

**CIAH GRANT AGREEMENT BETWEEN:**

**KITSAP COUNTY AND HOUSING KITSAP**

This CIAH GRANT AGREEMENT (“Agreement”) is made between Kitsap County, a Washington state political subdivision (“County”) and Kitsap County Consolidated Housing Authority dba Housing Kitsap, a Washington Municipal Corporation and Politic (“Grantee”).

**IN ADDITION TO THE TERMS AND CONDITIONS OF THIS AGREEMENT**, the parties acknowledge that the following attachments are expressly incorporated into this agreement.

- Exhibit A Scope of Work
- Exhibit B Project Timeline
- Exhibit C Budget

**IT IS MUTUALLY AGREED AS FOLLOWS:**

**SECTION 1. PURPOSE, PERMISSIBLE USES, AND TERM**

- A. Grant Purpose: The purpose of this Agreement is to distribute funds collected pursuant to RCW 82.14.530 and RCW 82.14.540, implemented through KCC 4.34 and KCC 4.35.
- B. Permissible Uses: Use of CIAH funds are limited to those uses set out under RCW 82.14.530 and RCW 82.14.540, implemented through KCC 4.34 and KCC 4.35.
- C. Term: This Agreement will take effect on January 1, 2026, and terminate on December 31, 2029.

**SECTION 2. GRANT AMOUNT, USE OF GRANT, AND BUDGET**

- A. Grant Amount: The Grantee is awarded a total of \$1,000,000.
- B. Use of Grant: The Grantee shall use the award from this Agreement solely for the purpose and in the manner described in Exhibit A – Scope of Work, and on a timeline described in Exhibit D – Project Timeline. Adjustments to the Scope of Work and Project Timeline may be requested in writing and granted or denied at the sole discretion of the County.
- C. Budget: The award from this Agreement shall be expended by the Grantee as set forth in Exhibit E – Budget. Adjustments to the Budget may be requested in writing and granted or denied at the sole discretion of the County.

**SECTION 3. CONTRACT ADMINISTRATION AND NOTICES**

- A. Personnel: The Recipient will secure at its own expense all labor and materials required to perform any work in connection with the Project. The Recipient shall be responsible for all

applicable payroll, labor and industries premiums, and taxes. All employees and subcontractors of the Recipient shall be covered by Industrial Insurance in full compliance with Title 51 of the Revised Code of Washington ("RCW"). The Recipient shall defend and indemnify the County, and their officials, officers, employees, and agents from and against all claims arising from any actual or alleged violation of the Recipient's duties under this section or applicable law. Solely for the purposes of this indemnification provision, the Recipient expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties. The Recipient's duty to defend and indemnify shall survive the termination of this Agreement.

- B. Contract Representatives:** The parties designated representatives shall be responsible for the administration of this Agreement, which includes receiving notices given in connection to this Agreement and all billing procedures. The following are designated as the representatives for the parties:

**KITSAP COUNTY:**

Joel Warren, CIAH Program Supervisor  
Kitsap County Department of Human Services  
614 Division Street, MS-23  
Port Orchard, WA 98366  
360-627-1482  
Jwarren@kitsap.gov

**HOUSING KITSAP:**

Heather Blough, Executive Director  
2244 NW Bucklin Hill Rd  
Silverdale, WA 98383  
360-535-6142  
bloughh@housingkitsap.org

Either party may change its designated representative or address by providing notice, either written or via email, to the other party.

- C. Notices:** Any notice required or permitted to be made under this Agreement may be given personally, by facsimile, or by first-class, registered, or certified mail. A notice personally delivered to the other party is deemed given upon proper delivery. A notice sent by first-class, registered, or certified mail is deemed given three days after mailing, if properly addressed and having proper postage. Notices delivered by facsimile shall be deemed to have been given on the date of transmission if received during the recipient's business day or, if not, on the recipient's next business day.

