder, including the duty and cost to defend, will be only to the extent of Consultant's negligence.
- 5.4. Claim. "Claim" means all losses, claims, suits, actions, liabilities, damages, demands, judgments, settlements, expenses, fines, or other liabilities of any kind or nature whatsoever, including without limitation, all costs including costs of Claim processing, investigation, reasonable attorneys' fees, and damages, for any personal or bodily injury, sickness, disease, disability, or death, or loss or damage to tangible or intangible business or property, including the loss of use.

Claim includes any infringement of copyright, patent, trademark, or other proprietary rights of any third parties arising out of Contract performance or use by HK of materials furnished or work performed under the Contract.

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

SECTION 6. INSURANCE

- 6.1. Minimum Insurance Required. Consultant and its subconsultants, if any, shall procure and maintain, until all of the Contract obligations have been fully discharged, including any warranty period, all insurance required in this Section with an insurance company duly licensed in Washington State with an A.M. Best Company ratings of not less than A-VIII and a category rating of not less than "8", with policies and forms satisfactory to HK. Use of alternative insurers requires prior written approval from HK. Coverage limits shall be at minimum the limits identified in this Section, or the limits available under the policies maintained by Consultant without regard to the Contract, whichever is greater.
- 6.2. Professional Liability. Not less than \$1,000,000 per claim and \$2,000,000 annual aggregate. Coverage will apply to liability for professional error, act or omission arising out of or in connection with Consultant's Services under the Contract. The coverage shall not exclude bodily injury, property damage or hazards related to the work rendered as part of the Contract or within the scope of Consultant's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such Services are rendered under the Contract.
- 6.3. Commercial General Liability ("CGL"). Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include personal injury, bodily injury, and property damage for premise-operations liability, products/completed operations, personal/advertising injury, contractual liability, independent Consultant liability, and stop gap/employer's liability. Coverage shall not exclude or contain sub-limits less than the minimum limits required herein, without the prior written approval of the HK. The certificate of insurance for the CGL policy shall expressly cover the indemnification obligations required by the Contract.
- 6.4. Automobile Liability.
☐ Consultant shall maintain personal automobile insurance on all vehicles used for Contract purposes as required by law.

- ☐ Not less than \$100,000 per occurrence and \$300,000 annual aggregate. If a personal automobile liability policy is used to meet this requirement, it must include a business rider and cover each vehicle to be used in the performance of the Contract. If Consultant will use non-owned vehicles in performance of the Contract, the coverage shall include owned, hired, and non-owned automobiles.
- ☐ Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include liability for any and all owned, hired, and non-owned vehicles. Coverage may be satisfied with an endorsement to the CGL policy.
- 6.5. Umbrella or Excess Liability. Contactor may satisfy the minimum liability limits required for the CGL and Automobile Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the annual aggregate limit shall not be less than the highest "Each Occurrence" limit for either CGL or Automobile Liability. Consultant agrees to an endorsement naming the HK as an additional insured as provided in this Section, unless the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- 6.6. Workers' Compensation and Employer Liability. If applicable, Consultant shall maintain workers' compensation insurance as required under the Title 51 RCW (Industrial Insurance), for all Consultant's Personnel eligible for such coverage. If the Contract is for over \$50,000, then the Consultant shall also maintain employer liability coverage with a limit of not less than \$1,000,000.
- 6.7. Primary, Non-Contributory Insurance/Subconsultants. Consultant's and its subconsultants' insurance policies and additional named insured endorsements will provide primary insurance coverage and be non-contributory. Any insurance or self- insurance programs maintained or participated in by the HK will be excess and not contributory to such insurance policies. All Consultant's and its subconsultants' liability insurance policies must be endorsed to show as primary coverage. Consultant shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subconsultant. All subconsultants shall comply with all insurance and indemnification requirements herein.
- 6.8. Review of Policy Provisions. Upon request, Consultant shall provide a full and complete copy of all requested insurance policies to HK. HK reserves the right without limitation, but has no obligation to revise any insurance requirement, or to reject any insurance policies that fail to meet the requirements of the Contract. HK also has the right, but no obligation to review and reject any proposed insurer providing coverage based upon the insurer's financial condition or licensing status in Washington. HK has the right to request and review the self-insurance retention limits and deductibles, and Consultant's most recent annual financial reports and audited financial statements, as conditions of approval. Failure to demand evidence of full compliance with the insurance requirements or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver, of its obligation to maintain all the required insurance at all times as required herein.
- 6.9. Waiver of Subrogation. In consideration of the Contract award, Consultant agrees to waive all rights of subrogation against HK, its elected and appointed officials, officers, employees, and

agents. This waiver does not apply to any policy that includes a condition that expressly prohibits waivers of subrogation by the insured or that voids coverage should Consultant enter into a waiver of subrogation on a pre-loss basis.

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

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

- 6.11. General. The coverage limits identified herein are minimum requirements only and will not in any manner limit or qualify the liabilities or obligations of Consultant under the Contract. All insurance policy deductibles and self-insured retentions for policies maintained under the Contract shall be paid by Consultant. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to HK, its elected and appointed officials, officers, employees, or agents. Consultant's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, subject to the limits of the insurer's liability.
- 6.12. Claims-Made. If the Consultant's liability coverage is written as a claims-made policy, the Consultant shall purchase an extended-reporting period or "tail" coverage for a minimum of three (3) years following completion of the performance or attempted performance of the provisions of this Contract.

SECTION 7. NOTICE AND CONTRACT REPRESENTATIVES

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

HK's Contract Representative

Name: Dean Nail

Title: Director of Acquisition and Development

Add: 2244 NW Bucklin Hill Rd, Silverdale, WA 98383

Phone: 360-535-6134

Email: naild@housingkitsap.org

Consultant's Contract Representative

Name: Jesse Zimbabwe
Title: Executive Director
Add: 402 15th Avenue East, Seattle WA 98112
Phone: (206) 329-8300
Email: jzimbabwe@eworks.org

SECTION 8. AMENDMENTS, SUBCONTRACTS, INDEPENDENT CONSULTANT

- 8.1. Amendment. No amendment or modification to the Contract will be effective without the prior written consent of the authorized representatives of the parties.
- 8.2. Successors and Assigns. To the extent permitted by law, the Contract is binding on the parties' respective partners, successors, assigns, executors, and legal representatives.
- 8.3. Assignments. Except with the prior written consent of the other party, each party shall not assign or transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law any right, duty, obligation, or remedy under the Contract. Any purported assignment or transfer in violation of this section shall be void.
- 8.4. Subcontracts. Consultant shall provide the HK a list of all subconsultants and the subconsultants' proposed responsibilities. "Subcontract" means any contract, express or implied, between Consultant and another party or between a subconsultant and another party delegating or assigning, in whole or in part, the making or furnishing of any material or service for the performance of the Contract. All subcontracts shall incorporate by reference the terms and conditions of this Contract. Consultant is solely responsible for the performance and payment of its subconsultants.
- 8.5. Independent Consultant. Each party under the Contract shall be for all purposes an independent Consultant. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. Consultant shall have complete responsibility and control over its Personnel. Neither Consultant nor its Personnel shall be, or be deemed to be, or act or purport to act, as an employee, agent or representative of HK. Consultant and its Personnel shall have no HK employee-type benefits of any kind whatsoever, including without limitation, insurance, pension plan, vacation pay or sick pay, or other right or privilege afforded to HK employees. Consultant and its Personnel shall be responsible for payment of all insurance, taxes, and benefits.

SECTION 9. OWNERSHIP, CONFIDENTIAL INFORMATION AND BREACH

- 9.1. Ownership. Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films, or any other material created, prepared, produced, constructed, assembled, made performed, or otherwise produced by Consultant or its Personnel for delivery to HK under this Contract shall be the sole and absolute property of HK. All such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C § 101, and the ownership of the copyright and any other intellectual property rights in such property shall

vest in HK at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material Consultant uses to perform this Contract that is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by HK is owned by Consultant and is not “work made for hire” within the terms of the Contract.

- 9.2. Confidential Information/Breach. Consultant shall ensure that all personal identifying information, financial information, and other information submitted or made available to Consultant by, or on behalf of, HK, or acquired or developed by Consultant in the performance of the Contract (unless publicly available) is kept confidential, secured, and protected to prevent unauthorized access. Such information will be utilized by Consultant solely as necessary for the performance of Services under the Contract and not made available to any other person without HK’s prior written consent. In the event of unauthorized access or other security breach, Consultant shall immediately notify the Contract Representative and shall at its sole expense comply with all requirements of RCW 19.255.010, in effect at any given time. Upon expiration or termination of the Contract, all confidential information shall be returned to HK or destroyed at HK’s discretion.
- 9.3. Consultant shall comply with Housing Kitsap’s Artificial Intelligence Usage Policy (“AI Policy”), which sets forth requirements for responsible AI usage and is incorporated by reference into this Contract. The AI Policy applies to all Housing Kitsap personnel, which is defined by the AI Policy to include consultants. Consultant is responsible for reviewing the AI Policy, signing the AI Policy to represent agreement thereto, and participating in any AI Policy and approved AI tools training. Failure to comply with the AI Policy may be grounds for termination of this Contract.

SECTION 10. REPRESENTATIONS AND RECORDS

- 10.1. No Fee. Consultant certifies it has not received, nor paid or agreed to pay, another person or entity, other than a bona fide employee working exclusively for Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Contract.
- 10.2. Licenses, Permits and Taxes. Consultant shall, at its own expense, have and maintain all licenses, registrations, permits, and approvals necessary for the performance of the Contract, including without limitation, registration with the Washington State Department of Revenue. Consultant shall pay all fees (including licensing fees) and applicable federal, state, and local taxes.
- 10.3. Compliance. Consultant and its Personnel, and the Services provided by Consultant and its Personnel, shall comply with all applicable laws, codes, and standards in effect at any given time regardless as to whether such laws are referred to by HK. If required for the Services provided, Consultant and its Personnel shall submit to a background check as directed by HK.
- 10.4. Nondiscrimination. Consultant and its Personnel shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of the Contract.

- 10.5. Public Records. Consultant acknowledges the Contract and all public records associated with the Contract shall be available to HK for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW ("Act"). To the extent that public records in the custody of Consultant are needed for HK to respond to a request under the Act, as determined by HK, Consultant shall make them promptly available to HK at no cost to HK. If the Consultant considers any portion of any record provided to HK under the Contract, whether electronic or hard copy, to be protected from disclosure under the law, the Consultant shall clearly identify all specific information it claims to be confidential or proprietary. If HK receives a request under the Act to inspect or copy the information that has been identified by Consultant as protected from disclosure and HK determines that release of the information is required by the Act or otherwise appropriate, HK's sole obligation will be to make a reasonable effort to notify Consultant of the request and the date that such protected information will be released to the requester unless Consultant obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If Consultant fails to timely obtain a court order enjoining disclosure, HK will release the requested information on the date specified. HK has, and by this Section assumes, no obligation on behalf of Consultant to claim any exemption from disclosure under the Act. HK will not be liable to Consultant for releasing records in compliance with the Act, this Section or court order.
- 10.6. Advertising, Logo. Consultant shall not use, advertise, or promote for commercial benefit information concerning the Contract or use any trade name, trademark, or logo of HK, without HK's prior written consent.
- 10.7. Audit and Record Retention. Consultant and its Personnel shall retain all books, documents, and records relating to performance of the Contract and Services provided in connection with this Contract for six (6) years after completion of the Contract or longer if requested by the HK. All records shall be subject to inspection and audit by the HK. Upon request, the Consultant shall promptly make available to the HK a legible copy of all books, documents, and records at no cost to the HK.

SECTION 11. RIGHTS AND REMEDIES

- 11.1. Failure to Perform. If HK determines Consultant has failed to perform any material obligation of the Contract, and such failure has not been cured within ten (10) days' following notice from HK, HK may without penalty, in its discretion, withhold all monies due the Consultant until such failure is cured to the reasonable satisfaction of HK.
- 11.2. Right of Assurance. If HK in good faith has reason to believe Consultant does not intend, or is unable to perform, or continue performing under the Contract, HK may demand in writing that Consultant give a written assurance of intent to perform. Should Consultant fail to provide adequate assurance to the reasonable satisfaction of HK, by the date specified the demand, HK may terminate all or part of the Contract and pursue all other rights and remedies available at law and in equity.
- 11.3. Responsibility for Errors. All Services shall be completed to the reasonable satisfaction of HK and as required herein. Upon request, Consultant shall provide any clarifications and/or explanations regarding any Services provided as required by HK, at no additional cost to HK. In the event of an error or omission under the Contract, Consultant shall, at no cost to the HK, provide all necessary

design drawings, estimates, and all other professional services the HK deems necessary to rectify and correct the matter to the satisfaction of HK. Consultant shall continue to be responsible for the accuracy of Services, even after the Work is accepted by HK and the termination or expiration of the Contract.

- 11.4. Remedies. All HK rights and remedies under the Contract are in addition to, and shall in no way limit, any other rights and remedies that may be available to HK at law and in equity.
- 11.5. Right of Off-Set; Reimbursement. HK will be entitled to offset against any sums due Consultant and to reimbursement from Consultant for any damages, expenses, or costs incurred by HK due to Consultant's nonconforming performance or failure to perform the Services under the Contract.
- 11.6. Waiver. Either party's failure to insist upon the strict performance of any provision of the Contract, or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach, will not constitute a waiver of any right or remedy under the Contract unless expressly so agreed in writing by an authorized representative.
- 11.7. Breach. In the event of a material breach by Consultant, HK may procure, on terms and in the manner that it deems appropriate, Services to replace those under the Contract. The Consultant shall be liable to HK for any and all costs, expenses, penalties, and fees incurred by HK in procuring such Services in substitution for those due from Consultant under the Contract.

SECTION 12. GOVERNING LAW, DISPUTES

- 12.1. Governing Law; Venue. The Contract will be governed in all respects by the laws of the State of Washington, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050.
- 12.2. Disputes. Conflicts and disagreements between the parties related to the Contract will be promptly brought to the attention of HK. Any dispute relating to the quality or acceptability of performance or compensation due the Consultant will be decided by the HK's Contract Representative. All decisions of HK's contract Representative are considered final; however, nothing herein prohibits either party from seeking judicial relief.

SECTION 13. PREVAILING WAGE

Not Applicable

SECTION 14. GENERAL PROVISIONS

- 14.1. Implied Contract Terms. Each provision of law and any terms required by law to be in the Contract are made a part of the Contract as if fully stated in it.
- 14.2. Headings/Captions. Headings and captions used are for convenience only and are not a part of the Contract and do not in any way limit or amplify the terms and provisions hereof.

- 14.3. No Party the Drafter. The Contract is the product of negotiation between the parties, and no party is deemed the drafter of the Contract.
- 14.4. No Third-Party Beneficiary. No provision of the Contract is intended to, nor will it be construed to, create any third-party beneficiary or provide any rights or benefits to any person or entity other than HK and Consultant.
- 14.5. Severability. If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid, or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 14.6. Counterparts. The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement.
- 14.7. Non-Exclusive Contract. HK may at its discretion enter into multiple agreements to obtain the same or similar services that are the subject of this Contract or may have its own employees perform the same or similar services contemplated by the Contract.
- 14.8. Survival. Those provisions of this Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, without limitation: Sections 5 (Indemnification), 6 (Insurance), 8 (Independent Consultant), 9 (Ownership, Confidential Information and Breach), 11 (Rights and Remedies), 12 (Governing Law, Disputes), and 14 (General Provisions).
- 14.9. Entire Agreement. The parties acknowledge the Contract is the product of negotiation between the parties and represents the entire agreement of the parties with respect to its subject matter. All previous agreements and representations, whether oral or written, entered into prior to this Contract are hereby revoked and superseded by the Contract.
- 14.10. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Contract on behalf of the party for whom they sign.

Dated this ____ day of _____, 20__

Dated this ____ day of _____, 20__

CONSULTANT NAME

**KITSAP COUNTY CONSOLIDATED HOUSING
AUTHORITY DBA HOUSING KITSAP**

Signature

Signature

Print Name

Title

PROJECT NAME	Housing Kitsap- Howerton Place
PROJECT NUMBER	26013
DATE	10/16/2026
CONSTRUCTION BUDGET	\$ 5,200,000.00 (Not including sales tax)
BUILDING TYPE	Multi Family Housing
SCOPE OF SERVICES	Design phase services for three new buildings and associated site improvements

BASIC SERVICES

	Phase	Hours	Hourly Rate	EW Fee	Total Fee
Aug-Sept 26	Schematic Design	332	\$150	\$49,800	\$72,900
Sept-Dec 26	Design Development	384	\$150	\$57,600	\$95,000
Jan 27-Jun 27	Contract Documents	620	\$155	\$93,000	\$155,700
	Total	1336		\$200,400.00	\$323,600

Subconsultants

	Fee	Markup	Total Fee	
Structural Engineering (Atlas)	\$52,000	10%	\$57,200.00	Design Phases
MEP Full Design (Sider+Byers)	\$60,000	10%	\$66,000.00	Design Phases

SUBTOTAL BASIC SERVICES

\$323,600

SUPPLEMENTAL SERVICES

	Estimated Cost	Hourly Markup	Fee	
Subconsultant & EW Services				
Landscape Arch (ERLA)	\$19,360	10%	\$21,296	Hourly not to exceed
Rendering (per rendering)	\$3,000		\$3,000	Hourly not to exceed
ESDS Coordination and Documentation	\$9,000		\$9,000	Hourly not to exceed
MEP CA	\$11,400	10%	\$12,540	Fixed
Energy Code Envelope Forms	\$10,000	10%	\$11,000	Hourly, need one form per building
Structural CA	\$13,000	10%	\$14,300	Fixed
Cost Estimating Services DD	\$2,000	10%	\$2,200	
Cost Estimating Services CD	\$2,250	10%	\$2,475	
Civil	By Owner	10%	\$0	
Interior Designer	By Owner	10%	\$0	
Other	By Owner	10%	\$0	

SUBTOTAL ADDITIONAL SERVICES

\$75,811

CREDIT FOR ARCH FEASIBILITY SERVICES

Architecture feasibility services credited on the schematic design phase	-\$31,955.00
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TOTAL FEE W/ SUPPLEMENTAL SERVICES

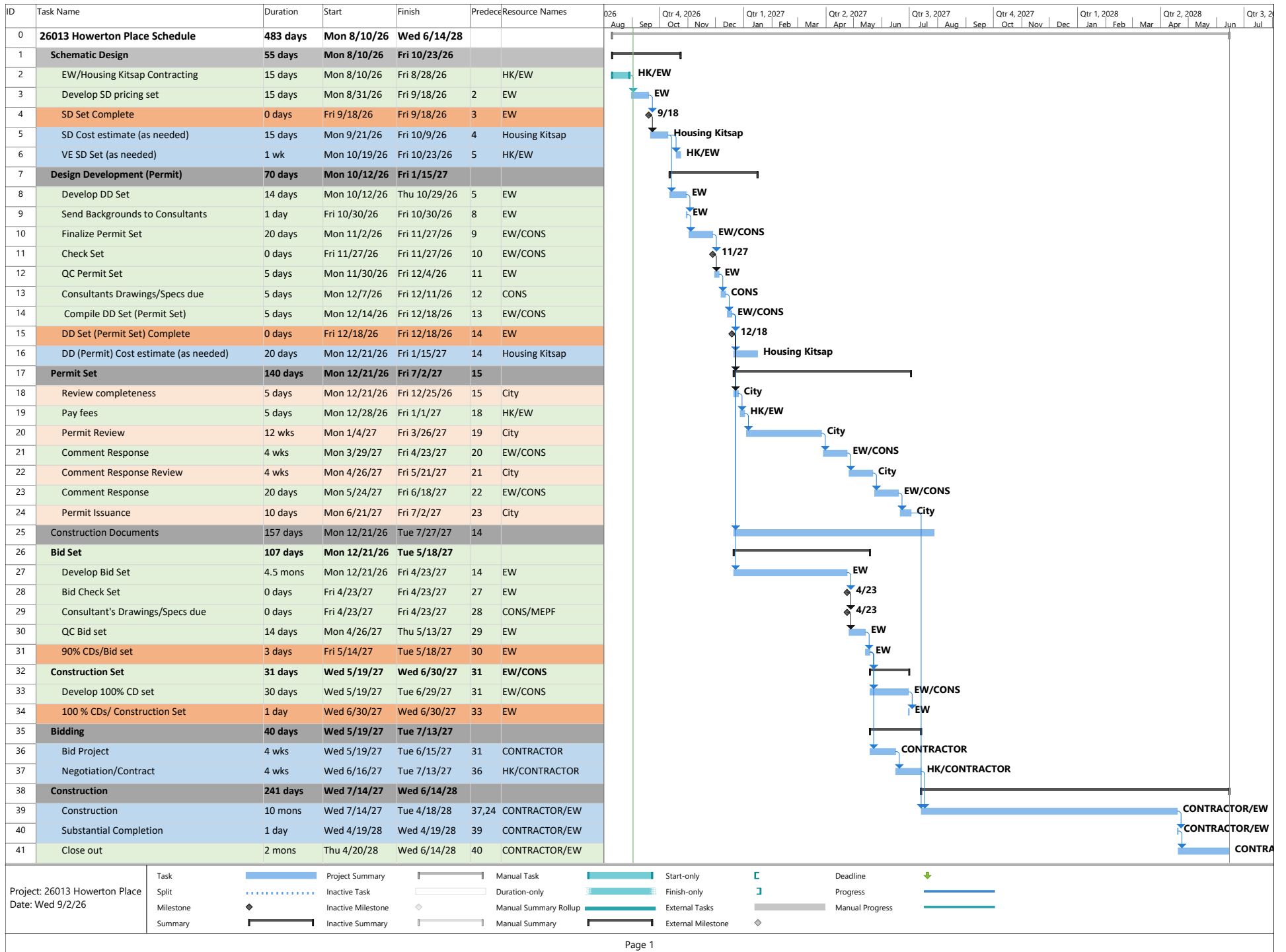
\$367,456

Reimbursables (cost plus estimate)

Printing, Delivery, Travel	\$3,500	10%	\$3,850
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Assumptions:

- Assumes 1hr client meetings every 3 weeks
- Contractor procurement/bidding is not included in this scope and will be charged as an additional service at an hourly rate (Typically 80hrs)
- Construction Administration is not included in this scope and will be charged as an additional service at an hourly rate (Typical 640hrs)
- Cost estimates to be provided by owner however a supplemental services fee shows the cost of a consultant to provide these services as needed
- City permit fees and utility fees to be paid by owner
- Housing Kitsap to contract directly with civil engineer, these fees not included in this estimate
- The following are owner provide: Site Survey, Geotechnical Engineering, Arborist Report, Commissioning, Testing and inspections, Fixtures and Furnishing design and purchasing
- Value engineering beyond 2 rounds is not included
- Client coordination may include 1-2 hours per week, beyond that will require additional services
- Other miscellaneous exclusions: advanced accessibility review, special signage design, additional/separate demo permits
- Assumes the project will proceed according to the draft schedule, significant delays or extensions may necessitate additional fee
- The fee assumes one permit will be needed for all three buildings (not three separate permit applications)
- The fee assumes the project will move forward with the current design as is, significant changes will result in additional services
- MEP fee is for full design MEP and will be design-build for fire protection, fire alarm, and low-voltage systems



AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the second day of September in the year twenty-twenty-six
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Housing Kitsap *Owner Legal Entity*
2244 NW Bucklin Hill Rd
Silverdale, Washington 98383

and the Architect:
(Name, legal status, address and other information)

Environmental Works *Architect Legal Entity*
402 15th Avenue East
Seattle, Washington 98112
206.329.8300

for the following Project:
(Name, location and detailed description)

Howerton Place
11002 NE Oregon Street, Kingston WA
Kingston, Washington 98346

The project is new construction of 12 units of affordable housing including associated site work. The design includes 3 two-story buildings that consists of one- and two-bedroom flats

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This section is not available

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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

8 1-bedroom flats

4 2-bedroom flats

Each building has a central exterior staircase.