#### **SECTION 4. BILLING PROCEDURES, ADVANCE PAYMENTS, AND DISBURSEMENTS**

- A. Billing Procedures: The Grantee shall submit all requests for reimbursement by invoice to the County. Invoices shall be submitted at least quarterly, but not more often than monthly. Invoices shall be submitted to the County's Contract Representative specified in Section 3B. The County will pay Grantee upon acceptance of the services provided and receipt of properly completed invoices. Payment shall be considered timely if made by the County within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the respective Grantee.
- B. Advance Payments: No payments in advance shall be made by the County in anticipation of work specified in Exhibit A – Scope of Work under this Agreement.
- C. Disbursement Limitations: In no event will the County be required to disburse funds in excess of the Agreement award amount specific in Section 2A.
- D. Disbursement without Prejudice: Any disbursement made by the County to the Grantee shall be without prejudice to the County's rights later to challenge the propriety of the Grantee's claimed costs or expenses.
- E. Withholding Disbursements: If the Grantee fails to perform any obligation under this Agreement, the failure has not been cured within ten (10) business days following notice from the County, the County may without penalty and in its sole discretion and upon written notice to the Grantee, withhold all monies otherwise due to the Grantee until such failure to perform is cured. This right to withhold disbursements is in addition to all other rights and remedies the County may have available to it under this Agreement or under law.

#### **SECTION 5 – REPORTS, RECORDKEEPING, MONITORING, AND CLOSEOUT**

- A. Reporting Requirements: At least once per quarter, and at the conclusion of either the Agreement expenditure or the Agreement contract period, the Grantee shall provide a report on the progress made to date on the Project. The County will prescribe the report format, as well as the time and location for submission of such reports. Required reports may include but are not limited to the following:
  - I. Quarterly reports which shall include the progress made to date, or justification for lack of progress, in providing the services specified in Exhibit A – Scope of Work of this Agreement.
  - II. Quarterly reports on income information regarding persons assisted by the Grantee or Subgrantee through this Agreement.
- B. Milestone Check-Ins: At least once per six months, the Grantee will meet with County staff to provide an opportunity to discuss performance milestones.

- C. Recordkeeping: The Grantee shall maintain records sufficient to fully document its compliance with all contractual, Agreement, and legal requirements, including but not limited to participant eligibility, income verification, and other required information on tenants.
- D. Monitoring: Upon reasonable advance notice, the Grantee shall provide the County, or its authorized agents, with full access to all the Grantee's records relating to this Agreement or the Project. The Recipient agrees to be financially and legally responsible for any audit exceptions or other irregularities in its performance or recordkeeping, including but not limited to impermissible or unauthorized use of funds granted through this Agreement. This section shall survive termination of this Agreement.
- E. Closeout: Upon termination of this Agreement, in whole or in part for any reason including completion of the project, the following provisions shall apply:
  - I. The Grantee shall submit within thirty (30) days after the date of expiration of this Agreement, all financial, performance and other reports required by this Agreement, and in addition, will cooperate in a program audit by Kitsap County or its designee.
  - II. In the event a financial audit has not been performed prior to close-out of this Agreement, the County retains the right to withhold a just and reasonable sum from the final payment to the Contractor or Subgrantee after fully considering the recommendation on disallowed costs resulting from the final audit.

## **SECTION 6 – INDEMNIFICATION**

- A. Indemnification: To the fullest extent permitted by law, the Grantee shall indemnify, defend and hold harmless Kitsap County and its officials, officers, employees and agents from and against all claims in any way resulting from or arising out of the performance of this Agreement, whether such claims arise from the acts, errors or omissions of the Grantee, its subcontractors, third parties, Kitsap County, or anyone directly or indirectly employed by any of them or anyone for whose acts, errors or omissions any of them may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease, or death, or to injury to or destruction of property, including the loss of use resulting therefrom. The Grantee's duty to indemnify, defend and hold harmless includes but is not limited to claims by the Grantee's or any subcontractor's officers, employees, or agents. The Grantee's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of Kitsap County, or its officials, officers, employees, and agents. Solely for the purposes of this indemnification provision, the Grantee expressly waives its immunity under Title 51 of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties. This section shall survive the expiration or termination of this Agreement.

## SECTION 7 – INSURANCE

- A. Insurance: The Grantee shall procure and maintain, at the Grantee's own cost and expense for the duration of this Agreement, the following insurance placed with insurers authorized to do business within the state of Washington:
- I. *Commercial General Liability*: One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. The general aggregate limit will apply separately to this Agreement and be no less than two million dollars (\$2,000,000).
  - II. *Comprehensive Automobile Liability Insurance*: If performing any component of Exhibit A – Scope of Work involves the use of vehicles, owned or operated by the Grantee or its subgrantee/subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is one million dollars (\$1,000,000) per occurrence, using a Combined Single Limit for bodily injury and property damage.
  - III. *Professional Liability, Errors, and Omissions Insurance*: The Grantee shall maintain minimum limits of no less than one million dollars (\$1,000,000) per occurrence to cover all activities by the Grantee and licensed staff employed by or under Agreement to the Grantee.
  - IV. *Workers' Compensation and Employer's Liability*: Workers' Compensation coverage as required by Title 51, Revised Code of Washington.
- B. Miscellaneous Insurance Provisions:
- I. *Evidence of Insurance*: The Grantee shall present evidence of required insurance policies listed in Section 7A to Kitsap County Department of Human Services prior to the execution of this Agreement. In the event of non-renewal, cancellation, or material change in coverage, thirty (30) days written notice will be furnished to the County prior to the date of cancellation, non-renewal or change. Written notice of insurance policy cancellation or change will be mailed to the County Contract Representative specified in Section 3B.
  - II. *Additional Insured*: The Agency's commercial general liability and automobile liability insurance (if applicable) will include the County, its officers, officials, employees, and agents as additional insured, without limitation, with respect to performance under the contract.
  - III. *Grantee's Insurance is Primary*: The Grantee's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.

## SECTION 8 – NONDISCRIMINATION AND LEGAL COMPLIANCE

- A. Nondiscrimination: The Grantee shall not discriminate against any employee or applicant for employment, or program participant or program participant applicant on account of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, veterans status, or the presence of any sensory, mental or physical handicap.

In the event of a Grantee's non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this Agreement may be rescinded, cancelled, or terminated in whole or in part. Additionally, the Grantee may be declared

ineligible for future County grants. Any dispute may be resolved in accordance with procedures set forth in Section 10.

- B. Compliance with Laws:** During the performance of this Agreement, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations, and policies. The County shall have no obligation to ensure Grantee's compliance.
- C. Reservation of Rights:** Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

## **SECTION 9 – TERMINATION**

- A. Termination for Cause:** In the event the County determines the Grantee has failed to comply with the conditions of this Agreement in a timely manner, the County has the right to suspend or terminate this Agreement. Before suspending or terminating the Agreement, the County shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within thirty (30) calendar days, the Agreement may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Agreement and the replacement or cover Agreement and all administrative costs directly related to the replacement Agreement, e.g., cost of requests for proposals, mailing, advertising and staff time. The County reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Grantee or a decision by the County to terminate the Agreement.

- B. Termination for Convenience:** The County may terminate this Agreement for convenience upon giving the Grantee at least 30 days' advance written notice. In that event, the Grantee will be entitled to payment only for those expenses and costs reasonably and actually incurred prior to the effective date of the termination.
- C. Termination Procedure:** Upon termination of this Agreement, the County in addition to any other rights provided in this Agreement, may require the Grantee to repay all funds disbursed under this Agreement or to seek specific performance.

Other Rights and Remedies of the County: The rights and remedies of the County provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. After receipt of a notice of termination, and except as otherwise directed by the County's Contract Representative specified in Section 3B, the Grantee shall take such action as may be necessary, or as the County's Contract Representative may direct, for the protection and preservation of the property related to this Agreement, which is in the possession of the Grantee and in which the County has or may acquire an interest.

## **Section 10 – DISPUTE PROCEDURE**

- A. Dispute Resolution: The parties will attempt in good faith to resolve any dispute or claim arising out of or in relation to this Agreement through negotiations between representatives with authority to settle the relevant dispute. If the dispute cannot be settled amicably within fourteen (14) days from the date on which either party has served written notice on the other of the dispute, then either party may request a dispute hearing with the County Administrator of Kitsap County. The County Administrator may designate a neutral person to decide the dispute.
- B. Dispute Hearing Request: The request for a dispute hearing must be submitted in writing to the other party, as well as the County Administrator (or their designee). The written request must:
- I. Clearly state the issue in dispute
  - II. Clearly state the position of both parties
  - III. Identify the Grantee's name, address, and Agreement number
- C. Dispute Hearing Process: The party that receives the request for a dispute hearing must respond in writing within five (5) working days of receipt. The County Administrator will review the written statements of each party and respond with a dispute decision within ten (10) working days of receipt. The decision made by the County Administrator (or their designee) is not admissible in any succeeding judicial or quasi-judicial tribunal. Both parties of this Agreement agree that this dispute process shall precede any action in judicial or quasi-judicial tribunal. Nothing in this Agreement shall be construed to limit parties' choice of a mutually acceptable alternate resolution method such as binding arbitration, in addition to the dispute hearing procedure outlined above.