Per funding set from Environmental Works dated May 6th 2026

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

See survey dated: 4/13/26

See Geotech dated: 5/1/26

Legal Description:

Resultant parcel a of boundary line adjustment recorded under auditor's file no. 202502200074, records of Kitsap county, Washington, being a portion of lot 4 and all of lot 5, block 3, Worthington's community beach tracts, according to the plat recorded in volume 5 of plats, page 20, records of Kitsap county, Washington; together with that portion of vaca ted Oregon a venue per volume 8 of commissioner's journal, page 367, which attaches by operation of law; and also being a portion of the north half of the southeast quarter of section 26, township 27 north, range 2 east, w.m., in Kitsap county, Washington.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
(Provide total and, if known, a line item breakdown.)

Approximately 5,196,113 (excludes escalation, A/E fees and State and Local Taxes)
Per cost estimate prepared by dated June 26 2026

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Schematic Design: September 14th
Permit Set : Mid-December
Bid Set: Summer 2027

.2 Construction commencement date:

Late Summer 2027

.3 Substantial Completion date or dates:

Spring 2028

.4 Other milestone dates:

N/A

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Design-Bid-Build, low bid contractor selection. The owner will provide pre-construction services and cost estimating as needed.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

The project will be designed to meet Evergreen Sustainable Development Standards (ESDS) Version 4.1 with a minimum of 50 points. LEED services or services to achieve any other green rating system, are not included in this contract. Environmental Works does is not providing the ESDS documentation including the project plan, project

binder or other documents required by funding sources and will not be coordination with the Department of Commerce. This service will be a supplemental service provided hourly. Environmental Works will coordinate with Housing Kitsap to ensure the design and details meet the requirements of ESDS

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Dean Nail
2244 NW Bucklin Hill Rd
Silverdale, Washington 98383
naild@housingkitsap.org

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

N/A

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

Krazan & Associates, Inc *Geotechnical Engineer Legal Entity*

.2 Civil Engineer:

AHBL *Civil Engineer Legal Entity*
Matt Weber: mweber@ahbl.com
2215 N 30th Street, Suite 300
Tacoma, Washington 98403

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

Traffic Engineer: TBD
Cost Estimator: TBD
Arborist: TBD

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Christina Congdon: ccongdon@eworks.org
402 15th Avenue East
Seattle, Washington 98112
206-787-1369

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Atlas Design Group *Structural Engineer Legal Entity*
Christopher Padin, PE, SE: chris.padin@adg-ing.com

.2 Mechanical and Plumbing Engineer:

Sider & Byers *Mechanical Engineer Legal Entity*
Dana Fontes, PE: dana@Siderbyers.com

.3 Electrical Engineer:

Sider & Byers *Electrical Engineer Legal Entity*
Dana Fontes, PE: dana@Siderbyers.com

§ 1.1.11.2 Consultants retained under Supplemental Services:

Landscape Architect: Emily Russell Landscape Architect: emily@erla.land
Cost Estimating Services: The Woolsey Company: thewoolseycompany@gmail.com

§ 1.1.12 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million (\$ 1,000,000) for each occurrence and two million (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, each employee, and two million (\$ 2,000,000) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million (\$ 1,000,000) per claim and two million (\$ 2,000,000) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall

provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 As an hourly supplemental service, during the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services – As an hourly supplemental service

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services – As an hourly supplemental service

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract

Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance

with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	Not Provided
§ 4.1.1.2 Multiple preliminary designs	Architect
§ 4.1.1.3 Measured drawings	Not Provided
§ 4.1.1.4 Existing facilities surveys	Not Provided
§ 4.1.1.5 Site evaluation and planning	Not Provided
§ 4.1.1.6 Building Information Model management responsibilities	Not Provided
§ 4.1.1.7 Development of Building Information Models for post construction use	Not Provided
§ 4.1.1.8 Civil engineering	Owner
§ 4.1.1.9 Landscape design	Supplemental Service
§ 4.1.1.10 Architectural interior design	Architect will provide color boards for typical interior and exterior finishes from samples provided by the contractor as part of basic service
§ 4.1.1.11 Value analysis	Not Provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not Provided
§ 4.1.1.13 On-site project representation	Not Provided
§ 4.1.1.14 Conformed documents for construction	Not Provided
§ 4.1.1.15 As-designed record drawings	Not Provided
§ 4.1.1.16 As-constructed record drawings	Contractor
§ 4.1.1.17 Post-occupancy evaluation	Not Provided
§ 4.1.1.18 Facility support services	Not Provided
§ 4.1.1.19 Tenant-related services	Not Provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Not Provided
§ 4.1.1.21 Telecommunications/data design	Not Provided

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.22 Security evaluation and planning	Not Provided
§ 4.1.1.23 Commissioning	Owner
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	Owner
§ 4.1.1.25 Fast-track design services	Not Provided
§ 4.1.1.26 Multiple bid packages	Not Provided
§ 4.1.1.27 Historic preservation	Not Provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not Provided
§ 4.1.1.29 Other services provided by specialty Consultants	Note Provided
§ 4.1.1.30 Other Supplemental Services	
4.1.1.31 SEPA Documentation	Not Provided
4.1.1.32 Renderings	See Supplemental service
4.1.1.33 Value Engineering (Beyond 2 rounds)	Not Provided
4.1.1.34 Procurement/Bidding Phase Services	Provided hourly as a supplemental service
4.1.1.35 Construction Administration Services	Provided hourly as a supplemental service

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

4.1.2.1.2 Architect will provide color boards for typical interior and exterior finishes provided by the Contractor. Design and specifications for owner furnishings, artworks, fabrics, etc are not provided. This is part of basic services

4.1.2.1.3 As Constructed Record Drawings: The Contractor's contract will require that they provide record drawings in the form of a digital printed set of construction drawings and specifications with red marked revisions and attachments describing changes to the work during the course of construction.

4.1.2.1.3 Landscape Drawing: Landscape Design and Construction Administration services will be provided as a supplemental service including planting plans, layout refinement, landscape details and project specifications. The irrigation will be bidder designed irrigation.

4.1.2.1.4 Renderings: The Architect will provide as a supplemental service one high-quality 3D rendering of a view selected/approved by the owner (additional renderings will be an additional fee)

4.1.2.1.5 The project will be designed to meet Evergreen Sustainable Development Standards (ESDS) 4.1. It is understood that the Architect **will not be** preparing and coordinating documents required for the ESDS submittal. The Architect will not be serving as the Evergreen Coordinator, which may include the ESDS project plan, the site binder for the contractor's use and its upkeep, the submittal of all required ESDS documentation to the Department of Commerce and coordination with the Department.

Environmental Works main role in ESDS is ensuring that the project meets the ESDS requirements through design and materials selection. If the Owner would like additional ESDS support, they may utilize the supplemental documentation listed in the scope of services.

The Owner acknowledges that ESDS may require budgetary commitments.

4.1.2.1.6 Procurement Phase: Environmental Works will not be providing procurement phase services as part of the basic services. These services may be provided as an as needed hourly, per the hourly rates provided in this document

4.1.2.1.7 Construction Administration: Environmental Works will not be providing Construction Administration services as part of basic services. These services may be provided as needed hourly. Per the hourly rates provided in this document

4.1.2.1.8 Consultant Procurement and Construction Administration: Environmental Works Consultants will provide procurement and Construction Administration services as part of Supplemental Services

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

4.1.2.2.1 Commissioning – Commissioning as required by the Evergreen Sustainable Development Standard and Energy Code will be provided as a third-party consultant hired directly by the Owner. The Architect and Contractor will coordinate with the consultant's work.

4.1.2.2.2 Civil Engineering Civil Design and Construction Administration services for on-site work and Right-of-way improvements including grading, drainage and utilities will be provided by the owner.

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;

- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Twelve (12) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Thirty (30) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement.

The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the owner, represent the owner's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Owner's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but

in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

☒ [X] Arbitration pursuant to Section 8.3 of this Agreement

☐ [] Litigation in a court of competent jurisdiction

☐ [] Other: (Specify)

Other method of dispute resolution

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

N/A

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

N/A

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute

all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1** Stipulated Sum
(Insert amount)

Stipulated Sum in which compensation is listed as a dollar amount. See attached Exhibit A Stipulated Sum
The project will be billed monthly per percent complete via the basic services and as listed in Exhibit A for supplemental services

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

See attached Exhibit A

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Hourly Rates as outlined in Article 11.7

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (ten%), or as follows:

(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

N/A

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Eighteen	percent (	18	%)
Design Development Phase	Twenty Six	percent (	26	%)
Construction Documents Phase	Twenty Five	percent (	25	%)
Procurement Phase (supplemental service)	Two	percent (	2	%)
Construction Phase (supplemental service)	Twenty Nine	percent (	29	%)

Total Basic Compensation	one hundred	percent (	100	%)
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§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Employee or Category

Rate (\$0.00)

Role	2026	2027	2028
Director	\$175	\$184	\$193
Senior Architect	\$165	\$173	\$182

Project Architect/Manager 3	\$155	\$163	\$171
Project Architect/ Manager 2	\$140	\$147	\$154
Project Architect/ Manager 1	\$115	\$121	\$127
Architectural Associate 2	\$100	\$105	\$110
Architectural Associate 1	\$95	\$100	\$105
Community Relations Manager	\$120	\$126	\$132
Community Relations Associate	\$110	\$116	\$122
Interns	\$80	\$84	\$88

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

Architect's Insurance

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of zero (\$ 0.00) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty-five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

One- and one-half percent (1.5) % per month

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

12.1 A portion of the Schematic Design work provided by the Architect was completed before the start of this contract. The Architect will invoice for this work and the total for the Architectural design services will be applied to the schematic design phase.

12.2 Cost estimating and value engineering will be contracted separately by the Owner. The Architect has provided a cost in supplemental services from a consultant to provide cost estimating services for two additional cost estimates. This scope does not include value engineering. The Architect will provide information to the cost estimator and will coordinate with them at the various stages of estimating.

12.3 The Architect is not providing procurement services as part of the basic services of this contract. If required, the fee for procurement will be hourly.

12.4 The Architect is not providing construction administration as part of the basic services of this contract. If required, the fee for construction contract administration will be hourly and will be increased for design and administration services required by Modification Proposals to the Construction Contract. Compensation will be on an hourly basis as stated in Article 11.3. If the Modification Proposal is a result of errors or omissions of the Architect, there will be no addition or reduction on compensation.

The estimated hours listed for CA services includes the following assumptions:

- a. Assumed a 10 month construction period
- b. 20 CA meetings
- c. The contractor will be responsible for meeting minutes during construction
- d. The contractor will be responsible for completing the ES&S site binder
- e. 2 days of punchlists
- f. 60hrs of RFI's
- g. 10 site visits
- h. 100hrs of submittal review

Given the low bid nature of the project CA services will be difficult to predict and will be provided hourly.

12.5 The estimated reimbursable allowance is as shown on Exhibit A. This amount is in addition to basic and supplemental services. The cost provided in Exhibit A for reimbursables is an estimate only.

12.6 The Mechanical Electrical and Plumbing design will be to provide full design services for a design-bid-build procurement process. Fire Protection, fire alarm and low-voltage systems will be Design Build. The MEP consultant

will provide services from Schematic Design thru Construction Documents as basic services. MEP services from procurement thru Construction Administration will be a supplemental service.

12.7 The Structural Engineer will provide design services from Schematic Design- Construction Documents as part of basic services. Structural Services from procurement through Construction Administration will be a supplemental service.

12.7 Evergreen Sustainable Development Standard (ESDS) coordination and documentation services will be provided as a supplemental service. This includes but is not limited to coordination with the Department of Commerce, supplying the required ESDS project plan to the Department of Commerce, creating the site binder, and acting as the ESDS project coordinator during construction.

12.8 Other Miscellaneous exclusions include: Shoring design, advanced accessibility review, special signage design, additional/separate demo permits.

12.9 The fee for basic services assumes there will be one permit needed for all three buildings (not three separate permit applications)

12.10 The fee assumes the project will proceed according to the draft schedule, significant delays or extensions may necessitate additional fee

12.11 Client coordination may include 1-2hous per week, beyond that will require additional services

12.12 City permit fees and utility fees are not included in basic services.

12.13 The following will be provided by the owner: Site Survey, Geotechnical Engineering, Arborist Report, Commissioning, Testing and Inspections, Fixtures and Furnishings design and purchasing

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

.2 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

[X] Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit A – Stipulated Sum

.4 Other documents:
(List other documents, if any, forming part of the Agreement.)

N/A

This Agreement entered into as of the day and year first written above.

Signature

OWNER *(Signature)*

BY: Dean Nail, Director of Acquisition and
Development

(Printed name and title)

Signature

ARCHITECT *(Signature)*

BY: Christina Congdon, Director of Operations

(Printed name, title, and license number if required)

DRAFT

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

RESOLUTION 2026-37

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE PROFESSIONAL SERVICES
CONTRACT NO. 27-EW-HOW FOR AN AMOUNT NOT TO EXCEED \$367,456.00**

WHEREAS, the Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), is authorized under Washington State law to acquire, own, and develop real estate for the purpose of expanding affordable housing opportunities; and

WHEREAS, Housing Kitsap has purchased the property known as Howerton Place, located at 11002 NE Oregon Street, Kingston, Washington, for the development of approximately twelve (12) affordable housing units; and

WHEREAS, the proposed development will include a mix of one- and two-bedroom units and will be subject to a forty-year (40-year) affordability covenant restricting occupancy to households earning no more than fifty percent (50%) of Area Median Income (AMI); and

WHEREAS, Housing Kitsap's contracted architect, Environmental Works, has submitted a formal proposal for the design phase of the Howerton Place project; and

WHEREAS, under the current professional contract 2026-EW-HK signed in February 2026, Environmental Works is authorized to provide architectural services for any Housing Kitsap project deemed appropriate;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners authorizes the Executive Director to execute Contract 27-EW-HOW for the architectural design of Howerton Place for a not to exceed amount of \$367,456.00, under the guidelines set forth within.

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

ESTIMATED TIME: 5 minutes

AGENDA ITEM: 7. I.

AGENDA TITLE: Discussion and possible action regarding Resolution 2026-38 approving the Tenant Selection and Continued Occupancy Plan (TSCOP) for Stoneridge Townhomes.

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

Summary:

Housing Kitsap has adopted a standardized framework for the Tenant Selection and Continued Occupancy Plan (TSCOP) to ensure consistent, fair, and transparent leasing practices across its portfolio. While the core structure of the TSCOP remains uniform, each version is customized at the property level to reflect the regulatory requirements of the funding sources specific to that property. Each TSCOP is reviewed to ensure it aligns with these funding-specific rules while remaining enforceable and easy for site staff to apply.

Stoneridge Townhomes is anticipated to be purchased on October 27, 2026, from Lennar Northwest, LLC. A TSCOP was created in accordance with the standardized framework as mentioned above.

Once approved, the TSCOP will be used in the upcoming leasing phase of the Stoneridge Townhomes development. Housing Kitsap has established the necessary regulatory and operational frameworks. Full compliance with property management guidelines is required prior to accepting tenant applications.

Recommended Action: Approve Resolution 2026-38 approving the Tenant Selection and Continued Occupancy Plan (TSCOP) for Stoneridge Townhomes.

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



2244 NW Bucklin Hill Road
Silverdale, WA 98383

Phone: (360) 535-6100
Fax: (360) 535-6169
TDY/TYY 711

www.HousingKitsap.org

Tenant Selection and Continued Occupancy Policy

Stoneridge Townhomes

**Management office located at:
385 Nollwood Lane W Bremerton, WA 98312**

Phone: (360) 627-7028

Fax: (360) 627-7031

Email: stoneridge@housingkitsap.org



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 Road, Silverdale, WA 98383.



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I. Introduction

The Tenant Selection and Continued Occupancy Policy (TSCOP) for Stoneridge Townhomes serves as a guiding document to ensure fair, consistent, and transparent management of tenant selection and ongoing occupancy. This Policy is designed to ensure compliance with all applicable federal, state, and local housing regulations, as well as the funding requirements applicable to Stoneridge Townhomes.

Stoneridge Townhomes consists of 17 units located in Kitsap County, Washington. The property is subject to income and occupancy restrictions established through the Washington State Department of Commerce Housing Trust Fund (HTF) and Community Investments in Affordable Housing (CIAH) programs. Six units are restricted to households earning no more than 60% of Area Median Income (AMI), including three units funded through CIAH with an admission preference for Veterans. The remaining eleven units are restricted to households earning no more than 80% AMI.

All applicants must meet applicable income eligibility, occupancy, and suitability requirements. Housing Kitsap will administer the Veterans preference in accordance with the applicable funding agreements, fair housing requirements, and the tenant selection procedures established in this Policy.

Unit Size	Number of Units
Two Bedroom	17

Accordingly, this Policy is aligned with the regulatory requirements of the following:

- **The Fair Housing Act**
- **Washington State and local landlord-tenant laws** (including RCW 59.18, Residential Landlord-Tenant Act), as applicable to all rental housing
- **Washington State Department of Commerce Housing Trust Fund (HTF) requirements**, including applicable income restrictions, occupancy standards, and affordability requirements
- **Community Investments in Affordable Housing (CIAH) requirements**, including applicable income restrictions and the Veterans admission preference
- **Other applicable federal, state, or local requirements** governing affordable housing programs and tenant protections

This TSCOP outlines the procedures used to determine eligibility, select applicants, verify information, and manage ongoing occupancy. It promotes housing access consistent with Housing Kitsap's commitment to equity, transparency, and regulatory compliance.

Purpose

The primary purpose of this plan is to establish policies and procedures governing the selection of eligible tenants and the continued occupancy of those tenants at Stoneridge Townhomes. The TSCOP is



designed to ensure that housing resources are allocated equitably and efficiently, while supporting the development of stable, diverse, and inclusive communities.

Scope

This plan applies specifically to Stoneridge Townhomes and governs both initial tenant selection and continued occupancy for current and future residents.

Key procedures addressed in this plan include:

- Eligibility determination
- Application and screening processes
- Resident responsibilities
- Lease compliance
- Grievance procedures

II. Fair Housing and Non-Discrimination Policy

Housing Kitsap complies with all applicable federal, state, and local fair housing and civil rights laws. In accordance with these laws, discrimination is prohibited on the basis of race, color, religion, sex (including gender identity and sexual orientation), national origin, age, disability, or familial status.

These protections apply to all aspects of Housing Kitsap's operations, including but not limited to:

- Acceptance and processing of applications
- Selection of tenants from the wait list
- Assignment of units
- Certification and recertification of eligibility for housing assistance

Housing Kitsap is committed to ensuring that all individuals have **equal access to housing opportunities** and are treated with fairness, dignity, and respect.

Complying With Civil Rights Laws

Housing Kitsap is committed to ensuring that all applicants and residents at Stoneridge Townhomes are treated fairly, equitably, and without discrimination. This policy applies to all units at the property.

Housing Kitsap complies with, but is not limited to, the following civil rights and fair housing laws and regulations:

1. Title VI of the Civil Rights Act of 1964 – Prohibits discrimination on the basis of race, color, or national origin in any program receiving federal financial assistance. (24 CFR § 1)
2. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) – As amended, prohibits discrimination based on race, color, religion, sex (including gender identity and sexual orientation), national origin, familial status, or disability. (24 CFR § 100)



3. Section 504 of the Rehabilitation Act of 1973 – Prohibits discrimination on the basis of disability and requires reasonable accommodations and program accessibility for persons with disabilities in federally assisted housing. (24 CFR § 8)
4. Americans with Disabilities Act (ADA), Title II – Applies to common areas and services provided by public entities and supplements the protections of Section 504.
5. Age Discrimination Act of 1975 – Prohibits discrimination based on age in programs receiving federal assistance. (24 CFR § 146)
6. Executive Order 11063 – Prohibits discrimination in the sale, leasing, or rental of properties that receive federal financial assistance.
7. HUD’s Equal Access Rule – Ensures equal access to housing regardless of sexual orientation, gender identity, or marital status. Although this rule applies to HUD-funded programs, Housing Kitsap extends these protections across all programs.
8. Washington State Law Against Discrimination (RCW 49.60.030) – Provides protections on the basis of race, creed, color, national origin, sex, marital status, age, honorably discharged veteran or military status, sexual orientation, gender identity, disability, or the use of a trained guide or service animal.