## **SETCION 11 – CONFLICT OF INTEREST**

- A. The County may, in its sole discretion by written notice to the Grantee, terminate this Agreement if it is found after due notice and examination by the County that there is a violation of the Ethics in Public Service Act, Chapters 42.23 RCW and 42.52 RCW; or any similar statute involving the Grantee in the procurement of, or performance under this Agreement. Specific restrictions apply to granting with current or former state employees pursuant to Chapter 42.52 of the Revised Code of Washington. If it is determined by the County that a conflict of interest exists, the Grantee may be disqualified from further consideration of CIAH awards.

In the event this Agreement is terminated due to a conflict of interest, the County shall be entitled to pursue the same remedies against the Grantee as it could pursue in the event of a breach of the Agreement by the Grantee. The rights and remedies of the County provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the County makes any determination under this section shall be an issue and may be reviewed as provided in Section 10 – Dispute Procedure clause of this Grant Agreement.

## **SECTION 12 – SUBGRANTING**

- A. Subgranting Procedure: The Grantee may only subgrant work contemplated under this Agreement if it obtains the prior written approval of the County. If the County approves subgranting, the Grantee shall maintain written procedures related to subgranting, as well as copies of all subgrants and records related to subgrants. The County may, in writing: (a) require the Grantee to amend its subgranting procedures as they relate to this Agreement; (b) prohibit the Grantee from subgranting with a particular person or entity; or (c) require the Grantee to rescind or amend a subgrant. Every subgrant shall bind the Subgrantee to follow all applicable terms of this Agreement. The Grantee is responsible to the County if the Subgrantee fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subgrantee to assure fiscal conditions of this Grant. In no event shall the existence of a subgrant operate to release or reduce the liability of the Grantee to the County for any breach in the performance of the Grantee's duties. Every subgrant shall include a term that the County is not liable for claims or damages arising from a Subgrantee's performance of the subgrant.

## **SECTION 13 – CIAH GRANT PROVISIONS**

- A. CIAH Income Verification: The Department of Housing and Urban Development's (HUD) Area Median Income (AMI), updated annually, will be used as the measure to define income qualification. Tenant incomes must be verified with full documentation annually.
- B. CIAH Characteristic Verification: The grantee must verify and document that project participants are eligible to benefit from CIAH funds for the duration of this Grant Agreement. Along with only serving households earning 60% AMI or less, the household must also fit one of the following criteria:
- a. Persons with behavioral health disabilities;
  - b. Veteran;
  - c. Senior citizens
  - d. Persons who are homeless or at-risk of being homeless, including families with children;
  - e. Unaccompanied homeless youth or young adults;
  - f. Persons with disabilities;
  - g. Domestic violence survivors.
- C. Property Standards: The Grantee shall ensure that housing assisted with CIAH funds is decent, safe, sanitary, and in good repair. Housing that is acquired, constructed, or rehabilitated with CIAH funds must meet all applicable state and local codes, state and local housing standards, ordinances, and zoning ordinances, and code requirements through the duration of this grant agreement.
- D. Tenant Protections: There must be a written lease between the tenant and the Grantee or Subgrantee, as the owner of rental housing assisted with CIAH funds. The lease agreement should be for a period of not less than one year unless a shorter period is specified by mutual agreement between the tenant and the owner.