Additional Civil Rights Practices for Federally and State-Funded Housing:

- **Affirmatively Furthering Fair Housing (AFFH):**
Housing Kitsap actively promotes inclusive and equitable housing practices. Where applicable, it takes meaningful actions to address patterns of segregation and foster diverse communities, consistent with HUD’s AFFH principles.
- **Limited English Proficiency (LEP):**
Housing Kitsap ensures meaningful access for applicants and residents with limited English proficiency. Services such as translation, interpretation, and multilingual outreach are provided to ensure clear communication and equitable treatment.
- **No Discrimination Based on Perceived Group Membership:**
Housing Kitsap shall not deny admission to otherwise eligible applicants based on assumptions, stereotypes, or generalized beliefs about any group (e.g., unmarried parents, student households, etc.).
- **Fair and Consistent Application:**
All tenant selection and occupancy decisions are made strictly in accordance with this Tenant Selection and Continued Occupancy Policy (TSCOP). No applicant or resident shall receive preferential or adverse treatment based on personal relationships, political connections, or any other non-merit-based factor.



Section 504 and Grievance Procedure for Disability Discrimination

Housing Kitsap does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in its federally assisted programs and activities. According to Section 504 of the Rehabilitation Act of 1973, “no otherwise qualified individual with disabilities in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”

If at any point during the application process an applicant feels they have experienced discrimination based on disability, they may file a grievance. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). Please contact Housing Kitsap’s 504 Coordinator in writing* to file your grievance. Please direct your correspondence to:

Freddy Linares, Director of Compliance
Housing Kitsap
2244 NW Bucklin Hill Rd
Silverdale, WA 98383
Office: (360) 535-6128
Email: LinaresF@HousingKitsap.org

A response will be sent to you within ten (10) business days from the date of the grievance.

If you would like an additional review of your grievance and the response from the Section 504 Coordinator, please contact Housing Kitsap’s Executive Director, Heather Blough in writing* at the address listed above.

At any time during this process, you have the right to file a Fair Housing Complaint with the Fair Housing and Equal Opportunity office of HUD at 888-877-0246.

*Persons with a disability may request a reasonable accommodation in order to meet this requirement.

Reasonable Accommodation and Modification Policy

It is the policy of Housing Kitsap to provide reasonable accommodations and modifications for persons with disabilities, with provision of appropriate documentation of the need for the accommodation or modification. All requests for reasonable accommodations or modifications will be reviewed within a reasonable timeline and a written response will be provided to the tenant or applicant. Although it is our preference that the tenant or applicant make their request on Housing Kitsap forms, it is NOT required. In some cases, the need for an accommodation will be obvious, so no documentation may be needed (as when a low vision tenant asks for the tenancy rules in large print or when a person in a wheelchair asks for an accessible unit). When the need is not obvious or where the accommodation entails more than minimal cost or staff time, the request will be verified with a knowledgeable



professional. Staff may request that the tenant or applicant provide proof of disability, however, Housing Kitsap will not require the tenant or applicant to provide specific information about the disability.

1. A reasonable accommodation is some modification or change that Housing Kitsap can make to its units, building, or procedures that will assist an otherwise eligible applicant or tenant with a disability to take full advantage of and use the agencies programs, including those that are operated by other agencies in Housing Kitsap owned public space. 24 CFR § 8.20
2. An accommodation is not reasonable if it:
 - a. Causes an undue financial and administrative burden; or
 - b. Represents a fundamental alteration in the nature of the program. A fundamental alteration is an accommodation that would change the basic operation or nature of services provided by significantly modifying, eliminating, or adding to the services that the agency provides. 24 CFR § 8.21(b) and 24 CFR § 8.24(a)(2)
3. Examples of reasonable accommodations include, but are not limited to: 24 CFR § 8.4
 - a. Adding or altering unit or building features so they may be used by a family member with a disability, including but not limited to;
 - i. Making alterations to a unit to make it fully accessible so it could be used by a family member with a wheelchair;
 - ii. Transferring a tenant from a unit that cannot be made accessible to a unit that is accessible;
 - iii. Widening the door of a community room or public restroom so a person in a wheelchair may use the facility;
 - iv. Installation of strobe-type flashing light smoke detectors in a unit for a family with a hearing impaired member;
 - v. Adding structural grab bars in the bathroom;
 - vi. Changing the doorknobs to lever-type door handles;
 - vii. Modifying for an accessible kitchen or bath;
 - viii. Lowering the peephole on the door
 - b. Permitting a family to have an animal to assist a member with a disability in a “no pets” facility. 24 CFR § 8.20
 - c. Ensuring that Housing Kitsap processes are understandable to applicants and tenants with sensory or cognitive impairments, including but not limited to:
24 CFR § 8.6
 - i. Making large type documents, Braille documents, cassettes, or a reader available to an applicant or tenant with a vision impairment during interviews or meetings with staff;
 - ii. Making a sign language interpreter available to applicant or tenant with a hearing impairment during interviews or meetings with staff;



- iii. Permitting an applicant or tenant to be accompanied or represented by a family member, friend, or advocate at all meetings and interviews with staff if the individual desires such representation;
 - iv. Permitting an outside agency or individual to assist an applicant or tenant with a disability to meet the agencies applicant screening criteria.
4. Housing Kitsap will institute measures that ensure tenants have received communication regarding their right to a reasonable accommodation. This will include the posting of updated Fair Housing posters in a conspicuous location. Posters will be placed at both eye level and at a height readable by someone in a wheelchair. Posters are currently available in English and Spanish and should be posted in both languages. In addition, all applications, forms and letters for tenants will include the Fair Housing logo as well as a non-discrimination clause. See the following example:



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 Road, Silverdale, WA 98383.

5. An applicant or tenant family that has a member with a disability must still be able to meet essential obligations of tenancy. They must be able to comply with the following requirements, however, there is no requirement that they be able to do these things without assistance:
- 24 CFR § 8.3
- a. To pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
 - b. To care for and avoid damaging the unit and common areas;
 - c. To use facilities and equipment in a reasonable way;
 - d. To create no health or safety hazards, and to report maintenance needs;
 - e. Not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
 - f. Not to engage in prohibited criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other tenants or staff, and not to engage in drug-related criminal activity; and
 - g. To comply with necessary and reasonable rules and program requirements.
6. If an applicant or tenant receives a referral to an agency or individual who can assist the applicant or tenant with complying with the essential obligations of tenancy, the applicant or tenant is not obligated to accept the service, but if refusing service results in a lease violation, the agency may terminate the lease. 24 CFR § 8.2
7. No qualified individual with a disability will be denied access to, excluded from participation in, or otherwise discriminated against in any Housing Kitsap program or activity due to inaccessible facilities. 24 CFR § 8.20



8. If an applicant or tenant would prefer not to discuss the situation with the agency, that is his/her right.
9. Subject to the undue burdens and fundamental alterations tests, Housing Kitsap will correct physical situations or procedures that create a barrier to equal housing opportunity for all. To permit people with disabilities to take full advantage of the agencies housing programs and non-housing programs, in accordance with Section 504 and the Fair Housing Amendments Act of 1988, Housing Kitsap shall comply with all requirements and prohibitions in applicable law.
10. Facilities and programs used by applicants and tenants shall be accessible to persons in wheelchairs, persons with sensory impairments, and other persons with disabilities. Application and management offices, hearing rooms, community centers, day care centers, laundry facilities, craft and game rooms etc. will be usable by tenants with a full range of disabilities. If Housing Kitsap offers such facilities, and none is accessible, some will be made so, subject to the undue financial and administrative burden test. 24 CFR § 8.21
11. Documents and procedures used by applicants and tenants will be accessible for those with vision, hearing, or other sensory impairments. Also, all documents will be written simply and clearly to enable applicants with learning or cognitive disabilities to understand as much as possible.

III. Eligibility and Suitability Criteria

In addition to determining program eligibility—including compliance with income limits, citizenship or eligible immigration status, and other federal or state program requirements—Housing Kitsap also conducts suitability screening for all applicants prior to residency.

An otherwise eligible household may be denied admission if it fails to meet Housing Kitsap's established suitability criteria. The purpose of this screening is to evaluate whether the applicant, based on recent and relevant behavior, can reasonably be expected to:

- Comply with the terms of the lease and all related addenda;
- Maintain the unit in a safe and sanitary condition; and
- Avoid behavior that could have a detrimental impact on the health, safety, or peaceful enjoyment of the property by other residents, Housing Kitsap employees, or neighbors in the surrounding community.

Eligibility Criteria

To be eligible for admission to Stoneridge Townhomes, applicants must meet the following requirements:



1. **Income Eligibility:** The household's anticipated annual income must fall within the applicable income limits established for Stoneridge Townhomes under the Housing Trust Fund (HTF) and Community Investments in Affordable Housing (CIAH) funding requirements. Six units are restricted to households earning no more than 60% of Area Median Income (AMI), and the remaining eleven units are restricted to households earning no more than 80% AMI. Income eligibility is determined using HUD-published income limits based on household size and the specific unit's designation at the time of admission.
2. **Admission Preferences:** Three units funded through the Community Investments in Affordable Housing (CIAH) program are subject to admission preferences for applicants who qualify under one or more of the following categories:
 - Persons with behavioral health disabilities
 - Veterans
 - Seniors (55 years of age or older)
 - Persons with disabilities
 - Domestic violence survivors

Applicants receiving an admission preference must meet all applicable income eligibility, occupancy, and suitability requirements. Qualification for a preference does not guarantee admission. All applicants remain subject to unit availability and Housing Kitsap's established tenant selection procedures.

3. **Citizenship or Eligible Immigration Status:** U.S. citizenship or eligible immigration status is not a requirement for admission to Stoneridge Townhomes, unless otherwise required by applicable funding agreements or governing law. Applicants must meet all applicable income eligibility, occupancy, and suitability requirements regardless of citizenship or immigration status.
4. **Documentation of Social Security Numbers:** Each household member (except those not contending eligible immigration status or exempt due to age) must provide valid documentation of a Social Security number (SSN). (24 CFR 5.216; 5.218)
5. **Signed Consent Forms:** All adult household members must sign required consent forms authorizing Housing Kitsap to obtain and verify information necessary to determine eligibility, income, and suitability. These may include forms related to income verification, criminal background screening, and program compliance.
6. **Legal Capacity to Enter into a Lease Agreement:** The head of household or any other member signing the lease must have the legal capacity to enter into a binding contract under state law.



Occupancy Standards

Occupancy standards for Stoneridge Townhomes are determined in accordance with Housing Kitsap's standards. These standards ensure that households are assigned units that prevent overcrowding and underutilization, while maintaining consistency with fair housing and civil rights requirements.

Housing Kitsap Policy

Housing Kitsap will assign one bedroom for each two persons in the household, except in the following circumstances:

- Persons of the opposite sex (other than spouses/partners, or children under age 5) will be allocated separate bedrooms.
- Live-in aides will be allocated a separate bedroom.
- Single person households will be allocated one bedroom.

Occupancy Chart

Voucher / Unit Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1 - 2
2 Bedrooms	2 - 4
3 Bedrooms	3 - 6
4 Bedrooms	4 - 8

Factors Considered in Determining Occupancy

- Number of household members and their relationship to one another.
- Age, sex, and health of household members (e.g., whether siblings of different genders may share a bedroom).
- Reasonable accommodation requests for larger or accessible units due to disability or medical need.

Over-Housed or Under-Housed Households

Households that do not meet the minimum or exceed the maximum occupancy limits may:

- Be denied admission if under- or over-occupied based on occupancy standards and availability.
- Be required to transfer to a different unit, if available, upon recertification or during continued occupancy, to maintain compliance and safety standards.

Exceptions:

- **Reasonable Accommodations:** Modifications to occupancy standards will be considered to accommodate households with a disability as defined under Section 504, the ADA, and the Fair Housing Act.

Income Limits

Income limits are a critical eligibility component for affordable housing programs at Stoneridge Townhomes. These limits are based on Area Median Income (AMI) and the applicable income limits published annually by the U.S. Department of Housing and Urban Development (HUD).



Stoneridge Townhomes consists of 17 affordable housing units subject to income and affordability restrictions established through the Washington State Department of Commerce Housing Trust Fund (HTF) and Community Investments in Affordable Housing (CIAH) programs. Income eligibility is determined by the funding requirements and income restrictions applicable to each unit.

1. Determination of Area Median Income (AMI)

- a. Definition:
Area Median Income (AMI) represents the midpoint of a region's income distribution—meaning half of area households earn more than the AMI and half earn less. HUD updates AMI data annually, considering local economic and housing market conditions.
- b. Adjustment for Household Size:
Income limits are scaled based on the number of persons in the household. Larger households have higher income thresholds to account for increased living expenses.

2. Program-Specific Income Limits

- a. Housing Trust Fund (HTF) Units:
Stoneridge Townhomes has six units restricted to households earning no more than 60% of AMI and eleven units restricted to households earning no more than 80% AMI. Applicants must meet the applicable income limits based on household size and the income restriction assigned to the unit.
- b. Community Investments in Affordable Housing (CIAH) Units:
Three of the six units restricted to 60% AMI are additionally funded through the CIAH program and are subject to established admission preferences for persons with behavioral health disabilities, Veterans, seniors (55 years of age or older), persons with disabilities, and domestic violence survivors. Applicants must meet all applicable income eligibility and suitability requirements, regardless of preference qualification.

3. Application of Income Limits

- a. Initial Eligibility:
At the time of admission, households must meet the applicable income limits based on household size and the specific unit's designation. Income eligibility will be determined using anticipated gross annual household income and the income calculation and verification requirements established by the applicable funding programs.
- b. Ongoing Compliance:
Households are required to complete annual income recertifications in accordance with the Housing Trust Fund (HTF) and Community Investments in Affordable Housing (CIAH) funding requirements. Housing Kitsap will verify household income and composition annually using the applicable HUD-published income limits to ensure continued compliance with program requirements and applicable affordability restrictions.



4. Impacts on Rent

Income limits are a critical eligibility component for affordable housing programs at Stoneridge Townhomes. These limits are based on Area Median Income (AMI) and are updated annually by the U.S. Department of Housing and Urban Development (HUD). Income eligibility is determined by the applicable income restrictions assigned to each unit under the Housing Trust Fund (HTF) and Community Investments in Affordable Housing (CIAH) funding requirements.

Unlike income-based rental assistance programs, household rent is not automatically calculated as a percentage of the household's adjusted income. Rents are established according to the applicable affordability restrictions and approved rent schedules, subject to any additional requirements contained in the funding agreements.

Citizenship/Immigration Status

Citizenship or eligible immigration status requirements for tenancy at Stoneridge Townhomes are governed by the Washington State Housing Trust Fund (HTF) program, administered by the Washington State Department of Commerce.

Unlike federal housing programs, the HTF program does not require households to demonstrate U.S. citizenship or eligible immigration status to qualify for housing.

- HTF Requirement: There is no restriction based on immigration status for tenancy in HTF-assisted units. Applicants will not be denied housing solely due to lack of citizenship or ineligible immigration status.

All applicants must still provide sufficient documentation to verify identity, household composition, and income to determine eligibility under the HTF program guidelines.

Social Security Number Requirements

Social Security Numbers (SSNs) are not required by the Washington State Housing Trust Fund (HTF) program as a condition of eligibility for tenancy at Stoneridge Townhomes. However, Housing Kitsap may request SSNs to assist in verifying household income and identity during the application and annual recertification processes.

SSNs may be used solely for verification purposes and are not a determining factor in eligibility under the HTF program.

1. Washington State Housing Trust Fund (HTF) Units

- Disclosure and verification of SSNs are not mandatory for tenancy.
- Applicants who do not have a SSN will not be denied housing on that basis alone.
- Providing a valid SSN, if available, may help expedite eligibility and income verification.

2. Community Investments in Affordable Housing (CIAH) Units:

- Disclosure and verification of SSNs are not mandatory for tenancy.
- Applicants who do not have a SSN will not be denied housing on that basis alone.



- Providing a valid SSN, if available, may help expedite eligibility and income verification.

3. Acceptable SSN Documentation

If an applicant or household member chooses to provide an SSN, acceptable documentation includes:

- A valid Social Security card issued by the Social Security Administration (SSA), or
- An official document from a federal, state, or local government agency that includes:
 - The individual's name,
 - The full SSN, and
 - Matching identifying information (e.g., date of birth or address).

If the applicant cannot appear in person, Housing Kitsap may accept a legible copy of the SSN documentation if submitted securely by mail.

Note: An IRS Individual Taxpayer Identification Number (ITIN) is not an acceptable substitute for a Social Security Number.

Signed Consent Forms

All adult household members (age 18 or older) are required to sign applicable consent and release forms as a condition of eligibility for tenancy at Stoneridge Townhomes. These forms authorize Housing Kitsap to obtain and verify information necessary to determine eligibility, program compliance, and suitability for tenancy.

Required Forms for Application

1. Authorization for Release of Information (Housing Kitsap Form)

This form is required for **all adult applicants**. It authorizes Housing Kitsap to collect and verify information related to:

- Income and assets
- Expenses
- Criminal background
- Rental history
- Other eligibility or suitability factors

2. Rental Application Certification

- Required for all applicants.
- Confirms the applicant's understanding and agreement to:
 - Participate in the screening process
 - Provide truthful and complete information
 - Authorize credit, criminal background, and landlord reference checks

3. Designation of Tenant Representative (if applicable)

- Optional form for single-member households.



- Allows the tenant to designate a representative who may act on their behalf if they become unable to manage housing-related matters independently.

Capacity to Enter a Legal Agreement

To be eligible for admission to Stoneridge Townhomes, the head of household or any other member signing the lease must have the legal capacity to enter into a binding contract under Washington State law.

- Applicants must be at least 18 years of age, or otherwise legally emancipated.
- Applicants must not be under guardianship or conservatorship that limits their ability to enter into contracts, unless a court-appointed representative is authorized to act on their behalf.
- Housing Kitsap may require documentation if there is uncertainty regarding an applicant's legal capacity to sign a lease agreement.

Good Standing Requirement for Current Housing Kitsap Tenants

Current Housing Kitsap tenants applying to transfer into Stoneridge Townhomes or requesting to add an additional adult household member must:

- Be current on all financial obligations, with no debt owed to Housing Kitsap.
- Have no lease violations or non-compliance notices within the past three (3) months.
- Pass a unit inspection verifying the home is maintained to Housing Kitsap's housekeeping standards.

Failure to meet these requirements will result in denial of transfer or household addition requests.

Suitability Criteria

Housing Kitsap is responsible for screening and selecting applicants for Stoneridge Townhomes in accordance with applicable federal, state, and local laws. All applicants will be evaluated using uniform, objective, and non-discriminatory procedures to determine whether they can meet the essential obligations of tenancy.

To support this process, Housing Kitsap uses an external screening service (Yardi Screening) and other verification tools to conduct background checks related to credit history, criminal activity, and rental history.

Suitability screening is based on documented and reasonable evidence of the household's ability to comply with the lease and community rules. Housing Kitsap may consider:

- History of meeting financial obligations, including rent and utility payments.
- Ability to maintain housing in a safe and sanitary manner (independently or with assistance).
- Housekeeping or behavioral habits that may adversely affect health, safety, or peaceful enjoyment of others.
- Documented history of criminal activity involving violence, property damage, drug-related activity, or other conduct that threatens the health/safety of residents, staff, or the community.
- Pattern of disturbing neighbors, destruction of property, or repeated lease violations.



- History of fraud or misrepresentation in connection with federal or state housing programs.
- Ongoing or recent abuse of alcohol in a manner that interferes with the safety or peaceful enjoyment of others.

Verification of Suitability for Tenancy

Housing Kitsap will verify each applicant's suitability for tenancy using consistent and non-discriminatory screening methods, in accordance with the Fair Housing Act, Section 504 of the Rehabilitation Act, the Violence Against Women Act (VAWA), and applicable state landlord-tenant laws (RCW 59.18).

Rental History Review

- A three-year rental history will be reviewed for all adult household members.
- Applicants will be asked to provide landlord contact information and to explain any gaps in rental history. Housing Kitsap will consider circumstances such as homelessness, military service, disability-related institutionalization, or other mitigating factors when evaluating rental history.
- Housing Kitsap will contact current and former landlords to request written verification of tenancy.
- Additional research may include a check of public court records through the Washington Courts Odyssey Portal to identify any prior unlawful detainer (eviction) actions.

Credit History Check

- A credit screening will be completed for all adult household members using Yardi Screening.
- A lack of credit history alone will not result in denial.
- Screening results will be evaluated based on patterns of behavior and the applicant's ability to meet financial obligations. Medical debt, student loans, or other non-housing debt will not be used as the sole basis for denial.
- Applicants with negative credit history may mitigate findings by demonstrating repayment arrangements, resolution of debts, or other evidence of financial stability.

Confidentiality

All information obtained through rental history, credit checks, criminal background checks, or court records will be kept strictly confidential and used solely for the purpose of determining housing eligibility and suitability.

- Information will be stored securely in accordance with Housing Kitsap's records management and data retention policies.
- Access will be limited to Housing Kitsap staff or agents with a legitimate business need.
- Information will not be disclosed to third parties except as required by law, regulation, or court order.
- Screening determinations will be documented in the applicant's file, but underlying records will not be misused or shared in ways that could violate applicant privacy.



This practice is consistent with HUD's requirements for safeguarding applicant and tenant information (24 CFR § 5.212) and with Washington's Privacy Act (RCW 42.56) regarding protection of personally identifiable information.