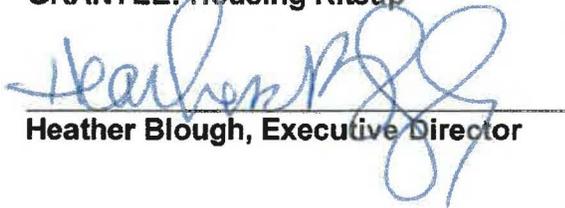
**SECTION 14 – INTEGRATED DOCUMENT**

This Agreement with any attachments constitutes the entire agreement between the parties and both parties acknowledge that there are no other agreements, written or oral, that have not been fully set forth in the text of this Agreement.

Dated this 11 day of Feb, 2026.

Dated this 25 day of February, 2026.

**GRANTEE: Housing Kitsap**

  
Heather Blough, Executive Director

**KITSAP COUNTY**

  
VICTORIA BRAZITIS, County Administrator

N/A

## Kitsap County Face Sheet

For Sub-recipient Contracts Using Federal Awards

*CFR 200.332 Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide unavailable information when it is obtained. Required information includes:*

*(Fill in)*

Subrecipient's unique entity identifier:

Federal Award Identification Number (FAIN):

Federal Revenue Award Date:

Subaward Period of Performance Start and End Date:

### Check to verify the information is in contract:

- Subrecipient's name (must match the name associated with its unique entity identifier):
- Federal award identification:
- Subaward Budget Period Start and End Date:
- Amount of Federal Funds Obligated in the subaward:
- Amount of Federal Funds Obligated to the sub by the pass-through entity, including the current financial obligation:
- Total Amount of the Federal Award committed to the subrecipient by the pass-through entity:
- Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA):
- Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity:
- Dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement:
- Indirect cost rate for the Federal award (including if the de minimis rate is used in accordance with § 200.414):

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- Exhibit A – Scope of Work
  - Exhibit B – Project Timeline
  - Exhibit C – Budget

## Exhibit A – Scope of Work

<b>Article I. Project Details</b>	
<b>Project Name</b>	Stoneridge Townhomes
<b>Funded Amount</b>	\$1,000,000
<b>Policy Plan Year</b>	2026
<b>Eligible Activity</b>	Acquisition
<b>Service Area</b>	Kitsap County
<b>Project Address/Location</b>	Dickey Pit Site (Silverdale Urban Growth Area)
<b>Eligible Target Population</b>	Income: 31-60% AMI Characteristic: Veteran

### Description of Scope

Housing Kitsap will purchase three townhomes within the Stoneridge Townhomes residential subdivision currently being built by Lennar Homes. The townhomes to be purchased by Housing Kitsap are expected to be completed in summer 2026. The three townhomes will be reserved for veterans utilizing a HUD-VASH voucher.

### Performance Measures

Acquire three units of housing at Stoneridge Townhomes, to be occupied by veterans earning 31-60% AMI.

## Exhibit B – Project Timeline

List the specific tasks to complete and manage this project, including the start and end dates for each task. The tasks include such things as obtaining other funding/financing, bidding process, identifying clients, marketing, planning and permit process, construction, environmental review, rent-up or project completion, site control, market studies, relocation, community meetings (if applicable).

Category	Task	Date Completed or Expected Date of Completion	Notes
Site Control	Housing Kitsap is the affordable housing provider in developer agreement approved by KC-Commissioners.	JANUARY 2026	
	Closing	JUNE 2026-OCT 2026	AS UNITS ARE READY, 3 <sup>RD</sup> UNIT WILL BE COMPLETED FALL OF 2026. ESTIMATE OCTOBER
Feasibility	Site Survey	JUNE 2025	
	Market Study	JUNE 2025	
	Phase 1 Environmental Review	SUMMER 2026	AT TIME OF ACQUISITION
	Phase 2 Environmental Review	N/A	
	SEPA	2025	BY BUILDER
	NEPA	N/A	
	Neighborhood Notification	N/A	
	Relocation of Existing Tenants	N/A	
Relocation	Planning and Budget	N/A	
	Negotiations	N/A	