References

Applicants must have favorable, or no unfavorable, references from prior landlords, personal contacts, or credit-related sources. Housing Kitsap will give due consideration to mitigating circumstances if negative references exist, particularly when such issues are linked to past homelessness, disability, domestic violence, or other relevant hardships.

Applicants who do not have verifiable rental or credit history will not be automatically denied. Consistent with HUD's guidance on removing barriers to housing (HUD Notice PIH 2015-19, "Guidance for Public Housing Agencies (PHAs) and Owners of Federally-Assisted Housing on Excluding the Use of Arrest Records in Housing Decisions") and the Fair Housing Act, Housing Kitsap recognizes that lack of traditional rental or credit history may disproportionately affect protected classes.

Accordingly, applicants without verifiable rental or credit history may provide at least three personal reference letters from reliable sources other than relatives or close friends, such as:

- Clergy members
- Educators
- Employers
- Social workers
- Health care providers

These references must be written, dated, and include the contact information of the person providing the reference. Their purpose is to evaluate the applicant's ability to maintain a lease, meet obligations, and interact respectfully within a community setting.

Criminal Background

A criminal background screening will be conducted for all household members age 18 and older, including any approved live-in aides.

- **Screening Tools:** Housing Kitsap uses Yardi Screening and the Washington Courts Odyssey Portal to obtain and review criminal conviction records.
- **Scope of Review:** The screening will evaluate relevant criminal convictions consistent with Housing Kitsap's criminal background criteria, applicable lookback periods, and HUD regulations at 24 CFR § 982.553 and § 983.2.
- **Limitations on Use:**
 - Arrests not resulting in conviction will not be used as the sole basis for denial, consistent with HUD Notice PIH 2015-19.
 - Expunged, vacated, or sealed records will not be considered.



- **Applicant Rights:** Applicants will be given written notice of any potentially disqualifying information and an opportunity to dispute the accuracy of the record or provide mitigating evidence prior to a final determination.
- **Confidentiality:** All criminal background information will be kept confidential, used solely for the purpose of determining housing eligibility, and maintained in compliance with Housing Kitsap's records management and privacy policies.

Confidentiality and Applicant Rights

- **Confidentiality:** Criminal records and screening reports will be kept confidential, securely stored, and not misused. Records will be disposed of in accordance with Housing Kitsap's data retention policies.
- **Documentation:** All screening determinations, including those related to criminal background, will be documented in the applicant's file.
- **Right to Dispute:** If an applicant is denied housing due to the results of a criminal background check or is identified on a sex offender registry, they will be notified in writing and given the opportunity to dispute the accuracy of the information prior to a final determination.

Criminal Background Screening

Housing Kitsap is committed to maintaining safe, welcoming communities at Stoneridge Townhomes in compliance with all applicable federal, state, and local laws. Screening for criminal history will be conducted fairly and consistently in accordance with:

- Applicable provisions of the Fair Housing Act, Section 504 of the Rehabilitation Act, and the Violence Against Women Act (VAWA)
- Washington State Law Against Discrimination (RCW 49.60) and other relevant civil rights protections

All applicants for Stoneridge Townhomes will be screened using consistent criteria. Individualized assessments will be conducted where required. Denials based on criminal history will follow proper notice and appeal procedures as outlined in this plan.

Mandatory Federal Exclusions

In accordance with federal law (24 CFR § 960.204; 24 CFR § 982.553), Housing Kitsap will deny admission to any household in which a member:

- Is subject to a lifetime registration requirement under a state sex offender registration program, regardless of the state in which the offense occurred.
- Has ever been convicted of the manufacture or production of methamphetamine on the premises of federally assisted housing.

Discretionary Grounds for Denial

Housing Kitsap may deny admission if, within the past seven (7) years, any household member has engaged in criminal activity that presents a current threat to the health, safety, or peaceful enjoyment of the premises by other residents, staff, or the community. This may include:

- Violent criminal activity such as assault, robbery, homicide, or kidnapping.



- Drug-related criminal activity, including manufacturing, selling, or possessing with intent to distribute.
- Criminal sexual conduct, including predatory or high-risk behavior.
- Weapons offenses involving firearms or dangerous weapons.
- Serious property crimes, such as arson, burglary, or significant fraud.

A pattern of multiple misdemeanors within three years — particularly those related to violence, property destruction, or drugs — may also form the basis for denial if the pattern presents a risk to community safety.

Limits on Use of Records

- Arrests not resulting in conviction will not be used as the sole basis for denial (HUD Notice PIH 2015-19).
- Expunged, vacated, or sealed records will not be considered.
- Consideration will be given only to convictions or documented patterns of behavior indicating ongoing risk.

Behavioral Grounds for Denial

Housing Kitsap may deny admission if a household member has engaged in abusive, threatening, or violent behavior toward staff, residents, or the public that endangers the housing environment. This may include:

- Verbal abuse or use of racial epithets.
- Intimidating gestures or threats of violence.
- Behavior that disrupts the safe operations of the housing program.

Previous Housing History

The past three (3) years of rental history will be verified. If landlord(s) of the past three (3) years provide negative reports regarding keeping of lease terms, payment of rent and other occupancy obligations, housekeeping habits, engaging in illegal activity, abuse or pattern of abuse of alcohol that interferes with the health, safety, or right to peaceful enjoyment of the premises by other tenants, eviction within the last three (3) years, or a history of disruptive behavior, the application will be denied.

Any applicant breaking a lease term with their current landlord will be required to provide documentation from their current landlord that any outstanding debt has been paid prior to lease signing as part of a Conditional Approval.

Current Housing Kitsap tenants must pass a unit inspection to determine if the unit has been maintained and housekeeping standards are being met when moving between units or different communities; this requirement does not apply to Reasonable Accommodations or VAWA transfers. These reports are verified as much as possible, and the applicant is given a fair opportunity to overcome negative reports by explaining mitigating circumstances. These explanations must be



verified. Mitigating circumstances can include disability-related problems when there is the potential to overcome those problems through reasonable accommodation.

Clarification for current or former Housing Kitsap tenants, occupants, and lease holders; Housing Kitsap will review internal tenant records to compliment any third-party screening verifications which may include but are not limited to the following:

- Review of any current or past debt owed to Housing Kitsap
- Review of current or past lease violations or notices of non-compliance
- Ability to pass a housekeeping inspection within two weeks of the move to another Housing Kitsap community
- No unauthorized occupants or pets in the current household
- No unpaid tenant-caused damages

Adding Adult Household Members (Current Residents)

Current Housing Kitsap residents who request to add an additional adult household member must be in good standing with the agency. This includes, at minimum:

- No outstanding debt owed to Housing Kitsap.
- No issuances of lease violation or non-compliance notices within the past three (3) months.

Failure to meet these standards will result in denial of the request until the household demonstrates compliance.

Credit History & Screening Fees

Housing Kitsap conducts credit screenings for all adult applicants using Yardi Screening. Applicants are required to pay a screening fee at the time of application. Housing Kitsap does not accept comprehensive reusable tenant screening reports (CRTs) under RCW 59.18.257, as agency-owned affordable housing programs require program-specific verification beyond the scope of CRTs. A lack of credit history alone will not result in denial. Housing Kitsap evaluates credit history based on patterns of behavior and an applicant's demonstrated ability to meet financial obligations, consistent with HUD guidance on reducing barriers to housing (HUD PIH 2015-19).

Grounds for Rejection

An application may be denied if credit reports contain substantial negative information. Examples include:

- Civil judgments against the applicant that remain unresolved.
- Three (3) or more late payments made within the past three (3) years.
- Owing money to a previous or current landlord. Applicants with outstanding landlord debt will be denied unless they provide written documentation of an active repayment agreement and proof of timely payments made under that agreement for at least the most recent three consecutive months.



- Utility accounts in collection status. Applicants with outstanding utility debt will be denied unless they provide written documentation of an active repayment agreement and proof of timely payments made under that agreement for at least the most recent three consecutive months.
- An open bankruptcy.
- A closed bankruptcy within the past seven (7) years unless it was the result of a significant and unforeseen medical emergency, divorce, or the death of a spouse.

Evictions:

Applicants who have been evicted within the past three (3) years or who are currently under eviction will be denied. Exceptions may apply for evictions related to protections under the Violence Against Women Act (VAWA) or where a disability-related reasonable accommodation is applicable.

Conditional Approvals:

Applicants with a closed bankruptcy within the past seven (7) years must provide documentation showing that the bankruptcy was caused by medical emergency, divorce, or the death of a spouse.

Definition of Medical Emergency:

For purposes of this section, a medical emergency is defined as significant and unforeseen medical expenses that substantially impaired the household's ability to meet financial obligations.

Required Denial of Admission

Housing Kitsap will deny admission to Stoneridge Townhomes if any household member:

1. **Fails to meet eligibility criteria.**
2. **Fails to provide required information or documentation.**
3. **Fails to respond to written requests for information** (including failure to declare continued interest in the program).
4. **Fails to complete any aspect of the application process**, including missing scheduled appointments.
5. **Is currently engaged in illegal drug use.**
 - *Definition of "Currently Engaged In":* Any illegal drug use within the previous twelve (12) months is considered current unless the individual has successfully completed a supervised drug rehabilitation program.
 - *Marijuana Clause:* Marijuana is classified as a federally controlled substance under the Controlled Substances Act (CSA) [21 U.S.C. 802]. While marijuana is legal under Washington State law, it remains prohibited under federal law. Because Stoneridge Townhomes is subject to federal funding requirements, illegal drug use, including marijuana, may be grounds for denial in accordance with federal law. Housing Kitsap may, at its discretion, deny or terminate assistance for an individual engaged in marijuana use without denying or terminating assistance for the rest of the household.
6. **Has a history of drug-related criminal activity.**



- Housing Kitsap will deny admission to any household with a conviction for the manufacture or production of methamphetamine on the premises of federally assisted housing.
 - Housing Kitsap may consider admission for applicants evicted from federally assisted housing for drug-related criminal activity within the past seven (7) years if they can provide either:
 - i. Evidence that the household member responsible has completed a supervised drug rehabilitation program; or
 - ii. Verification that the household member responsible is no longer part of the household.
7. **Has a household member subject to a sex offender registration requirement.**
- Housing Kitsap will screen using the **Dru Sjodin National Sex Offender Database**.
 - Admission will be denied to any household with a member subject to lifetime registration as a sex offender under any state program.
8. **Has a history of criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises.**
- Housing Kitsap will consider all credible evidence, including convictions, evictions, and reliable documentation from courts, treatment providers, or community-based organizations.
 - Convictions will carry more weight than arrests, and arrests without conviction will not be the sole basis for denial.

Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

No applicant will be denied admission based solely on criminal activity directly related to being a victim of domestic violence, dating violence, sexual assault, or stalking, in accordance with the Violence Against Women Act (VAWA) and Housing Kitsap's Domestic Violence policy.

Other Reasons for Denial

Housing Kitsap will deny admission if it determines that the household:

1. Has a pattern of unsuitable past performance in meeting financial obligations, including rent, within the past three (3) years.
2. Has a pattern of disturbance of neighbors, destruction of property, or poor living/housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other tenants within the past three (3) years.
3. Has misrepresented or failed to provide complete information related to eligibility, including criminal or rental history, income, award of preferences for admission, expenses, family composition, or rent.
4. Has committed fraud, bribery, or any other corrupt or criminal act in connection with a federal housing program.
5. Has engaged in or threatened violent or abusive behavior toward Housing Kitsap staff, contractors, or anyone acting on behalf of the agency.



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. Applicants will have ten (10) business days from notification of potential denial to submit documentation. A final determination will be made only after considering all information provided.

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.



Application Denial and Notification Procedures

If an applicant is determined to be ineligible for housing based on program requirements or suitability criteria, Housing Kitsap will issue a formal written denial notice. A **Notification of Adverse Action** will be sent within two (2) business days of the determination. Denial may occur at any point during the application process if the applicant is found not to meet program eligibility or suitability standards.

Reasons for Denial May Include:

- Failure to meet income, household composition, or immigration/citizenship eligibility requirements
- Negative criminal background, rental history, or credit screening results
- Failure to provide required documentation or respond to information requests
- Misrepresentation or omission of information on the application
- Violation of program requirements
- Refusal to sign required forms or releases
- Ineligibility based on unit occupancy standards

Notification Requirements

All denial notices will be sent by U.S. mail and, if the applicant has consented, also by email. Each notice will include:

- A clear explanation of the reason(s) for denial
- A statement of the applicant's right to request an informal review or appeal
- Instructions for how to request a review, including the deadline to respond (**no fewer than 10 calendar days** from the date of the notice, per 24 CFR § 982.554)
- Information on the applicant's right to request a reasonable accommodation
- A reminder that individuals may not be denied solely based on domestic violence victim status, in accordance with the **Violence Against Women Act (VAWA)**

Appeals and Informal Review Process

Applicants who receive a denial may request an **informal review** within ten (10) calendar days of the date on the denial notice.

- Requests must be submitted in writing to the management office.
- Housing Kitsap will schedule the review and issue a written outcome within ten (10) business days of the meeting or receipt of documentation.
- Reviews will be conducted by staff not involved in the initial denial decision, ensuring impartiality.

If the denial is upheld, the applicant may reapply if their circumstances change and they become otherwise eligible.

Reinstatement

Applicants may be reinstated if:



1. The denial resulted from Housing Kitsap error;
2. The applicant provides documentation showing that the denial was based on an error or misunderstanding of information previously submitted, and Housing Kitsap determines the household is eligible.
3. The applicant demonstrates a qualifying hardship or submits a reasonable accommodation request that alters the original determination.

IV. Tenant Selection Criteria for Stoneridge Townhomes Units

Stoneridge Townhomes consists of 17 affordable housing units subject to income and occupancy restrictions established through the Washington State Department of Commerce Housing Trust Fund (HTF) and Community Investments in Affordable Housing (CIAH) programs. Six units are restricted to households earning no more than 60% of Area Median Income (AMI), including three units subject to additional admission preferences established through CIAH funding. The remaining eleven units are restricted to households earning no more than 80% AMI. Tenant selection is conducted in accordance with the applicable funding requirements and Housing Kitsap's established eligibility and suitability criteria.

A formal waitlist is maintained for Stoneridge Townhomes in accordance with applicable funding requirements and Housing Kitsap's tenant selection procedures. The waitlist is generally closed, and applications are accepted only during designated opening periods that are publicly announced in advance.

Wait List Management

- The wait list is maintained in chronological order in Housing Kitsap's property management system.
- The following information is recorded at the time of application:
 - Date and time of submission
 - Head of Household name
 - Applicable admission preferences, including:
 - Persons with behavioral health disabilities
 - Veterans
 - Seniors (55 years of age or older)
 - Persons with disabilities
 - Domestic violence survivors

Opening and Closing of the Wait List

- The Stoneridge Townhomes wait list opens only when Housing Kitsap determines new applications are needed.
- Openings are publicly announced through:
 - Housing Kitsap's website: www.housingkitsap.org/future-tenants
 - Local newspapers of general circulation



- Notices posted at Housing Kitsap's main office
- Accessible formats upon request
- When closed, no new applications are accepted.

Application Procedures

Applications will be accepted only during official wait list opening periods.

- All prospective household members age 18 or older, or emancipated minors, must submit a complete application. Incomplete applications will not be placed on the wait list.
- All individuals who intend to reside in the unit must be listed on the application. Unlisted persons may not move in without prior approval.
- Reasonable Accommodation requests will be considered as needed (e.g., accessible units, larger units for disability-related reasons).

Submission Methods

- Online via www.housingkitsap.org
- Paper applications available by request:
 - At the Housing Kitsap main office
 - By email (stoneridge@housingkitsap.org)
 - By USPS mail

Waitlist Preference

Community Investments in Affordable Housing (CIAH) Preferences

Stoneridge Townhomes has three units funded through the Community Investments in Affordable Housing (CIAH) program that are subject to additional admission preferences. These preferences apply to applicants who qualify under one or more of the following categories:

- Persons with Behavioral Health Disabilities: Applicants with qualifying behavioral health disabilities.
- Veterans: Applicants who meet the applicable definition of Veteran.
- Seniors: Applicants who are 55 years of age or older.
- Persons with Disabilities: Applicants with qualifying disabilities.
- Domestic Violence Survivors: Applicants who are survivors of domestic violence.

All five CIAH preference categories have equal priority. Applicants qualifying under any of these categories will receive the same level of preference, regardless of the category under which they qualify. Applicants with equal preference status will be considered in chronological order based on the date and time of their application.

The CIAH admission preferences take priority over the Kitsap Homes of Compassion (KHOC) preference when selecting applicants for the three CIAH-assisted units. Applicants who qualify for a CIAH preference will receive priority consideration over applicants who qualify only for the KHOC preference.



Applicants receiving an admission preference must meet all applicable program eligibility and suitability requirements, including income eligibility, occupancy standards, screening criteria, and other applicable housing program requirements.

Qualification for a preference does not guarantee housing or admission. Applicants remain subject to unit availability, applicable program requirements, and Housing Kitsap's established tenant selection procedures.

Kitsap Homes of Compassion (KHOC) Preference

Housing Kitsap provides a temporary admission preference to applicants who are current residents of Kitsap Homes of Compassion (KHOC). To qualify for this preference, applicants must apply and have their residency verified directly with KHOC by Housing Kitsap no later than December 31, 2026.

Applicants receiving this preference must meet all applicable program eligibility and suitability requirements, including income eligibility, occupancy standards, screening criteria, and other applicable housing program requirements.

Qualification for this preference does not guarantee housing or admission. Applicants remain subject to unit availability, applicable program requirements, and Housing Kitsap's established tenant selection procedures.

The preference expires on December 31, 2026. Applicants who qualify for the preference by this date will retain their preference status while remaining on the applicable waiting list, subject to continued eligibility and verification requirements.

Selection Process

When a Notice to Vacate is received for a unit, Housing Kitsap will begin the process of selecting a new household from the wait list.

1. A Determination of Eligibility Offer (DOE) is sent to the top three (3) applicants for the applicable unit size.
2. If no eligible household is approved, additional applicants are contacted in chronological order until a qualified household is selected.
3. Applicants must respond within ten (10) business days of the DOE letter date. Failure to respond may result in removal from the wait list unless good cause or hardship is documented.

Eligibility Determination

Eligibility determinations may be completed:

- In person
- By mail or email
- Online through RENTCafé (if applicable)

Verification includes, but is not limited to:



- Household size and family composition
- Total household income and assets
- Rental history
- Credit history
- Criminal background screening

Documentation Requirements

Applicants must provide government-issued photo ID, birth certificates, Social Security cards, and other required documentation. All documents are reviewed and retained in accordance with Housing Kitsap's records management policy.

Income and Asset Verification

- Verified through third-party sources whenever possible.
- May include written verification, third-party portals, or Yardi Screening.
- All adult household members must sign required consent forms. Refusal is grounds for denial.

Refusal of Unit Offer

Applicants who refuse a unit offer without good cause will be removed from the wait list.

Hardship Exceptions

An applicant may appeal removal within ten (10) business days if the refusal was due to hardship, including:

- Being legally or financially bound by an active lease, this is a single time hardship qualification
- Documented medical emergency or hospitalization (10 business days or more)
- Other significant, verifiable, temporary barriers to move-in

If approved, the applicant will be reinstated to their original wait list position.

Annual Wait List Update

To ensure accuracy, Housing Kitsap conducts an annual update of the Stoneridge Townhomes wait list.

- Notices are mailed (and emailed if available) requesting applicants confirm continued interest and provide updated household information.
- Applicants must respond within ten (10) business days.
- Failure to respond results in removal unless due to Housing Kitsap error or a documented hardship (e.g., medical emergency, disability-related barrier, or circumstances protected under VAWA).
- Returned mail with no forwarding address results in removal; with forwarding address, the notice is resent.



Questions about Application Submission or Wait List Status

Applicants may contact the Stoneridge Townhomes management office at (360) 627-7028 or email stoneridge@housingkitsap.org for assistance.

V. Move In

Initial Inspection

- A move-in inspection will be conducted jointly by the tenant and the Property Manager to document the condition of the unit at the time of occupancy.
- Both parties will sign the inspection form, which will be retained in the tenant's file and referenced at move-out to determine responsibility for damages beyond normal wear and tear.

Security Deposit

- A security deposit equal to one (1) month's tenant rent is required prior to move-in, unless a written payment plan is approved in advance.
- Housing Kitsap permits the deposit to be paid in equal installments based on the approved Security Deposit Payment Agreement form. Longer payment arrangements may be approved by the Regional Director of Property Management on a case-by-case basis.
- All deposits must be submitted by cashier's check or money order.

First Month's Rent

- A prorated amount of rent for the first month is due at the time of the move-in appointment.
- Payment must be made by cashier's check or money order.
- Note: Security deposit and rent payments must be made using separate instruments (separate cashier's checks or money orders).

Utility Setup

- During the move-in appointment, tenants will sign an authorization form permitting Housing Kitsap to notify Puget Sound Energy of the tenancy start date.
- Electricity will be transferred into the tenant's name effective on the move-in date.
- Any other utilities billed directly to the tenant must also be set up in the tenant's name as of the move-in date.

Renter's Insurance

- Renter's insurance is strongly recommended but not required.
- Tenants are encouraged to obtain personal property and liability coverage, as Housing Kitsap's insurance does not cover loss, damage, or theft of tenant-owned belongings.

Lease Agreement Review and Execution



- All adult household members and emancipated minors are required to attend the move-in appointment to review and sign the lease agreement and all applicable addenda.
- Required addenda may include, but are not limited to:
 - Grievance Procedure
 - House Rules
 - Lead-Based Paint Disclosure (if applicable)
 - Violence Against Women Act (VAWA) notice of rights and obligations
 - Utility allowance schedule acknowledgment (if applicable)
 - Other property- or program-specific addenda as required by HUD or Housing Kitsap policies
- Tenants must pay all required fees and sign the lease agreement and related documents before keys are issued and possession of the unit is granted.