	90-day Notice	N/A	
	Tenant move-out	N/A	
Financing	Appraisal		
	Financial underwriting	NOW	
	Application for funding (Specify sources)	FALL 2025	ALL SOURCES IDENTIFIED, CIAH AND COMMERCE
	Construction/Rehabilitation Estimate	N/A	
	Lender Selection	FALL 2025	
	Funding for services		
	Award Dates of awarded funds (Specify sources)	FALL 2025 JAN 2026	CIAH COMMERCE
Design/Permitting	Preliminary drawings completed	COMPLETED BY BUILDER	
	Zoning approval	COMPLETED BY BUIDER	
	Site plan approval	COMPLETED BY BUILDER	
	Building permit applications submitted	COMPLETED BY BUILDER	
	Building permits issued	COMPLETED BY BUILDER	
	Final plans and specs completed	COMPLETED BY BUILDER	
Construction/ Rehabilitation	General contractor selected	DETERMINED BY KC DEVELOPER AGREEMENT	
	Begin construction/rehab	FEB 2026	

	Issue certification of occupancy	JUNE- OCT2026	FIRST UNITS IN JUNE, ESTIMATED 3 UNIT WILL COMPLETED IN OCT 2026
Occupancy	Selection of management entity	COMPLETED	HOUSING KITSAP
	Selection of service providers	COMPLETED	VETERANS ADM PORT ORCHARD
	Begin lease-up	JULY 2026	
	100% lease-up		AS UNITS ARE AVAILABLE
	Placed in service	JULY	STARTING JULY 2026

**Exhibit C – Budget**

2026 Sources of Financing - All Project Funding Sources				
<b>Organization Name:</b>	<b>Housing Kitsap</b>			
<b>Program:</b>	<b>Stoneridge</b>			
Funding Source	Requested	Conditional	Committed	TOTAL
<b>Total CGAP Requested Funds</b> (CDBG, HOME, MHCOTC, CIAH)	1,000,000.0			\$ -
<b>Total Requested Funds</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Federal				
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Federal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
State				
Housing Trust Fund		3,604,000		\$ 3,604,000
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total State</b>	<b>\$ -</b>	<b>\$ 3,604,000</b>	<b>\$ -</b>	<b>\$ 3,604,000</b>
Local				
Kitap Bank Construction to Perm loan		750,000		\$ 750,000
				\$ -
				\$ -
				\$ -
<b>Total Local</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>
Applicant				
Housing Kitsap Cash			500,000	\$ 500,000
				\$ -
				\$ -
<b>Total Applicant</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
Private				
				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Private</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
In-Kind				
Seller Reduction			1,615,000	\$ 1,615,000
				\$ -
				\$ -
<b>Total In-Kind</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,615,000</b>	<b>\$ 1,615,000</b>
TOTAL PROJECT FUNDING				
	<b>\$ 1,000,000</b>	<b>\$ 4,354,000</b>	<b>\$ 2,115,000</b>	<b>\$ 7,469,000</b>

2026 Capital Project Financing						
Organization Name:	Housing Kitsap					
Program:	Stoneridge					
Enter your estimated development costs associated with financing your capital project.						
	Requested CGAP Funds	Non-CGAP Funds	Estimated Costs	Cost per Square Foot	Cost as % of Total	
<b>Reserves / Contingency</b>						
Lease Up / Operating / Services	\$ -	\$ 29,000.00	\$29,000.00	\$1.31	0.39%	
Development	\$ -	\$ -	\$0.00	\$0.00	0.00%	
Other:	\$ -	\$ -	\$0.00	\$0.00	0.00%	
Other:	\$ -	\$ -	\$0.00	\$0.00	0.00%	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$29,000</b>	<b>\$29,000.00</b>	<b>\$1.31</b>	<b>0.39%</b>	
<b>Interest</b>						
Construction Period		\$ 75,000.00	\$75,000.00	\$3.39	1.00%	
Bridge Loan			\$0.00	\$0.00	0.00%	
Other:			\$0.00	\$0.00	0.00%	
Other:			\$0.00	\$0.00	0.00%	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$ 75,000.00</b>	<b>\$ 3.39</b>	<b>1.00%</b>	
<b>Construction Loan Costs/Fees</b>						
Lender Inspection Fees		\$ 2,500.00	\$2,500.00	\$0.11	0.03%	
Lender Title Insurance		\$ 6,750.00	\$6,750.00	\$0.31	0.09%	
Lender Legal Fees		\$ 4,000.00	\$4,000.00	\$0.18	0.05%	
Loan Fees			\$0.00	\$0.00	0.00%	
Loan Closing Fees			\$0.00	\$0.00	0.00%	
Property Taxes (Construction Period)			\$0.00	\$0.00	0.00%	
Insurance		\$ 5,000.00	\$5,000.00	\$0.23	0.07%	
Other: Appraisal		\$ 4,000.00	\$4,000.00	\$0.18	0.05%	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$22,250</b>	<b>\$ 22,250.00</b>	<b>\$ 1.01</b>	<b>0.30%</b>	
<b>Bridge Loan Fees ( if applicable )</b>						
Bridge Loan Legal			\$0.00	\$0.00	0.00%	
Bridge Loan Trustee			\$0.00	\$0.00	0.00%	
Bridge Loan Underwriting			\$0.00	\$0.00	0.00%	
Other:			\$0.00	\$0.00	0.00%	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Permanent Loan Fees</b>						
Perm. Loan Fee		20,250	\$20,250.00	\$0.92	0.27%	
Perm. Loan Closing Fees		2,500	\$2,500.00	\$0.11	0.03%	
Other: survey		7,000	\$7,000.00	\$0.32	0.09%	
Other:			\$0.00	\$0.00	0.00%	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$29,750</b>	<b>\$ 29,750.00</b>	<b>\$ 1.35</b>	<b>0.40%</b>	
<b>Tax Credit Fees</b>						
Tax Credit Fee			\$0.00	\$0.00	0.00%	
Tax Credit Cost Certification			\$0.00	\$0.00	0.00%	
Tax Credit Legal/Advisor Fee			\$0.00	\$0.00	0.00%	
Other:			\$0.00	\$0.00	0.00%	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Bond Issuance Fees</b>						
Cost of Bond Issuance			\$0.00	\$0.00	0.00%	
Negative Arbitrage ( % )			\$0.00	\$0.00	0.00%	
Bond Cost Certification			\$0.00	\$0.00	0.00%	
Other:			\$0.00	\$0.00	0.00%	
Other:			\$0.00	\$0.00	0.00%	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Financing Cost Subtotal</b>	<b>\$0</b>	<b>\$156,000</b>	<b>\$ 156,000.00</b>	<b>\$ 7.06</b>	<b>2.09%</b>	

2026 Capital Project Budget					
Organization Name:	Housing Kitsap				
Program:	Stoneridge				
Square Footage:	22100				
Enter the estimated costs associated with your project from CGAP Sources and Other Funds					
	Requested CGAP Funds	Non-CGAP Funds	Estimated Costs	Cost per Square Foot	Cost as % of Total
<b>Acquisition Costs</b>					
Purchase Price	\$ 1,000,000.00	\$ 4,648,000.00	\$ 5,648,000.00	\$255.57	75.62%
Land		\$ 1,615,000.00	\$1,615,000.00	\$73.08	21.62%
Improvements			\$0.00	\$0.00	0.00%
Liens and Other Taxes		\$ 10,000.00	\$10,000.00	\$0.45	0.13%
Closing/Recording		\$ 40,000.00	\$40,000.00	\$1.81	0.54%
Extension Fees			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
<b>SUBTOTAL</b>	<b>\$1,000,000</b>	<b>\$6,313,000</b>	<b>\$ 7,313,000.00</b>	<b>\$ 330.90</b>	<b>97.91%</b>
<b>Construction/Rehab. Costs</b>					
Off-site Work			\$0.00	\$0.00	0.00%
On-site Work			\$0.00	\$0.00	0.00%
Site Remediation			\$0.00	\$0.00	0.00%
Demolition			\$0.00	\$0.00	0.00%
Commercial Space/Building			\$0.00	\$0.00	0.00%
Common Use Facilities			\$0.00	\$0.00	0.00%
Elevator			\$0.00	\$0.00	0.00%
Laundry Facilities			\$0.00	\$0.00	0.00%
Storage/Garages			\$0.00	\$0.00	0.00%
Landscaping			\$0.00	\$0.00	0.00%
General Conditions			\$0.00	\$0.00	0.00%
Contractor Liability Insurance			\$0.00	\$0.00	0.00%
Contractor Overhead			\$0.00	\$0.00	0.00%
Contractor Profit			\$0.00	\$0.00	0.00%
Contingency			\$0.00	\$0.00	0.00%
FF&E (Common Area Furnishings)			\$0.00	\$0.00	0.00%
Internet Wiring & Equipment			\$0.00	\$0.00	0.00%
Performance Bond Premium			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Development Costs</b>					
Utility Connection & Impact Fees			\$0.00	\$0.00	0.00%
Development/Building Permit Fees			\$0.00	\$0.00	0.00%
System Development Charges			\$0.00	\$0.00	0.00%
Market Study			\$0.00	\$0.00	0.00%
Environmental Report			\$0.00	\$0.00	0.00%
Lead Based Paint Report			\$0.00	\$0.00	0.00%
Power Delivery			\$0.00	\$0.00	0.00%
Soils Report (Geotechnical)			\$0.00	\$0.00	0.00%
Survey			\$0.00	\$0.00	0.00%
Marketing/Management			\$0.00	\$0.00	0.00%
Insurance			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>General Fees</b>					
Architectural - Design			\$0.00	\$0.00	0.00%
Architectural - Construct. Supervision			\$0.00	\$0.00	0.00%
Engineering			\$0.00	\$0.00	0.00%
Legal/Accounting			\$0.00	\$0.00	0.00%
Cost Certification			\$0.00	\$0.00	0.00%
Appraisals			\$0.00	\$0.00	0.00%
Special Inspections/Testing			\$0.00	\$0.00	0.00%
Developer Fee			\$0.00	\$0.00	0.00%
Consultant Fee			\$0.00	\$0.00	0.00%
Project Management Fee			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
Other:			\$0.00	\$0.00	0.00%
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Project Budget Costs Subtotal:</b>	<b>\$1,000,000.00</b>	<b>\$6,313,000.00</b>	<b>\$7,313,000.00</b>	<b>\$330.90</b>	<b>97.91%</b>
<b>TOTAL PROJECT COST (Budget+Financing):</b>	<b>\$1,000,000.00</b>	<b>\$6,469,000.00</b>	<b>\$7,469,000.00</b>	<b>\$337.96</b>	<b>100.00%</b>