Reasonable Accommodation

- If a household member is unable to attend due to a verified disability or other hardship, Housing Kitsap will provide alternative signing arrangements in accordance with its Reasonable Accommodation Policy.
- Acceptable alternatives may include off-site signing, electronic signature (if available), or use of an authorized representative.

Copies and Recordkeeping

- A fully executed copy of the lease agreement and all addenda will be provided to the household.
- The original signed documents will be maintained in the tenant's file in accordance with Housing Kitsap's records management policies and HUD requirements.

Parking Permits (If Applicable)

- Parking permits are issued at the time of lease signing.
- Tenants will receive written instructions on parking rules, restrictions, and enforcement procedures applicable to the community.

Move-In Coordination

Move-In Deadline

- Households must sign the lease agreement and take possession of the unit within ten (10) business days of receiving written notice of approval.
- Move-in appointments must be scheduled during regular business hours (Monday through Friday, excluding federal holidays).
- Failure to complete the move-in process within this timeframe may result in withdrawal of the unit offer and selection of the next eligible household from the wait list.
- Extensions may be granted only for documented hardship or reasonable accommodation, with written approval from Housing Kitsap.



Move-In Hours

- To minimize disruption to other residents, physical move-ins (arrival of moving trucks, furniture delivery, or major household goods) must take place between 8:00 AM and 10:00 PM.
- Exceptions may be granted under reasonable circumstances (e.g., scheduling conflicts with moving services, weather delays) if advance notice is provided and management approval is obtained.
- Tenants are responsible for ensuring movers comply with community rules, including parking and use of common areas.

Failure to Move-In

- Housing Kitsap will hold a unit for an approved applicant for a maximum of ten (10) business days from the date of written notification of approval.
- If the applicant does not sign the lease agreement and take possession of the unit within this timeframe, the application will be canceled, and the unit will be offered to the next eligible household on the wait list.

Hardship Extension Requests

- Applicants may request a hardship extension of up to an additional ten (10) business days.
- Requests must be submitted in writing before the initial ten-day period expires and include a brief explanation of the hardship.
- Housing Kitsap will review the request and provide a written decision within three (3) business days.

Reasonable Accommodation

- If the inability to move in within the required timeframe is due to a verified disability-related need, Housing Kitsap will process the request under its Reasonable Accommodation Policy.
- In such cases, Housing Kitsap may transfer the household's application to the next available unit of the same bedroom size and program designation if the originally assigned unit cannot be held.

Failure to Act

- Failure to complete the move-in process without an approved extension will result in removal from the wait list in accordance with Housing Kitsap's Tenant Selection and Continued Occupancy Policy (TSCOP).
- Applicants who are removed for failure to move in may reapply during future wait list openings, provided they remain otherwise eligible.

Tenant Responsibility

- Tenants are responsible for completing all move-in procedures in a timely and professional manner, in accordance with Housing Kitsap policy and the lease agreement.
- Tenants must coordinate the physical move-in to minimize disruption to other residents, maintain safe access to common areas, and preserve the condition of the property.



- Any damage to common areas (including hallways, entryways, stairwells, elevators, parking areas, and grounds) caused during the move-in process will be the financial responsibility of the tenant. Costs for repair or cleaning will be assessed to the tenant's account in accordance with Housing Kitsap's policies and the lease agreement.
- Tenants are encouraged to promptly report any pre-existing damage or maintenance issues observed during the move-in process to the property management office. Documenting such conditions ensures proper recordkeeping and protects the tenant from liability for damages not caused by their household or guests.
- Tenants are also responsible for ensuring that moving companies, delivery personnel, or other third parties acting on their behalf comply with community rules and procedures during the move-in.

Additional Provisions Regarding Pets

Common Household Pets

- Tenants may keep common household pets in their unit, provided the animal is traditionally kept in the home for companionship and not for commercial purposes.
- Permitted pets include:
 - Dogs and cats
 - Birds (non-predatory, caged)
 - Turtles
 - Small caged rodents (rabbits, guinea pigs, hamsters, gerbils)
 - Fish in aquariums not exceeding 10 gallons
 - Reptiles (other than turtles), snakes, insects, farm animals, and exotic or wild animals are not permitted.
- No more than two (2) pets are allowed per household.
- The size of any mature pet may not exceed 30 pounds in weight or 21 inches in shoulder height.

Pet Deposit

- \$300 refundable deposit for the first pet.
- \$50 refundable deposit for the second pet (maximum 2 pets).
- Total maximum pet deposit per unit: \$350.
- Deposit(s) must be paid before the pet is brought onto the premises, unless a written payment agreement is approved by Housing Kitsap.
- Pet deposits are separate from the standard security deposit.
- Pet-related damages, cleaning, or pest treatments may be charged against the pet deposit and/or the tenant account as allowed by the lease and law.

Assistance Animals (Service or Support Animals)

- Assistance animals are not pets and are exempt from pet fees, deposits, weight/breed limits, and numeric caps (ADA, Fair Housing Act, Section 504).
- If the disability-related need is not readily apparent, Housing Kitsap may request reliable third-party documentation confirming:



1. the individual has a disability, and
 2. the animal provides disability-related assistance or support.
- General rules still apply (cleanliness, control, prevention of damage) so long as they do not interfere with the function/rights of the assistance animal.

VI. Continued Occupancy Requirements

Family Composition Changes

Immediate Reporting

- Tenants must report any change in household composition within ten (10) business days of the change.
- This includes additions (e.g., birth, marriage, adoption) or removals (e.g., death, divorce, incarceration, permanent move-out).
- Failure to report timely may result in a notice of non-compliance and/or affect continued eligibility.

Prior Approval Requirement

- Written approval from Housing Kitsap is required before any new household member may move into the unit.
- Unauthorized occupants are a lease violation and may result in enforcement actions, including possible termination of tenancy.
- Good Standing Requirement: Current Housing Kitsap residents requesting to add an additional adult household member must be in good standing, defined as:
 - No debt owed to Housing Kitsap, and
 - No notices of non-compliance issued within the past three (3) months.

Documentation

- Tenants must provide official documentation to verify the household change. Acceptable documents include:
 - Birth certificates
 - Marriage licenses
 - Divorce decrees
 - Court custody orders
 - Government-issued identification
- Housing Kitsap may request additional verification as needed to confirm eligibility.

Security Deposit

- If an adult household member is removed from the lease and formally released by a remaining adult household member:
 - The vacating member relinquishes all rights to the apartment and any deposits held in trust.



- The remaining adult household members assume full financial responsibility for the tenancy and continued obligations under the lease.

Refusal to Complete Recertification Rent Consequences

Tenants at Stoneridge Townhomes are required to complete an annual recertification of income and household composition as a condition of continued occupancy.

Housing Trust Fund (HTF) and Community Investments in Affordable Housing (CIAH) Units

- All households residing at Stoneridge Townhomes are required to complete annual income recertifications in accordance with applicable funding requirements and Housing Kitsap policies.
- Failure to complete the annual recertification will result in the issuance of a Notice of Non-Compliance in accordance with Housing Kitsap's established lease enforcement procedures.
- Continued failure to comply with annual recertification requirements may result in termination of tenancy, subject to applicable notice requirements and Washington State landlord-tenant laws (RCW 59.18).
- Households will be provided written notice of the non-compliance and an opportunity to correct the violation in accordance with applicable legal requirements.
- Households may request a reasonable accommodation in accordance with Housing Kitsap's Reasonable Accommodation Policy and applicable fair housing laws.

Unit Inspections and Lease Compliance

Frequency: Housing Kitsap conducts unit inspections to ensure that all apartments meet health, safety, and maintenance standards in compliance with applicable federal, state, and local requirements.

- **Additional Inspections:** May occur due to:
 - Tenant-reported maintenance concerns
 - Property-wide maintenance or renovation projects
 - Suspected lease violations or unauthorized occupancy
 - Follow-up on previously cited deficiencies

Tenants are required to allow reasonable access for these inspections as a condition of continued tenancy.

Notice of Inspection: Tenants will be provided with at least 48 hours' advance notice for any non-emergency inspection. Notice will be given in writing unless otherwise permitted by lease terms or applicable law. In emergency situations, no advance notice is required.

Housekeeping Standards: Units must be maintained in a clean, safe, and sanitary manner. Excess clutter is considered a lease violation when it:

- Creates health or safety hazards (e.g., trash accumulation, pest infestation), or
- Prevents safe **egress or ingress** in case of an emergency by blocking doorways, hallways, or windows intended as emergency exits.



Immediate Correction: Life-safety hazards, such as blocked exits, must be corrected immediately. Other deficiencies may be subject to a cure period as outlined in the lease or notice of non-compliance.

Follow-Up Inspections: If deficiencies or lease violations are observed during an inspection, Housing Kitsap may schedule a follow-up inspection to confirm correction. Failure to correct deficiencies within the specified timeframe may result in formal notices of non-compliance and potential lease enforcement action.

Move-In and Move-Out Inspections: A joint inspection will be conducted at both move-in and move-out. The condition of the unit will be documented on a standardized form signed by both the tenant and property management. This record establishes the unit's condition and helps avoid disputes regarding damage or repair responsibility.

Reasonable Accommodation and VAWA Protections: Tenants with a disability or those protected under the Violence Against Women Act (VAWA) may request a reasonable accommodation related to inspection scheduling or participation. Housing Kitsap will evaluate such requests in good faith and in accordance with applicable fair housing and civil rights laws.

Reporting and Handling of Maintenance Issues

As part of their residency, tenants are expected to support the health, safety, and upkeep of their unit and community. Residents must promptly report maintenance issues through the designated work order process and allow access for necessary repairs, inspections, and preventative maintenance. In non-emergency cases, Housing Kitsap will provide at least 48 hours' written notice before entering a unit. Residents are responsible for securing pets during maintenance visits and may be charged for damages beyond normal wear and tear. Active cooperation with maintenance procedures ensures safe, quality housing for all residents.

Response Time and Resident Responsibility

Housing Kitsap will respond to maintenance requests based on the severity of the issue:

- **Emergency Work Orders:** Issues that pose an immediate threat to health, safety, or property will be addressed within 24 hours.
- **Standard Work Orders:** Non-emergency repairs will typically be completed within 30 days.

Residents are expected to maintain their units in clean, sanitary, and safe conditions between inspections and service calls. This shared responsibility helps ensure the well-being of all residents and supports the effective maintenance of Housing Kitsap communities.

Failure to Cooperate with Maintenance

Tenants are required to provide reasonable access to their unit for scheduled maintenance, repairs, and inspections. Repeated refusal to grant access, failure to prepare the unit for scheduled work, or actions that otherwise prevent Housing Kitsap staff or contractors from completing required repairs may be considered a lease violation.



- **Advance Notice:** Except in emergencies, Housing Kitsap will provide at least 48 hours' written notice before entering a unit for maintenance.
- **Missed or Denied Entry:** If a tenant is not present or refuses entry at the scheduled time, Housing Kitsap may reschedule the appointment once. Continued refusal or lack of cooperation may result in written notice of non-compliance and potential lease enforcement actions.
- **Emergency Access:** In cases of imminent threat to health, safety, or property, staff may enter without advance notice. Tenants are required to cooperate fully with emergency entry and repairs.
- **Charge-Back Procedures:** Tenants may be charged for costs incurred when:
 - Vendors charge Housing Kitsap for missed or denied appointments.
 - Staff must make repeated trips due to tenant refusal, lack of preparation, or failure to secure pets.
 - Lock-outs or other tenant-caused delays prevent work from being completed.

Failure to cooperate with maintenance procedures undermines the health and safety of the community and may result in additional charges, formal notices of lease violation, or termination of tenancy in accordance with Housing Kitsap policy.

Unit Transfer Policy

Reasonable Accommodation Transfers

Transfers between units of the same bedroom size are permitted only when requested and approved as a reasonable accommodation for a household member with a disability. The need must be verified and must relate to specific physical features required in the unit. Approved accommodation-based transfers receive priority over applicants on the wait list.

Transfers from Accessible Units

If there is no qualified applicant or current tenant who requires the accessible features of a vacant accessible unit, the unit may be offered to a household without disabilities. The household must enter into a Transfer Agreement stating that they will relocate to a comparable, non-accessible unit within the same property if a qualified household later requires the accessible features.

Tenant-Initiated Transfers

Requests for transfer to a larger unit will only be considered:

- After one full year of tenancy, and
- Only if the household composition has increased, requiring more space per occupancy standards.

To qualify, the household must:

- Be in good standing (no lease violations within the last 12 months or unpaid rent),
- Have no tenant-caused pest infestations or property damage,
- Pass a unit inspection of the currently occupied unit,
- Continue to meet program eligibility requirements for the new unit.



Administrative Transfers

Housing Kitsap may initiate a transfer when necessary to protect the health, safety, or well-being of the tenant or community, or to comply with program or property requirements. Examples include:

- Emergencies such as fire, flood, or other unit damage that renders the unit uninhabitable,
- Urgent safety or security concerns affecting the household,
- Capital improvement or rehabilitation projects requiring temporary relocation,
- Program compliance needs, including over-housed or under-housed status identified at recertification.

Tenants subject to an administrative transfer will be provided written notice, options for relocation within Housing Kitsap's portfolio (when available), and information regarding their rights under VAWA, Section 504, or other applicable protections.

Management Discretion

In addition to the criteria outlined above, Housing Kitsap reserves the right to consider other factors at management's discretion when reviewing transfer requests. Such considerations may include—but are not limited to—property needs, community stability, availability of units, or circumstances not specifically addressed in this policy.

All transfer requests must be submitted in writing and will be reviewed by Housing Kitsap on a case-by-case basis.

VII. Lease Compliance and Tenant Responsibilities

Adherence to Lease Terms

Tenants must fully comply with the lease agreement, including timely rent payment, adherence to community rules and policies, and maintaining the cleanliness and condition of the unit and common areas. Lease violations may result in written warnings, Notices of Non-Compliance, or lease termination, in accordance with program requirements and applicable landlord-tenant laws.

Occupancy Requirements

Tenants must use the unit as their sole and primary residence. Subleasing, assignment of the lease, or allowing unauthorized persons to reside in the unit is prohibited and is a serious lease violation. Tenants must notify Housing Kitsap of any change in household composition or extended guests and must receive prior written approval for new household members.

Guest Policy

Guests are permitted; however, long-term stays must be approved in writing by Housing Kitsap.

- Guests who remain more than **14 consecutive days** or **30 cumulative days** in any **45-day period** will be considered unauthorized occupants unless prior approval is obtained.
- Tenants are responsible for the conduct of their guests at all times. Unauthorized occupants may result in lease enforcement, including termination.



Noise and Nuisance Policy

Tenants and their guests must not interfere with the health, safety, or peaceful enjoyment of others. Excessive noise, disturbances, illegal activity, harassment, or disruptive behavior is prohibited and may result in enforcement actions, including eviction if warranted.

Rent Payment Obligations

Monthly rent is due in full on or before the first day of each month. Late or missed payments may result in late fees, lease violation notices, and potential initiation of termination proceedings. Tenants are encouraged to communicate early if experiencing financial hardship.

Good Neighbor Expectations

Residents must treat neighbors, visitors, and Housing Kitsap staff with respect and civility. Verbal abuse, harassment, threats, or discriminatory conduct will not be tolerated and may result in formal lease enforcement. Tenants are responsible for the behavior of all household members and guests.

Housekeeping Standards

Tenants must maintain units in a clean, safe, and sanitary condition, including proper trash storage/disposal, avoiding excessive clutter, and preventing pest conditions. "Excessive clutter" includes any accumulation of items that:

- Blocks entry or exit pathways;
- Prevents access to windows, doors, or hallways needed for safe egress during an emergency; or
- Creates fire, health, or safety hazards.

Units found in poor condition may be subject to follow-up inspections and corrective action. Persistent violations may result in lease enforcement.

Alterations and Unit Modifications

No alterations without prior written approval from Housing Kitsap, including:

- Painting or wall treatments;
- Installing/removing flooring, appliances, or fixtures;
- Adding locks, security devices, or satellite dishes;
- Structural or electrical modifications.

Unauthorized alterations may result in enforcement and restoration charges.

Common Area Conduct

Respect shared spaces (hallways, laundry, parking lots, stairwells, playgrounds, and outdoor areas).

- No storage of personal items in hallways or common areas.
- Fire exits and pathways must remain clear at all times.
- Damage to common areas caused by tenants/guests is the tenant's financial responsibility.

Parking and Vehicle Policy

Where parking is available, only operable, licensed, and insured vehicles may be parked on the property. Prohibited actions include:

- Parking unlicensed, inoperable, or abandoned vehicles;



- Performing vehicle repairs or maintenance on site;
 - Parking on grass/landscaping or in unauthorized areas.
- Violations may result in towing at the tenant's expense.

Prohibition of Illegal Activity

Illegal activity on the premises is strictly prohibited and is a serious lease violation, including drug-related activity, violence, harassment, property destruction, or any activity threatening health, safety, or welfare.

Fire Safety and Appliances

Use appliances safely and only as intended. Prohibited:

- Operating grills, propane stoves, or open-flame heaters inside units or on balconies/patios;
 - Tampering with smoke detectors, sprinklers, or other safety devices;
 - Storing flammable materials in units/common areas.
- Fire hazard conditions may result in immediate lease enforcement.

Pet Responsibilities

Tenants with pets or assistance animals must follow Housing Kitsap's pet policy. Pets must be supervised and not cause damage or disturbances or pose health/safety risks. Pet waste must be promptly cleaned and properly disposed. Unauthorized pets may result in lease action.

Smoking Policy

Housing Kitsap Homes is a smoke-free community. Smoking of any substance—including tobacco, marijuana, and the use of electronic or vapor devices—is strictly prohibited in all residential units, common areas, vehicles parked in community lots, and on all Housing Kitsap-owned or managed properties.

- Violations may result in warnings, fines, or termination of tenancy.
- Tenants are responsible for ensuring household members and guests comply.
- Reasonable accommodation requests related to cessation support or alternative compliance strategies will be considered case-by-case.

Tenant Charge-Backs

Tenants may be charged for costs incurred due to tenant actions, negligence, or non-compliance, including:

- Damages beyond normal wear and tear (repairs/replacements);
- Missed vendor/maintenance appointments (outside contractor or HK fees for missed/denied access);
- Lockouts or lost keys (re-keying, lock replacement, or staff call-outs);
- Pest control (when infestations are due to housekeeping or unauthorized pets);
- Excessive trash/unit condition issues (cleaning, hauling, restoration).

Charges will be itemized in writing. Non-payment is treated as unpaid rent and may result in enforcement or termination.



Consequences of Non-Compliance

Failure to comply with this section—including lease terms, annual or interim recertification, reporting requirements, or other program obligations—may result in one or more of the following actions, as permitted under federal, state, and local regulations:

Lease Termination

Tenants who violate lease terms, fail to complete required recertification, submit false or incomplete information, or fail to pay rent may be subject to termination of tenancy. Prior to termination, Housing Kitsap will issue a written notice specifying:

- The violation(s),
- The corrective action required (if applicable), and
- The timeline to respond or cure the issue,

in accordance with Washington State landlord-tenant law and applicable program requirements.

Penalties

Tenants may be required to:

- Repay overpaid rental assistance or subsidies that result from unreported income or household changes; and/or
- Cover costs of damages caused by negligence, misuse, failure to maintain housekeeping standards, or unauthorized alterations to the unit or common areas.

Reasonable Accommodation Consideration

If non-compliance is related to a disability, tenants may request reasonable accommodation before formal enforcement actions are taken. Housing Kitsap will review such requests in accordance with its Reasonable Accommodation Policy and applicable fair housing requirements.

Complaints

Tenants, applicants, or individuals with relevant information may submit a written complaint to the property management office. If a disability prevents submission in writing, the individual may request a reasonable accommodation to provide the complaint in an alternative format.

Content of Complaints

Complaints should clearly describe:

- What occurred,
- When and where it happened, and
- Who was involved.

Complaints must be specific, factual, and submitted as soon as reasonably possible after the incident or discovery. Housing Kitsap may also initiate investigations based on inconsistencies discovered during file reviews, third-party verifications, or compliance monitoring. To initiate a formal investigation, the complaint must include at least one independently verifiable detail (e.g., name of an unauthorized occupant, date of violation, or corroborating documentation).



and Determination

All complaints will be evaluated based on the greater weight of credible evidence. Each investigation will seek to determine:

1. Whether a program error, lease violation, or program abuse has occurred;
2. Whether any money is owed to Housing Kitsap; and
3. What corrective measures or penalties, if any, should be taken.

If a lease or program violation is confirmed (and permitted under applicable regulations), Housing Kitsap may issue a Notice of Material Noncompliance with Lease and/or a Notice to Comply or Vacate, in accordance with state landlord-tenant law.

Notification to Complainants

Complainants will receive confirmation that their complaint has been received. Due to privacy regulations and Housing Kitsap policy, investigation outcomes or details will not be disclosed to third parties.

Notice Procedure for Nonpayment

When payment in full is not received, a 30-Day Notice of Termination will be issued on or before the 10th day of the month (or the next business day if the 10th falls on a weekend or holiday). Notices will be served by first-class certified mail and hand-delivered to the tenant's address of record.

Legal Process for Non-Payment of Rent

If the tenant does not pay in full or enter into a repayment agreement before the expiration of the 30-Day Notice of Termination, Housing Kitsap may refer the matter to legal counsel to initiate an Unlawful Detainer (eviction) action in accordance with Washington State's Residential Landlord-Tenant Act (RCW 59.18) and applicable program regulations.

Prior to filing, the tenant will be offered the opportunity to enter into a written repayment agreement. If the tenant declines this option or defaults on the repayment agreement, Housing Kitsap's attorney may proceed with filing the Unlawful Detainer action in Kitsap County Superior Court.

Termination of Tenancy

In accordance with federal regulations and Washington State landlord-tenant law, Housing Kitsap may terminate tenancy for material noncompliance with the lease, including but not limited to the following violations:

1. Nonpayment of rent or other charges.
2. Failure to complete required annual or interim recertification.
3. Any activity by a household member or guest that threatens the health, safety, or peaceful enjoyment of other residents, Housing Kitsap staff, contractors, or persons in the surrounding community.



4. Threats, harassment, or abusive behavior (verbal or physical) directed at Housing Kitsap staff, residents, or contractors.
5. Failure to provide timely and accurate information regarding household composition, income, or other eligibility factors.
6. Repeated failure to attend required appointments.
7. Failure to submit required documentation.
8. Refusal to allow unit inspections.
9. Failure to maintain the unit in a safe and sanitary condition.
10. Subletting or assigning the unit without prior written approval.
11. Using the premises for anything other than a primary residence (except approved home businesses).
12. Intentional destruction, removal, or damage of property or fixtures.
13. Failure to prevent guests from damaging the unit or common areas.
14. Permitting guests not listed on the lease to stay more than 14 calendar days within any 45-day period without prior written approval.
15. Disabling, tampering with, or failing to report a nonfunctioning smoke detector.
16. Fraud, bribery, or other criminal acts committed in connection with a federal housing program.
17. Manufacture of methamphetamine on the premises or in any federally assisted housing.
18. Violent or drug-related criminal activity by a household member.
19. Violent or drug-related criminal activity on the premises by someone under the resident's control.
20. Alcohol abuse that interferes with the health, safety, or peaceful enjoyment of others.
21. Any household member subject to a lifetime sex-offender registration requirement.
22. Current illegal drug use, or a pattern of drug use (including marijuana), that interferes with the health, safety, or peaceful enjoyment of others.
23. Criminal activity verified by conviction or other credible evidence.

Death of the Sole Household Member on the Lease

- **Live-in Aide:** A live-in aide is not entitled to remain in the unit and must vacate. Housing Kitsap may allow up to 15 calendar days or through the end of any prepaid rent period (whichever is greater) to vacate.
- **Executor or Responsible Party:** If identified, the executor, next of kin, or other responsible party will be allowed the greater of 15 calendar days or through the end of any prepaid rent period to retrieve belongings and return possession of the unit.
- **No Responsible Party Identified:** If no responsible party is located within a reasonable period, the unit will be treated as abandoned, and Housing Kitsap will proceed in accordance with its abandonment and personal property procedures under Washington State landlord-tenant law.

Termination Notice

Housing Kitsap will provide tenants with prompt written notice of termination, which will include:

1. A brief statement of the reason(s) for the decision.
2. The effective date of the proposed termination.



3. The household's right to grieve the termination in accordance with Housing Kitsap's Grievance Policy.
4. HUD Form 5380 (Notice of Occupancy Rights under VAWA) and HUD Form 5382 (Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking).
5. The right to request a reasonable accommodation.
6. A statement that if any resident remains in the unit after the termination date, Housing Kitsap may seek enforcement of the termination through the courts.

Service of Notice: Notices will be delivered to any adult household member answering the door. If no adult answers, the notice will be affixed to the door and sent by first-class mail to the unit address of record. Additional copies may also be mailed per Housing Kitsap legal counsel's instruction.

Mitigating Circumstances

For cases involving criminal or alcohol-related activity, Housing Kitsap will consider:

- The seriousness of the offense;
- Whether the leaseholder was directly involved;
- The impact on uninvolved household members; and
- Any steps taken to prevent recurrence (e.g., treatment participation, behavior contracts, or similar interventions).

Criminal Record Terminations

When termination is based on a criminal conviction or criminal history report:

- Housing Kitsap will notify the household and offer the individual and Head of Household the opportunity to view the record (copies will not be provided).
- The individual may submit evidence disputing the accuracy or relevance of the record.
- If termination proceeds, the household may contest the decision through a grievance hearing or in court.

Eviction Procedures

In accordance with RCW 59.18 (Residential Landlord-Tenant Act), Housing Kitsap follows a formal process for terminating tenancy and pursuing eviction when warranted. All eviction cases are filed at Kitsap County Superior Court (614 Division Street, Port Orchard, WA 98366).

Court proceedings generally follow these steps:

1. Call to Order – The judge reviews the case list and calls cases in order.
2. Opening Statements – Each party (or their attorney) may summarize their position.
3. Housing Kitsap's Case – Presentation of evidence and/or witnesses supporting the claim (e.g., lease, notices, payment history).
4. Tenant's Case – The tenant may present evidence or witnesses in defense.
5. Judge's Questions – The judge may ask clarifying questions.
6. Judge's Decision – The court may:
 - Grant Housing Kitsap's request for a writ of restitution,
 - Approve a repayment agreement,



- Dismiss the case, or
 - Take the matter under advisement (decision issued later).
7. Monetary Judgment – If awarded, the court may order the tenant to pay unpaid rent, damages, or fees.
 8. Writ of Restitution – If granted, authorizes Housing Kitsap to regain possession of the unit through enforcement by the Kitsap County Sheriff's Office.

Writ of Restitution Process (Summary)

Once the court issues a writ of restitution, the following steps occur:

1. Issuance – The writ is issued by the court clerk.
2. Delivery to the Sheriff – Housing Kitsap's attorney delivers the writ to the Kitsap County Sheriff's Office.
3. Posting of Notice – The Sheriff posts a Notice of Eviction at the unit, typically allowing 3–5 days for voluntary move-out.
4. Opportunity to Vacate – The tenant may vacate voluntarily within the timeframe.
5. Sheriff's Enforcement – If the tenant does not vacate, the Sheriff conducts a physical eviction, removes occupants, and secures the unit.
6. Housing Kitsap's Repossession – The property is re-secured (locks changed), inspected, and prepared for re-rental.
7. Storage of Personal Property – Housing Kitsap must store abandoned belongings as required under Washington law (generally 45 days). Tenants may reclaim belongings by paying storage costs.
8. Final Settlement – If a monetary judgment was awarded, Housing Kitsap may pursue collection through legal means (e.g., garnishment or liens).

VIII. Move Out

Types of Move-Outs

Voluntary Move-Out

Tenants must provide a written 20-Day Notice of Intent to Vacate. The 20-day period begins when Housing Kitsap receives the notice. Rent is due for the full month; partial months are not prorated.

Involuntary Move-Out

Tenants may be required to vacate after legal notices (e.g., Pay or Vacate, Comply or Vacate). Failure to comply may result in eviction through Superior Court.

Abandonment

A unit is considered abandoned if rent is unpaid and the tenant's actions indicate permanent vacating. Housing Kitsap may secure the unit after posting notice per RCW 59.18.

Death of Sole Occupant

If the sole leaseholder dies, rent remains the estate's responsibility until the unit is returned. Housing



Kitsap will work with the executor or representative; if none is identified, the unit will be treated as abandoned under RCW 59.18.310.

Delivery of Notice to Vacate

Tenants must provide written notice of intent to vacate in accordance with Housing Kitsap's lease and program requirements.

Accepted Delivery Methods

- In person at the management office
- By first-class mail
- By fax
- By email, only if permitted by lease or written policy

Unacceptable Method

- Verbal notice will not be accepted

Notice Period

- At least 20 days' written notice is required
- The 20-day period begins when Housing Kitsap receives the notice

Important Notes

- To avoid unintended charges, notice should align with the start of a rental period (e.g., to vacate April 30, notice must be received by March 31).
- Late notice may result in financial responsibility for the following rental period.
- Tenants should retain a copy and proof of delivery.

For questions on notice requirements based on unit type or program, tenants should contact the property manager.

Canceling a Notice to Vacate

Tenants may request to cancel a Notice to Vacate only if the unit has not already been assigned to a new applicant (lease signed or approval issued).

Requirements

- Requests must be submitted in writing to the property manager
- Cancellation cannot be guaranteed once the unit is offered to an eligible applicant
- If reassignment prevents cancellation and no other units are available, the applicant's paid application fee will be refunded per Housing Kitsap's policy

Tenants are encouraged to notify Housing Kitsap promptly if their plans change.



Personal Property Storage Requirements

In accordance with RCW 59.18.310, when a tenant is evicted or vacates and leaves belongings behind, Housing Kitsap must:

- **Inventory:** Create a written inventory (with photos when possible) of items left.
- **Storage:** Store items in a safe location (on-site or off-site) for at least 45 days. The tenant is responsible for reasonable storage costs.
- **Notice:** Provide written notice by mail to the tenant's last known address and post at the unit. The notice must describe the items, storage location, costs, instructions for reclaiming, and the 45-day deadline.
- **Reclaiming:** Tenants may reclaim items within 45 days upon payment of storage costs.
- **Disposal:** If items are unclaimed after 45 days, Housing Kitsap may dispose of them by sale, donation, or other reasonable means. Proceeds from any sale will first cover storage costs, with remaining funds returned to the tenant. An additional 30-day notice will be given before any sale.
- **Documentation:** Housing Kitsap will maintain records of inventories, notices, storage/disposal receipts, and proof of mailing/posting.

Deposit Disposition Statement

In accordance with RCW 59.18.280, Housing Kitsap will provide a Deposit Disposition Statement within thirty (30) calendar days following the date a tenant vacates or abandons a unit. The statement will include an itemized list of any lawful deductions from the tenant's deposit, along with the balance of any funds owed to the tenant.

Permitted Uses of Deposit:

The deposit may be applied toward:

- Unpaid rent or other charges under the lease;
- Damage beyond normal wear and tear (e.g., holes in walls, broken appliances, excessive carpet damage);
- Excessive cleaning required beyond standard turnover.

Refunds and Deductions:

- An itemized list of deductions will be included with the disposition statement.
- Any refund will be mailed to the tenant's last known or provided forwarding address. Tenants are responsible for ensuring a forwarding address is on file at move-out.

Outstanding Balances:

- If the deposit does not cover the balance owed, Housing Kitsap will notify the tenant of the amount due.
- Tenants may request a repayment agreement.
- Failure to respond or comply may result in referral to a collection agency.

**Recordkeeping:**

Housing Kitsap will retain records of deposit dispositions, itemized deductions, and related correspondence in accordance with state law.

IX. Grievance Procedure

When Housing Kitsap makes a decision that negatively impacts an applicant or tenant, the household may be entitled to appeal. Applicants may request an informal review, and tenants may request an informal hearing. Housing Kitsap may also suggest an administrative file review to resolve concerns.

Informal Review Requests (Applicants)

- Applicants must request an informal review within 10 business days of receiving a *Notification of Adverse Action*.
- Requests must be in writing (delivered in person or by first-class mail to Housing Kitsap's main office, 2244 NW Bucklin Hill Road, Silverdale, WA 98383).
- The request must include:
 - Reason for the grievance;
 - Relief sought;
 - Supporting evidence; and
 - Any additional documentation for review.

Conducting the Review

- The reviewing officer will not be the staff member (or their subordinate) who made the original decision.
- The officer will conduct a full file review, considering both Housing Kitsap's records and any applicant-provided evidence.

Consideration of Circumstances

When making a decision, Housing Kitsap will consider:

- The seriousness of the issue and its impact on other residents;
- The effect on household members not involved in the conduct;
- Culpability of individual household members, including minors, people with disabilities, or victims of domestic violence;
- The time elapsed since the conduct, recent history, and likelihood of future compliance;
- Evidence of participation in counseling or support services.

Informal Review Decision

- A written decision will be mailed within 10 business days of the review to the applicant (and representative, if applicable).
- The decision will address:



- Whether the grounds for denial align with policy, program regulations, and nondiscrimination requirements;
- The credibility and sufficiency of evidence;
- Discretionary factors, where applicable.

Recordkeeping and Outcomes

- If denial is upheld, the decision will be documented in the applicant's file. The applicant may reapply in accordance with Housing Kitsap's reapplication policy.
- If denial is reversed, Housing Kitsap will resume processing the application promptly.

X. Record-Keeping and Reporting

Housing Kitsap maintains all records related to Stoneridge Townhomes in accordance with applicable federal and state laws and program requirements, including but not limited to:

- Washington State Public Records Act (RCW 42.56)
- Washington Secretary of State's Housing Authorities Records Retention Schedule
- Applicable privacy, data protection, and confidentiality laws governing resident information

Records Management

Housing Kitsap maintains accurate and complete records for all applicants and tenants, including:

- Initial applications and supporting documentation
- Income and eligibility determinations
- Lease agreements and addenda
- Recertifications, notices, correspondence, and grievance outcomes
- Inspection reports and compliance documents

Records are retained in accordance with the most restrictive retention requirements among funding sources and regulatory partners.

Confidentiality and Public Records

Housing Kitsap complies with the Washington State Public Records Act to ensure transparency in operations. Personally Identifiable Information (PII) and other confidential tenant or applicant data are protected from disclosure under applicable federal and state privacy laws, including HUD privacy standards.

Secure Storage and Destruction

Sensitive records are stored securely—both physically and electronically—and are accessible only to authorized staff. Once records have fulfilled their applicable retention requirements, they will be securely destroyed in a manner that ensures the protection of confidential and personally identifiable information.



Housing Kitsap follows best practices for record disposal, including:

- Shredding of paper records containing Personally Identifiable Information (PII);
- Permanent deletion of electronic records from secure systems;
- Documenting the destruction of records where required by federal program rules.

XI. Domestic Violence Policy

This policy implements the requirements of the Violence Against Women Act (VAWA) with respect to Housing Kitsap's responsibilities regarding domestic violence, dating violence, sexual assault, and stalking.

This policy applies to all federally subsidized housing programs administered or managed by Housing Kitsap. Protections under this policy are available to all applicants and tenants, regardless of sex, gender identity, sexual orientation, race, color, national origin, religion, familial status, disability, or age.

No applicant or tenant will be denied admission to, or evicted from, housing solely because they are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, if they otherwise qualify for housing.

Definitions

Actual and imminent threat: A physical danger that is real, would occur within an immediate timeframe, and could result in death or serious bodily harm. Factors include the duration of the risk, nature and severity of harm, likelihood of occurrence, and immediacy of the threat.

Adverse factor: Any factor used as a basis for denying admission or evicting a tenant.

Affiliated individual:

- A spouse, parent, sibling, or child of the victim;
- A person to whom the victim stands in the place of a parent/guardian; or
- Any individual, tenant, or lawful occupant living in the household of the victim.

Bifurcate: To divide a lease by law, so certain tenants/occupants may be removed while others continue occupancy under the same or revised lease requirements, depending on eligibility.

Bona fide claim: A claim of domestic violence, dating violence, sexual assault, or stalking that meets the requirements of the above definitions.

Confidentiality: Housing Kitsap will not enter victim information into shared databases or release such information to related entities except as required by law or court order, or with the victim's written consent.



Dating violence: Violence committed by a person in a social, romantic, or intimate relationship with the victim, determined by length, type, and frequency of the relationship.

Domestic violence: Felony or misdemeanor crimes of violence committed by:

- a. A current or former spouse of the victim,
- b. A person with whom the victim shares a child,
- c. A person cohabitating or who has cohabitated with the victim as a spouse/intimate partner,
- d. A person similarly situated to a spouse, or
- e. Any person against an adult or youth victim who is protected under applicable law.

Perpetrator: A person who commits domestic violence, dating violence, sexual assault, or stalking.

Sexual assault: Any nonconsensual sexual act prohibited by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

Spouse or intimate partner: A person in a romantic/intimate relationship with the victim, determined by length, type, and frequency of interaction.

Stalking: Conduct directed at a specific person that would cause a reasonable person to:

- Fear for their own safety or the safety of others, or
- Suffer substantial emotional distress.

VAWA Protections

Under VAWA, applicants and tenants in all Housing Kitsap properties are entitled to the following protections:

- Incidents of domestic violence, dating violence, sexual assault, or stalking will not be considered serious or repeated lease violations by the victim and are not grounds for termination of tenancy or assistance.
- Housing Kitsap may terminate the tenancy of a perpetrator, even if they are not a signatory to the lease, through bifurcation.
- Housing Kitsap will honor all court orders addressing access to or control of the property.
- Victims may not be held to a “more demanding standard” than non-victims for eviction or termination.
- Housing Kitsap may evict a victim only if it demonstrates an actual and imminent threat to other tenants, staff, or service providers if tenancy continues.
- Greater protections provided by other laws are not superseded by VAWA.

Notification of Rights

Housing Kitsap will provide applicants and tenants with HUD Form 5380 (*Notice of Occupancy Rights*) and HUD Form 5382 (*Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation*):

- **Applicants:** At admission and at denial of admission.



- **Tenants:** With any eviction notice.

VAWA protections will be explained at pre-lease briefings and outlined in all denial and termination notices.

Verification of Claims

Housing Kitsap requires verification when an individual claims VAWA protections. Verification may be provided through one of the following:

1. **HUD Form 5382** – Signed written certification describing the incident(s).
2. **Third-party documentation** – Signed statement from a victim service provider, attorney, or medical/mental health professional, with perjury attestation by both the professional and the victim.
3. **Police or court record** – Official records describing the incident(s).
 - Verification must be provided within 14 business days of written request. Failure may result in loss of protections.
 - If conflicting information exists (e.g., multiple claims), third-party documentation must be provided within 30 calendar days.

Confidentiality

- All VAWA-related information will be kept confidential and separate from tenant files.
- Information will be kept in sealed manila envelopes, marked with a confidential identifier, and stored in locked cabinets.
- Records will be destroyed three (3) years after final resolution.
- Disclosure may occur only if:
 1. The victim provides written consent,
 2. Required for eviction proceedings, or
 3. Required by law.

Emergency Transfer Plan

Housing Kitsap provides an Emergency Transfer Plan in accordance with HUD guidance.

Eligibility:

- Victims who reasonably believe they face imminent harm if they remain in their unit.
- Victims of sexual assault occurring on the premises within 90 days of the transfer request.

Process:

- Tenants must submit a written request.
- Requests will be prioritized in accordance with Housing Kitsap's Transfer Policy.
- Tenants not in good standing may still qualify.

Confidentiality: The new unit location will remain confidential from the perpetrator.

Timing/Availability:

- Housing Kitsap will act as quickly as possible, but transfer approval and timing depend on unit availability and eligibility.



- If no safe units are available, Housing Kitsap will assist tenants in identifying other providers or community resources.

Safety Guidance:

- Tenants are encouraged to contact national and local hotlines for safety planning:
 - National Domestic Violence Hotline: 1-800-799-7233 (TTY: 1-800-787-3224)
 - RAINN Sexual Assault Hotline: 1-800-656-4673 / <https://ohl.rainn.org/online/>
 - Stalking Resource Center: <https://victimsofcrime.org/our-programs/stalking-resource-center>

XII. Rent Collection Policy

Purpose

This policy clarifies Kitsap County Consolidated Housing Authority dba Housing Kitsap (HK)'s policies and procedures for:

- Collection of rent and other charges
- Late charges and returned check assessments
- Rent collection processing, reconciliation, and monitoring

Collection of tenant charges is essential to the financial viability of Housing Kitsap communities and programs. Without a high and timely tenant rent collection rate, communities risk poor cash flow, which can result in reduced maintenance and accelerated property deterioration.

This policy establishes how residents must pay monthly rent, how and when late charges are applied, and the consequences of late or non-payment.

The policy is consistent with:

- HUD's Public Housing Authority Financial Management guidance
- Revised Code of Washington (RCW) Residential Landlord-Tenant Act, Chapter 59.18
- Fair Housing Act and Affirmatively Furthering Fair Housing (AFFH) requirements
- Housing Kitsap internal policies and procedures

Housing Kitsap actively pursues timely and full collection of tenant charges. Collections are applied to the communities and programs from which the charge originated. Cash payments are never accepted.

Goals

The rent collection policy is designed to:

1. Maintain Housing Kitsap resident accounts at a delinquency rate of no more than 3%.
2. Clarify rent collection policies for residents and staff.
3. Establish consistent procedures for repayment agreements and retroactive charges.
4. Streamline the eviction and legal process while ensuring compliance with state and federal law.



Rent Collection Procedures

Collection of Rent and Tenant Charges

- The initial payment (rent and security deposit) made at move-in must be paid at the community office by cashier's check or money order.
- Subsequent rent payments are due and payable in advance, without notice, on the first day of each month.
- Accepted methods: online (RENTCafé), check, money order, or cashier's check.
- Cash payments are never accepted. Signs stating "No Cash Payments Will Be Accepted" must be posted at all communities.

Rent Due Date & Grace Period

- Rent is due on the 1st of each month.
- A four-day grace period is allowed (through the 5th).
- Rent not received by the close of business on the 5th is considered delinquent.
- Late fees may not be assessed until after the 5th day has fully elapsed.

Late Fees and Returned Checks

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

Late Fee Waiver

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

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

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

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



Rent Collection Processing

Acceptable Payment Methods

- Online via RENTCafé (ACH or debit/credit).
- Check or money order (in person, drop box, or mail).
- CHECKscan (on-site electronic deposit of checks).

Daily Processing

- All payments must be entered into Yardi Voyager the same day received.
- Tenants requesting a receipt must be provided one using Housing Kitsap's Rent Receipt Form.
- Drop boxes checked daily by authorized staff.
- Property managers are responsible for daily deposits and reconciliation.

CHECKscan & Deposits

- All checks scanned and deposited the same business day.
- Batch reports, deposit slips, and CHECKscan confirmations must be submitted daily to Finance.

Reconciliation & Monitoring

- Monthly reconciliation compares software receipts to bank deposits; discrepancies must be resolved by accounting staff.
- Senior Accountant reviews timeliness and accuracy of deposits; issues reported to Finance Director.
- Past-due reports are reviewed monthly by property managers to address outstanding balances.

Application of Payments

Payments are applied in the following order per RCW 59.18.283:

1. Rent
2. Late payments
3. Damages
4. Other fees, including attorney's fees

If multiple charges exist, payment is applied to the oldest balance first. Credit balances are applied to future rent.

Notice of Nonpayment

If rent is unpaid by the 10th of the month, Housing Kitsap will issue a 30-Day Notice of Nonpayment in compliance with HUD's Final Rule (effective January 13, 2025).

- Notice will itemize rent and other charges owed by month.
- Notice will explain how the tenant may cure the arrearage.
- Notice will be served in compliance with RCW 59.18 and HB 1003 (2025) — personally delivered, or if mailed, sent by certified mail with a copy left with a suitable person or conspicuously posted at the premises.



Failure to cure by the expiration of the 30 days may result in legal action.

Security Deposits

- Security deposits must be paid in full at move-in unless a repayment plan is approved under RCW 59.18.610.
- Deposits are not reduced during tenancy.
- Deposits and credits are not transferable between properties, except in cases of approved reasonable accommodations.

Other Tenant Charges

- Maintenance/Repair: Charges due the 1st of the 2nd month after billing; tenant responsible for damages beyond normal wear and tear.
- Extermination: Tenant responsible for infestations; charges due the 1st of the 2nd month after billing.
- Insurance Deductible: Tenant charged deductible for tenant-caused damages resulting in an insurance claim.
- Excess Utilities: Charges due the 1st of the 2nd month after billing.

Repayment Agreements

- Available when a tenant owes a debt (e.g., unauthorized assistance, damages, arrears).
- Agreements must be written, signed, and specify: total owed, reason, monthly payment, due date, and consequences of missed payments.
- Only one active repayment agreement at a time.
- Payments may not exceed 10% of monthly adjusted income, unless tenant voluntarily agrees otherwise.
- Tenants complying with repayment agreements will not face eviction for nonpayment.
- Failure to comply may result in termination of tenancy or legal action.

Debts Owed

- Voucher holders leaving with unpaid balances are reported in HUD's Enterprise Income Verification (EIV) Debts Owed module.
- Accounts may be reported to credit bureaus if no payment is received within 30 days.
- Unpaid debts may prevent future participation in rental assistance programs.

Prohibited Lease Clauses

Housing Kitsap lease agreements comply with RCW 59.18.230 and SB 5313 (2025). The following provisions are unenforceable and will not be included:

- Waiver of the right to pursue or participate in a class action.
- Arbitration agreements unless notarized and Housing Kitsap pays all costs.



- Nondisclosure agreements restricting tenants from discussing tenancy-related matters.

XIII. Policy Review and Updates

Continuous Review Process

Housing Kitsap is committed to fair, consistent, and legally compliant policies that support equitable tenant selection and continued occupancy. To ensure the Tenant Selection and Continued Occupancy Policy (TSCOP) remains aligned with regulations and community needs, Housing Kitsap will conduct ongoing review through:

- **Annual Internal Policy Review:** An annual evaluation of the TSCOP to confirm compliance with HUD, the Fair Housing Act, and other applicable laws.
- **Monitoring of Legal and Regulatory Changes:** Regular review of updates to federal, state, and local laws to ensure prompt policy adjustments.
- **Performance Monitoring:** Analysis of tenant selection outcomes, appeals, and complaints to identify patterns requiring adjustments for fairness, nondiscrimination, and housing stability.

Findings from the review process will guide amendments and revisions, maintaining transparency, consistency, and compliance.

Amendments and Revisions

Housing Kitsap may amend or update the TSCOP as needed to reflect changes in law, regulation, or operational best practices. Revisions may be initiated due to:

1. **Federal and State Compliance Updates** – Changes in HUD regulations, the Fair Housing Act, VAWA, ADA, or Washington landlord-tenant law.
2. **Operational Adjustments** – Modifications to improve efficiency, close policy gaps, or enhance fairness and equity.
3. **Board-Approved Changes** – Recommendations by the Board of Commissioners or executive leadership to strengthen clarity, effectiveness, or fairness.

All amendments will be documented, and updated versions of the TSCOP will be made publicly available. Changes affecting eligibility, screening, occupancy standards, or termination policies will be communicated to applicants and residents in a timely manner.

Revision History

Revision Date	Section(s) Revised	Description of Change	Approved By
04/22/2025	Initial Policy Adoption	Housing Kitsap has adopted a standardized framework for the Tenant Selection Criteria and Occupancy Policy (TSCOP) to ensure consistent, fair, and transparent leasing practices across its portfolio.	Board of Commissioners Resolution 2025-10



Revision Date	Section(s) Revised	Description of Change	Approved By
10/28/2025	Housing History, Credit, Required Denials, Application Denials, Move-In, Lease Compliance, Nonpayment, Termination, Move-Out, Deposit, Personal Property, Grievance, Policy Review	Comprehensive update for Stoneridge Townhomes: added 3+ late payments rule; clarified repayment agreements; strengthened marijuana/controlled substance clause; updated adverse action notices and reinstatement; revised deposit & pet policy; expanded housekeeping, guest, smoking, and charge-back standards; standardized nonpayment notice/repayment; detailed termination grounds & death-of-sole-occupant protocols; aligned move-out, deposit, and property storage with RCWs; expanded grievance procedures; added continuous review/revision tracking.	Board of Commissioners
1/27/2026	XII. Rent Collection Policy Rent Collection Procedures Late Fees and Returned Checks	Increased Non-Sufficient Fee; clarity regarding waiver of late fees.	Board of Commissioners
07/28/2026	III. Eligibility and Suitability Criteria	Streamlined Criminal Background language and added a new “Internal Evaluation & Escalation of Denial Decisions” subsection. This update standardizes how Housing Kitsap reviews proposed denials or terminations, allowing consideration of mitigating documentation and coordinating review across Property Management and Compliance when needed. Due-process requirements remain unchanged.	Board of Commissioner
10/27/2026	IV. Waitlist Preference	Added a temporary admission preference for current residents of Kitsap Homes of Compassion (KHOC), effective through December 31,	Board of Commissioners



Revision Date	Section(s) Revised	Description of Change	Approved By
		2026. Applicants must meet all applicable eligibility and suitability requirements, and the preference does not guarantee housing.	

DRAFT

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

RESOLUTION 2026-38

**RESOLUTION APPROVING THE TENANT SELECTION AND CONTINUED OCCUPANCY PLAN (TSCOP) FOR
STONERIDGE TOWNHOMES**

WHEREAS, Kitsap County Consolidated Housing Authority, dba Housing Kitsap (HK), is anticipating to purchase Stoneridge Townhomes on October 27, 2026; and

WHEREAS, Housing Kitsap has adopted a standardized framework for the Tenant Selection and Continued Occupancy Plan (TSCOP) to ensure consistent, fair, and transparent leasing practices across its portfolio; and

WHEREAS, a TSCOP is required to begin the leasing phase of the Stoneridge Townhomes development in accordance with regulations and Housing Kitsap policies; and

WHEREAS, a TSCOP is required to manage Stoneridge Townhomes Apartments in accordance with regulations and Housing Kitsap policies;

NOW, AND THEREFORE, BE IT RESOLVED that the Housing Kitsap Board of Commissioners hereby approves the Tenant Selection and Continued Occupancy Plan (TSCOP) For Time Square Apartments.

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

HOUSING KITSAP BOARD OF COMMISSIONERS

By: _____
Clarence Moriwaki, Chair

ATTEST:

Heather Blough, Executive Director



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: October 27, 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:

- Attended hearing regarding Southern Cross – Executive Session Discussion
- Continuing Kitsap Mental Health Services Board, including one committee
- Resident Commissioner interview held for one applicant, another planned. Both candidates are very interested.
- Attended National Association of Housing and Redevelopment Officials (NAHRO) Conference in Denver, Colorado.
- Personnel Committee second meeting held. Provided information (included in packet for full Board) regarding process and recommendations for an updated organizational chart and salary scale. One change is recommended at this meeting; full changes will come to the Board to request approval in December.
- Attended Association of Washington Housing Authorities (AWHA) fall meeting held at the Bremerton Government Center.
- Discussed possibly doing a Housing First program with the Health Care Authority, but determined capacity of staff at this time did not line up with taking on this new program.
- Attended meeting with the County regarding a T-RAP audit from Covid era program that no longer exists. IRS is requesting additional info from State, State from County, County to grantees.
- Participating with Finance Director in the State Office of the Auditor's FYE 2025 compliance Audit.
- All staff hybrid meeting: discussed organizational chart changes, discussed changes to health insurance provider (going from using a broker to participating in the Public Employees Benefit Board (PEBB) health insurance programs, which is anticipated to be a better value for the agency and staff), and provided Artificial Intelligence (AI) Policy training.
- Met with KidiMu Board members to discuss them exiting the lease as their circumstances have drastically changed. HK will be gaining possession back near the end of the month.
- Purchase and Sale Agreements signed for Stoneridge townhomes, of which the first 4 are scheduled to close in early November. Board authorization under separate action item.
- Main office exterior painting complete.

2. Finance:

- Meeting weekly with Finance Director
- Attending, when possible, biweekly meetings between property management and property accounting
- Working through port in and port out HCV payment and recording processing.
- Determining budget modification needed for the December meeting, which includes assessment of proposed staff changes and their impact.
- Continual discussions regarding processes and timelines for routine activities.
- Financial Data Schedule (Real Estate Assessment Center – REAC) submission of unaudited financials rejected. Resubmission was due October 16, 2026. Submitted on time.

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

- Still “meeting” with the shortfall team, though these are now email exchanges
- November HAP from shortfall funds not yet showing in EVMS (online system)
- Working with Regionals on re-org of department necessitated by death of Maintenance Operations Manager in September of this year.
- Meeting with Operations and Consistency Specialist to integrate Yardi “back end” operations.

4. Administration/Procurement:

- Hiring is a continual process between vacant positions and newly authorized positions
- IT Policy and AI Policy training provided
- Looking at Job Cost implementation for things other than Self Help
- Leadership team in process for succession planning, organizational chart review, benefit review etc.
- Discussions regarding administrative operations and long-term organizational chart changes, including adding staff and changes of supervision.

5. Development/Single Family

- Howerton Place/Kingston Cares – submitted grant application to Commerce
- In discussions with a developer for Poulsbo site for Self Help, working on Purchase and Sale Agreement
- Riverstone – last household closed for Riverstone group 4
- Vikings Crest vacant, unbuildable land sale to the City of Poulsbo under separate agenda item for approval
- Southern Cross construction continues and can continue
- Working with Engaged Public Affairs on neighborhood outreach for Howerton



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: October 27, 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 August 2026 and September 2026 Housing Assistance Payments (HAP) grant funds for HK's Housing Choice Voucher program:

	August 2026	September 2026
HCV – Section 8 Grant funds received from HUD	\$ 729,234	\$ 723,235
Landlord - Housing Assistance Payments	- 741,915	- 702,696
Tenant - Utility Reimbursement Payments	<u>- 8,098</u>	<u>- 7,511</u>
	\$ - 20,779	\$ 13,028

- Submitted the August 2026 and September 2026 Voucher Management System (VMS) Data Reports inclusive of ongoing retroactive adjustments required.
- Completed regular accounting duties including entering and reviewing deposits and payroll, and processing disbursements.
- The 2005 Bonds (Bremerton Government Center) have redeemed in full, and prior in this meeting packet is (a) a discussion item summarizing the outstanding loans where the sole payment is at maturity, and (b) a proposed resolution to renew our \$200,000 line of credit with Heritage Bank, and (c) a proposed resolution to fund a \$350,000 Sales Proceeds Pool loan to finance a portion of the Stoneridge Townhomes.

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

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

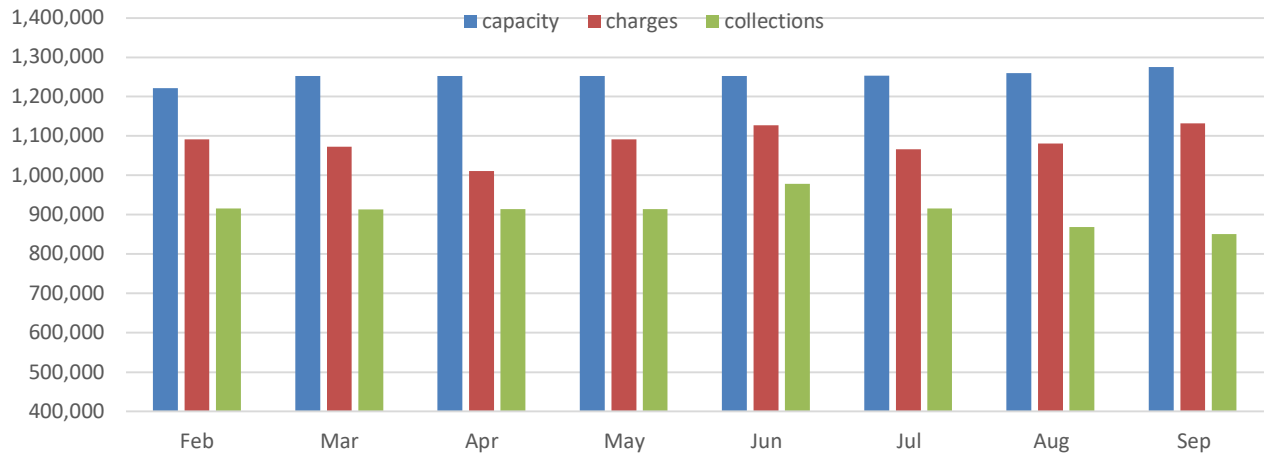
Kitsap Consolidated Housing Authority
Unaudited - Statement of Net Position - For Management Purposes Only
September 30, 2026
HK BUSINESS TYPE ACTIVITIES ONLY (Note Consolidated to include Component Units)

Assets and Deferred Outflow of Resources		9/30/2026
Current Assets		
Cash & Cash Equivalents	\$	4,539,041
Tenant Security Deposits		630,284
Accounts Receivable, Net		1,504,322
Notes Receivable, Current		204,464
Government Grants Receivable		26,091
Prepaid Expense & Other Assets		574,118
Construction in Progress		3,159,666
Total Current Assets		<u>10,637,986</u>
Non-Current Assets		
Restricted Cash		10,387,335
Notes Receivable, Non-Current		15,106,554
Net Pension Asset		792,353
Capital Assets, Net		41,539,477
Investment In Limited Partnerships		2,665,931
Total Non-Current Assets		<u>70,491,649</u>
Deferred Outflows of Resources (PERS - Pension)		1,219,906
Total Assets and Deferred Outflow of Resources	\$	<u>82,349,541</u>
Liabilities, Deferred Inflows of Resources and Net Position		
Current Liabilities		
Accounts Payable	\$	710,924
Accrued Expenses		885,529
Tenant Security Deposits Payable		627,684
Unearned Revenue		1,329,775
Accrued Compensated Absences, Current		243,010
Notes Payable, Current		848,026
Accrued Interest Payable		429,336
Total Current Liabilities		<u>5,074,285</u>
Non-Current Liabilities		
Accrued Compensated Absences, Non-Current		81,003
Accrued Pension Liabilities		190,172
Notes Payable, Non-Current		31,480,621
Accrued Interest Payable, Non-Current		98,479
Other Non-Current Liabilities		56,163
Total Non-Current Liabilities		<u>31,906,438</u>
Deferred Inflows of Resources (PERS-Pension)		326,901
Net Position		
Restricted		1,599,016
Unrestricted		43,751,324
Total Net Position		<u>45,041,917</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	\$	<u>82,349,541</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 9/30/2026
HK BUSINESS TYPE ACTIVITIES ONLY (Consolidated to include Component Units)

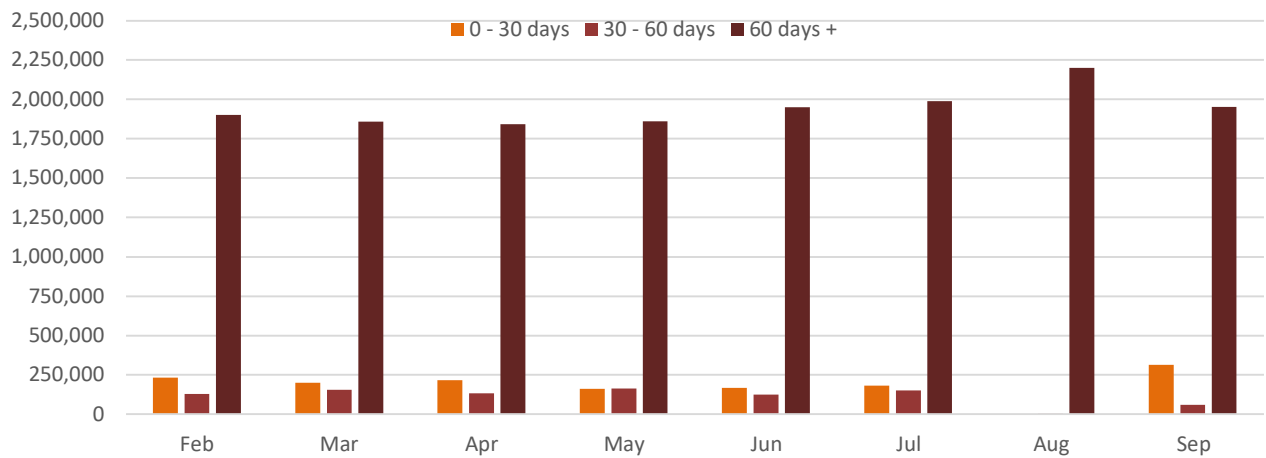
	Current Month				Year to Date			
	Sep-2026	Sep-2026			3 months	3 months		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>var %</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>var %</u>
Income								
Rent and Other Tenant Related Income	\$ 1,192,815	\$ 1,401,067	\$ (208,252)	-14.9%	\$ 3,806,772	\$ 4,203,201	\$ (396,429)	-9.4%
Self Help Sales and Other Income	118,000	173,750	(55,750)	-32.1%	1,062,000	521,250	540,750	103.7%
Grant Income	806,001	913,912	(107,911)	-11.8%	3,161,886	2,741,736	420,150	15.3%
Interest Income	15,615	13,833	1,782	12.9%	40,655	41,499	(844)	-2.0%
Total Income	2,132,431	2,502,562	(370,131)	-14.8%	8,071,313	7,507,686	563,627	7.5%
Expense								
Payroll/Labor Expense	429,613	566,165	(136,552)	-24.1%	1,248,150	1,698,495	(450,345)	-26.5%
Property Expense	217,414	267,495	(50,081)	-18.7%	706,982	802,485	(95,503)	-11.9%
Utilities	182,429	155,967	26,462	17.0%	500,941	467,901	33,040	7.1%
Marketing/Advertising Expense	2,472	2,012	460	22.9%	8,297	6,036	2,261	37.5%
Office Expense	13,112	38,066	(24,954)	-65.6%	55,630	114,198	(58,568)	-51.3%
Operational/Professional	61,156	277,010	(215,854)	-77.9%	415,193	831,030	(415,837)	-50.0%
Grant Expense	708,778	666,483	42,295	6.3%	2,203,202	1,999,449	203,753	10.2%
Self Help Lot Sales & Other Costs	102,224	-	102,224	N/A	920,017	-	920,017	N/A
Insurance/Tax Expense	41,800	55,432	(13,632)	-24.6%	151,488	166,296	(14,808)	-8.9%
Depreciation & Amortization	162,825	125,869	36,956	29.4%	485,117	377,607	107,510	28.5%
Interest on Debt	64,897	63,450	1,447	2.3%	182,611	190,350	(7,739)	-4.1%
Total Expense	1,986,722	2,217,949	(231,227)	-10.4%	6,877,627	6,653,847	223,780	3.4%
Net Income (Loss)	\$ 145,710	\$ 284,613	\$ (138,903)	-49%	\$ 1,193,686	\$ 853,839	\$ 339,847	40%

Housing Kitsap rental charges and collections



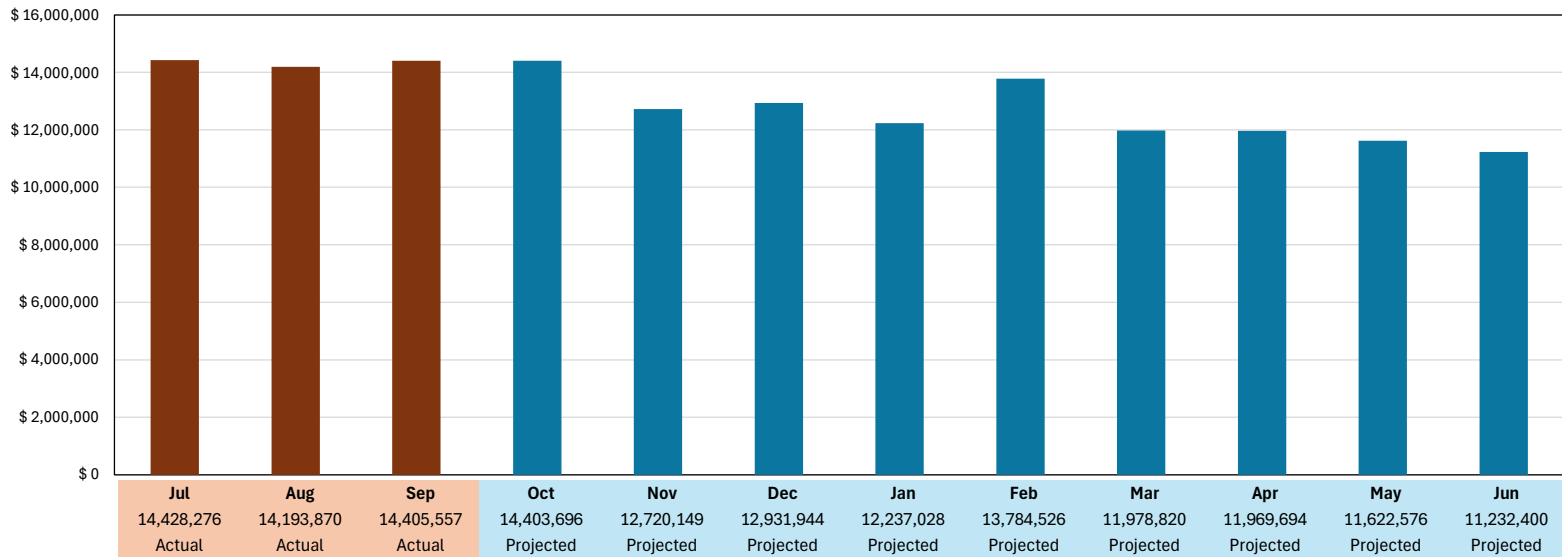
capacity	1,222,116	1,252,191	1,252,039	1,252,039	1,252,538	1,253,035	1,259,174	1,275,347
charges	1,091,412	1,072,997	1,011,269	1,091,405	1,127,263	1,066,791	1,080,718	1,131,820
collections	916,180	913,355	913,998	914,122	978,145	915,815	868,296	851,110

Housing Kitsap tenant account receivables



0 - 30 days	231,140	197,898	216,503	162,148	167,413	180,262	-231	313,028
30 - 60 days	128,087	153,880	131,911	163,883	123,723	149,554	497	59,779
60 days +	1,900,816	1,857,050	1,842,744	1,859,368	1,948,791	1,987,896	2,199,307	1,950,708

Housing Kitsap Cash Flow Projection



Expected Cash Inflow and Outflow include the following:

October 2026:

- a. RD 523 TA/ REHAB Development Director Salary Grants - \$100,000
- b. Heritage Stairs Project Grant Reimbursement - \$18,700
- c. CIAH Grant to Acquire 3 Stoneridge Townhomes - \$980,000
- a. 2005 Bond Redemption - \$125,000
- b. HK Building Solar Panel Project - \$158,000
- c. Southern Cross development expense - \$115,000
- d. Stoneridge Purchase (Earnest Money) - \$27,000
- e. HK Main Building Exterior Paint - 35,000
- f. Golden Tides II Exterior Paint,Siding and columns - \$ 30,000.

November 2026:

- a. RD 523 TA/ REHAB/ Reimbursement - \$100,000
- b. HK Solar Panel Grant Reimbursement - \$111,000
- c. Kingston Roof Project Grant Reimbursement - \$24,645
- d. Viking Crest Sale (Final Payment) - \$75,000
- e. CIAH Grant for Stoneridge Townhomes - \$20,000
- f. Southern Cross Grant Reimbursement - \$148,060
- g. Conifer Woods Entry Bridges Reimbursement - \$50,000
- a. REHAB Expenses - \$24,000
- b. Acquisition of 4 Stoneridge Townhomes - \$1,330,000
- c. Park Place Decks - \$125,000
- d. Heritage Pond Rehabilitation - \$15,000
- e. Windsong Engineering Drainage Study - \$25,000
- f. Rhododendron Electrical Panel - \$60,000

December 2026:

- a. RD 523 TA/ REHAB/ Development- \$125,000
- a. Novogradac Audit Fees - \$35,000
- b. Park Place Decks - \$100,000
- c. Heritage/ Viewmont Internal duct cleaning - \$20,000
- d. Rhododendron Electrical Panel - \$50,000

January 2027:

- a. RD 523 TA/ REHAB/ Development- \$125,000
- a. REHAB Expenses and Program Income Returns - \$24,000
- b. Novogradac Audit Fees - \$35,000
- c. Park Place Decks - \$118,000
- d. Port Orchard Vista HVAC System - \$25,000
- e. Rhododendron Electrical Panel - \$30,000

February 2027:

- a. RD 523 TA/ REHAB/ Development- \$125,000
- b. Lakeland Land Sales - \$1,035,000
- c. HK Solar Panel Grant- \$47,000
- d. Park Place Deck Project Reimbursement - \$332,500
- a. REHAB Expenses - \$12,000
- b. KR / PP / FT / VT Roof, Gutters, Sewers - \$92,000
- c. Finch Place Common Deck repairs - \$58,000
- d. Rhododendron Electrical Panel - \$20,000
- e. Main Building Structures and Cubicles - \$50,000

March 2027:

- a. RD 523 TA/ REHAB/ Development - \$125,000
- a. Novogradac Audit Fees- \$35,000.00
- b. KR / PP / WI / POV / TS Stairs, Landings, Railings - \$169,000
- c. FP / LB / FM / TS / HKH / GT3 Exterior Paint, Sidings - \$460,000
- d. Main Building Remodeling - \$50,000.00
- e. FM / FV Roof and Gutter Repairs - \$175,000
- f. HK Homes windows- \$130,000

April 2027:

- a. RD 523 TA/ REHAB/ Development - \$125,000
- b. SHOP Loan For Stoneridge Lot Acquisition - \$2,375,000
- c. Conifer Woods Exterior Paint and Siding Reimbursement - \$ 62,500
- a. REHAB Expenses and Program Income Returns - \$12,000
- b. Stoneridge SHOP Lot Acquisition - \$2,375,000
- c. Main Office Remodeling - \$50,000
- d. KR / PP / HT / HKH Landscaping, Fencing and Lighting - \$175,000
- e. Windsong Deck, Stairs, Landings and Railings - \$50,000
- f. FM / FV Roof and Gutter Repairs - \$150,000
- g. HK Homes Windows - \$130,000
- h. HKH / TS Exterior Paint, Siding and Columns - \$175,000
- i. GT2 / MM / LB / POV Internal Community Areas - \$185,000

May 2027:

- a. RD 523 TA/ REHAB/ Development - \$125,000
- a. REHAB Expenses - \$12,000.00
- b. CW / MM / FM / HKH Exterior Paint and Siding - \$457,500
- c. PP / LB / RH Landscaping, Fencing and Lighting - \$95,000
- d. FM / FV Roof and Gutter Repairs - \$125,000
- e. KR / WI Deck, Stairs, Landings and Railings - \$135,000
- f. Rhododendron Decks and Siding - \$238,000

June 2027:

- a. RD 523 TA/ REHAB/ Development- \$125,000
- b. Fjord Manor Grant for Roof and Gutter repairs - \$187,500
- c. Railroad Grant for Roof/ Gutter repairs - \$250,000
- d. HK Homes Exterior Grant paint, siding and column - \$255,000
- a. KR / OB Parking Lot Repairs - \$80,000



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: October 27, 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
 - Currently recruiting for HK Homes Property Manager
 - Welcomed new Park Place Property Manager
- Throughout October, a significant amount of time has been dedicated to providing property coverage while recruiting for two vacant Property Manager positions. Maintaining consistent property operations and supporting residents during this transition has been a priority, with existing staff assisting in coverage to ensure essential responsibilities continue to be addressed.

The next Property Management and Maintenance team meeting is scheduled for October 28, 2026. In addition to regular department updates, we hope to discuss the proposed departmental reorganization, pending Board approval. This will provide an opportunity to review the organizational changes, discuss expectations, and begin preparing staff for the transition.

The department remains focused on maintaining consistent operations, supporting staff, and continuing improvements to agency practices and procedures.

- Regional Directors continue regular meetings with Property Managers to review property operations, staffing needs, vacancies, rent collection, recertifications, resident concerns, and other areas requiring additional support or follow-up.
- Continued focus is being placed on consistent practices across Housing Kitsap communities, including documentation, resident communication, work order procedures, procurement, and adherence to recently updated agency policies.
- Property Management and Maintenance continue to coordinate on vacant unit turns, with an emphasis on prioritizing units for approved applicants, reducing extended vacancy periods, and moving units efficiently from vacant to ready, leased, and occupied.
- Staff continue to utilize Yardi P2P, CHECKscan, RENTCafé, and other Yardi tools as part of daily property operations. Additional training and support continue as newer tools and processes are incorporated into agency workflows.

- Property Management continues to work closely with Compliance, Finance, and Procurement to address property-specific needs and improve consistency and communication between departments.
- 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	6	1	-	2	-	70	23	-	South End
Finch Place Apartments	29	4	-	-	1	125	-	-	-	North End
Fjord Manor Apartments	38	-	-	-	-	256	38	-	-	North End
Fjord Vista II Apartments	16	1	-	-	-	-	207	76	-	North End
Golden Tides II	45	-	-	-	-	232	20	-	-	North End
Golden Tides III	18	-	-	-	-	234	-	-	-	North End
Heritage Apartments	56	4	-	3	-	37	35	26	-	South End
HK Homes	136	12	1	-	10	98	153	95	24	North End
Kingston Ridge Apartments	43	2	-	-	-	63	44	25	-	North End
Liberty Bay	16	-	-	-	-	-	-	-	-	North End
Madrona Manor	40	-	1	-	-	337	9	-	-	South End
Nordic Cottages	8	-	-	-	-	50	-	-	-	North End
Orchard Bluff Mobile Home Park	89	-	2	-	-	-	-	-	-	South End
Park Place Apartments	86	10	-	-	8	-	57	4	-	South End
Port Orchard Vista	42	2	-	-	2	280	1	-	-	South End
Rhododendron Apartments	51	6	-	-	1	113	38	-	-	North End
Time Square Apartments	16	-	-	-	1	41	0	-	-	North End
Viewmont East Apartments	76	5	2	3	-	33	43	36	-	South End
Windsong Apartments	36	-	1	-	3	292	178	-	-	North End
Totals	913	52	8	6	28	indicates bedroom size not available at this property				

12 Month Occupancy October 2025 - September 2026

Property	Units	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Conifer Woods Apartments	72	95.83%	97.22%	98.12%	97.85%	93.95%	91.62%	89.17%	88.39%	91.34%	90.28%	90.24%	90.74%
Finch Place Apartments	29	79.31%	79.31%	79.31%	79.31%	79.31%	79.31%	82.76%	79.42%	79.31%	79.31%	79.31%	80.23%
Fjord Manor	38	97.20%	98.33%	93.29%	92.28%	97.46%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Fjord Vista II	16	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	93.75%	93.75%
Golden Tides II	45	82.22%	82.22%	82.22%	82.22%	83.22%	88.67%	91.04%	88.89%	90.07%	92.47%	97.85%	100.00%
Golden Tides III	18	100.00%	100.00%	100.00%	94.44%	94.44%	94.44%	94.44%	94.27%	91.85%	100.00%	100.00%	100.00%
Heritage Apartments	56	87.50%	88.93%	88.65%	88.48%	91.48%	91.07%	91.07%	92.86%	96.07%	94.64%	93.09%	92.86%
HK Homes	136	79.76%	79.83%	82.19%	83.40%	82.59%	84.44%	85.66%	86.74%	86.94%	88.59%	88.26%	89.51%
Kingston Ridge Apartments	43	95.20%	95.35%	95.35%	95.35%	95.35%	98.35%	100.00%	100.00%	100.00%	97.52%	93.02%	94.34%
Liberty Bay Apartments	16	93.75%	93.75%	93.75%	93.75%	93.75%	93.75%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Madrona Manor	40	100.00%	96.55%	98.23%	97.50%	96.88%	97.50%	98.92%	95.02%	96.25%	100.00%	100.00%	100.00%
Nordic Cottages	8	0.00%	50.00%	72.18%	89.52%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Orchard Bluff	89	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.96%	99.96%
Park Place Apartments	86	92.95%	95.43%	94.56%	89.08%	88.21%	88.30%	88.39%	88.37%	87.81%	86.72%	85.93%	84.15%
Port Orchard Vista	42	96.07%	92.79%	96.16%	96.16%	94.27%	95.85%	97.46%	90.55%	90.53%	93.01%	89.86%	93.73%
Rhododendron Apartments	51	88.24%	88.24%	88.24%	88.24%	88.24%	88.17%	88.24%	88.24%	88.24%	86.27%	86.27%	86.47%
Time Square Apartments	16	93.54%	93.75%	93.75%	93.75%	94.64%	93.75%	93.75%	93.75%	93.75%	100.00%	93.75%	93.75%
Viewmont East	76	89.88%	92.85%	92.70%	91.91%	91.48%	92.87%	92.11%	91.26%	91.14%	92.11%	92.11%	90.63%
Windsong Apartments	36	100.00%	97.22%	97.22%	97.22%	95.24%	94.44%	90.75%	92.12%	88.89%	90.59%	91.67%	91.67%
Housing Kitsap Average	913	87.97%	90.62%	91.89%	92.13%	92.66%	93.29%	93.88%	93.15%	93.27%	94.29%	93.43%	93.78%

Resident Activity
July 1, 2026 - September 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	2	2	2	0	3	2	5	1	0	2	2
Finch Place Apartments	29	1	0	0	0	1	1	0	0	0	0	0
Fjord Manor	38	0	0	0	0	0	0	0	0	0	0	0
Fjord Vista II	16	0	1	1	0	0	0	0	0	0	0	0
Golden Tides II	45	4	0	0	0	2	0	1	0	0	0	0
Golden Tides III	18	0	0	0	0	0	0	0	0	0	0	0
Heritage Apartments	56	1	2	1	0	0	0	2	0	0	1	3
HK Homes	136	4	3	2	0	3	3	2	0	0	1	0
Kingston Ridge Apartments	43	1	3	2	0	1	0	1	0	0	0	0
Liberty Bay Apartments	16	0	0	0	0	0	0	0	0	0	0	0
Madrona Manor	40	1	0	0	0	0	0	0	0	0	0	0
Nordic Cottage	8	0	0	0	0	0	0	0	0	0	0	0
Orchard Bluff	89	2	2	3	0	2	0	0	0	0	0	0
Park Place Apartments	86	5	7	7	4	6	2	0	1	0	1	1
Port Orchard Vista	42	4	4	3	0	4	0	0	0	0	0	0
Rhododendron Apartments	51	1	0	0	0	2	1	1	1	0	0	0
Time Square Apartments	16	1	1	1	0	2	0	0	0	0	0	0
Viewmont East	76	0	0	1	0	0	2	0	1	1	3	1
Windsong Apartments	36	1	0	0	0	2	1	0	0	0	0	0
Totals	913	28	25	23	4	28	12	12	4	1	8	7



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Compliance Department update

AGENDA ITEM: 8. D.

SUBMITTED BY: Freddy Linares

TITLE: Director of Compliance

- Processed November 2026 Housing Assistance Payment requests for Viewmont and Heritage through the Tenant Rental Assistance Certification System. Both properties have achieved a 100% reporting rate.
- Received and evaluated 19 Reasonable Accommodation requests.
- Reviewed 23 new admission and move-in files.
- Submitted 287 HCV certifications to HUD via PIC.
- Completed required monthly certifications for USDA Rural Development properties through MINC.
- Attended monthly meeting with Property Management Regional Directors and the Finance Director to address Yardi software troubleshooting, discuss process improvements, and provide routine operational updates.
- Compliance team participated in WBARS webinars covering software changes effective for the website used for annual reporting for all Low-Income Housing Tax Credit (LIHTC), Housing Trust Fund (HTF), and HOME certifications.
- Submitted the FY2026 SEMAP action plan to HUD field office, in response to the two 0-point indicators.
- Engaged in a Department of Children, Youth, and Families (DCYF) call regarding the potential administration of Family Unification Program (FUP)/Foster Youth to Independence (FYI) vouchers.
- Contributed to Brawner development plan discussions.
- Director of Compliance attended PNRC Conference in Portland, Oregon and received Emerging Leaders Scholarship.
- Attended the monthly Washington HCV Managers meeting to address program challenges, regulatory updates, and emerging issues.
- Participated in the monthly Pacific Northwest Compliance Group call to review regional compliance topics, share best practices, and discuss emerging issues.

HCV program update:

Total Vouchers leased as of October 20, 2026	458
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Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: October 27, 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. The USDA 523 Grant application was conditionally approved. We are processing draws from the new grant without indirect costs. We continue to request approval of our Cost Allocation Plan from USDA National. USDA 502 and 523 funds are available for family loans and grant draws.
- Riverstone Plat
 - a. Group 1 – Closed out
 - b. Group 2 – Closed out
 - c. Group 3 – Preparing for hydroseed and winter erosion control.
 - d. Group 4 – Funded and under construction. Trusses were rolled on the first home and framing walls on 2 others
- Lakeland Property (Allyn 2)
 - a. Family files are with USDA and being reviewed. Process is moving smoothly.
- Ives Mill
 - a. The Site Development Activity Permit (SDAP) application was submitted to Kitsap County Department of Community Development and paid for. We requested priority review as a 100% affordable project.
 - b. No progress with utility extension agreements. Housing Kitsap may need to extend without partnership from neighboring developer
- Stoneridge
 - a. Delivery of the first townhomes will happen in November 2026. Purchase and Sale Agreements (PSAs) are signed with Board approval this month for the first 4 townhome acquisitions.

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. Potential City of Port Orchard program to mirror current county program.

3. Other Affordable Housing

- Southern Cross Rental Homes
 - a. Contractor is now framing; septic systems are being installed before winter. Contractor is picking up pace anticipating completion in spring or summer of 2026.
- Viking's Crest Phase 2
 - a. The sale resolution prepared for approval this month.
- Sally's Place
 - a. Architectural firm procured and scope of work defined.
 - b. Progress is stopped while we focus on Howerton Place construction plans.
- Howerton Place:
 - a. Purchase and Sale Agreement executed.
 - b. Application submitted to Community Investments in Affordable Housing (CIAH) and funded for \$1.5 million to support vertical construction of the 12-unit apartment project.
 - c. Housing Trust Fund multifamily funding application was submitted for \$3.8 million
 - d. We are applying for a Puget Sound Energy (PSE) grant to complement a \$50,000 private donation for a solar installation at Howerton Place.
 - e. Site Development Activity Permit (SDAP) application is under review
 - f. Architectural plans are being prepared and to be submitted to Kitsap County Department of Community Development in December. Housing Kitsap will request priority review as and 100% affordable housing project.
- Main office solar project:
 - a. Installed, not fully operational as we wait for PSE final approval
- Golden Tides II solar:
 - a. Waiting on Kitsap County for permit to construct system



Housing Kitsap Board of Commissioners

Department Update

MEETING DATE: October 27, 2026

ESTIMATED TIME: 5 minutes

AGENDA TITLE: Procurement and Administration Update

AGENDA ITEM: 8. F.

SUBMITTED BY: Laura Auerbach, Director of Procurement & Administration

1. Procurement:

- Projects in Process:
 - Rhododendron Decks: Work is underway, completion end November
 - Rhododendron Electrical Panel Replacement (CDBG Grant): Henden Electric has been awarded the contract for \$159,455. Work begins early November
 - Gutter/Roofing Cleaning and Maintenance IFB – Due 10/23, Public Bid Opening 10/27. Work begins early November
 - CNA/PNA for all USDA properties: RFP issued 10/26, Due 11/20
- Other Projects:
 - HK Office exterior painting: Completed
 - AI Tool selection: Finalizing by end of October
 - Migration of office phone service: Considering transition to Teams Voice
 - Cybersecurity Risk Insurance: In process of binding with CFC (coordinated through HARRP)
 - Creating strategic plan for IT needs FYE 2027-2028
 - Main Office Copiers at lease end, updating to newer model
- Continuing Capital Needs (Procurement) meetings with Finance and Regional Directors of Property Management to review status of projects, bids, and upcoming needs.

2. Records:

- 14 boxes of records that met their retention period were destroyed in September and 12 boxes were destroyed in October
- Records Clerks have been working diligently on the higher-than-normal number of open Public Records Requests.

3. Information Services:

- October is Cyber Security month – Sending weekly emails regarding phishing, best practices for protecting devices, accounts, and agency data.
- Held mandatory AI Training on October 7 to review the current policy and discuss AI tools
- Teaching Director of Procurement & Operations agency operations to assume when IT is not available

4. Human Resources:

- Preparing for benefit care coverage change to PEBB Insurance – setting up trainings, insurance materials, on-line set up, coordination with payroll administrator PayNW.
- Discussing ways to improve the on-boarding process to ensure new employees the best means to success
- Staff Ambassadors planning the All-Staff Winter Event for December 16
- Vacant Positions
 - Maintenance Tech – Poulsbo
 - Maintenance Tech Lead
 - Property Accountant
 - Property Manager – HK Homes
- New Hires:
 - Regina Marner – Property Manager Park Place
 - Jessica Greenfield – Maintenance Technician Janitorial
 - Jacob Kuiphoff – Construction Supervisor
- New Position:
 - Jenny Harsin – AR Accountant
- Employee Exits:
 - Chase McCubbins – Construction Supervisor
 - Angelo Ritualo – Maintenance Technician
 - Ruth Cardoni – Property Accountant
 - Jeff Gaspard – Property Manage Park Place

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 Apartm	49 (136 total HK Homes)	385 Nollwood Lane Bremerton, WA 98312	2, 3, 4	Project Based Vouchers
HK Homes - Olson	1 (136 total HK Homes)	9796 Olson Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Roy Rd	4 (136 total HK Homes)	8890, 9048, 9068, 9088 Roy Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Strand	1 (136 total HK Homes)	2791 Strand Rd, Bremerton, WA 98311	3	Project Based Vouchers
HK Homes - Tibardis	13 (136 total HK Homes)	6800, 6801, 6820, 6825, 6840, 6845, 6860, 6865, 6880, 6885, 6955, 6975, 6995 Tibardis Road, Bremerton, WA 98311	3, 4	Project Based Vouchers
HK Homes - Wembly	6 (136 total HK Homes)	7391, 7397, 7405, 7411, 7415, 7416 Wembly Ave, Bremerton, WA 98311	3, 4	Project Based Vouchers
Port Orchard	383			
Conifer Woods Apartments	72	4698 SE Conifer Park Drive, Port Orchard, WA 98366	2, 3	Tax Credit units, Market rate units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program)
Heritage Apartments	56	145 Lippert Drive West, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit
Liberty Bay Apartments	8	3331 & 3335 Harris Road Port Orchard, WA 98366	1, 2	Tax Credit units, HOME State, HOME County
Madrona Manor	40	3900 Madrona Drive SE, Port Orchard, WA 98366	1, 2	Tax Credit units, Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Orchard Bluff Mobile Home P	88	1345 SE Carl Pickel Drive, Port Orchard, WA 98366	N/A	Housing Trust Fund
Port Orchard Vista	42	900 Mitchell Avenue, Port Orchard, WA 98366	1, 2	Tax Credit (30%, 40%, 60% unit split), Housing Choice Vouchers, Project Based Vouchers, Local programs (Housing Stabilization Program), HOME State and HOME County
Viewmont Apartments	72	1904 Pioneer Lane SE, Port Orchard, WA 98366	1, 2, 3	HUD Project Based Rental Assistance, Low-Income Housing Tax Credit