# CERTIFICATE OF COVERAGE

**Cert No. 39049**

ISSUE DATE (MM/DD/YY)

**1/27/2026**

**Producer**  
**HOUSING AUTHORITIES RISK RETENTION POOL**  
 4660 NE 77th Ave., Suite 310  
 Vancouver, WA 98662  
 (360) 574-9035  
 (360) 574-9401 FAX

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**Companies Affording Coverage**

**Company** **HARRP**  
**Housing Authorities Risk Retention Pool**

**Covered Entity**  
**Kitsap Co. Consolidated Housing Authority**  
 2244 NW Bucklin Hill Rd  
 Silverdale, WA 98383

Letter A

Company

Letter B

**Coverages**

THIS IS TO CERTIFY THAT THE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED ENTITY NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENTS WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	CERTIFICATE EFFECTIVE DATE (MM/DD/YY)	CERTIFICATE EXPIRATION DATE (MM/DD/YY)	ALL LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b>	<b>00062-PLEAF</b>	<b>10/21/2025</b>	<b>7/1/2026</b>	GENERAL AGGREGATE <span style="float: right;">\$2,000,000.00</span>
	<u>XX</u> COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE <span style="float: right;">\$2,000,000.00</span>
	____ CLAIMS MADE <u>XX</u> OCCURRENCE				FIRE DAMAGE (any one fire) <span style="float: right;">\$2,000,000.00</span>
	____ OWNERS' & CONTRACTOR'S PROT.				MEDICAL EXPENSES <span style="float: right;">EXCLUDED</span>
<b>A</b>	<b>AUTOMOBILE LIABILITY</b>	<b>00062-PLEAF</b>	<b>10/21/2025</b>	<b>7/1/2026</b>	COMBINED SINGLE LIMIT <span style="float: right;">\$2,000,000.00</span>
	____ ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT) <span style="float: right;">\$2,000,000.00</span>
	<u>XX</u> SCHEDULED AUTOS				PROPERTY DAMAGE <span style="float: right;">\$2,000,000.00</span>
	<u>XX</u> HIRED AUTOS				ANNUAL AGGREGATE <span style="float: right;">\$2,000,000.00</span>
	<u>XX</u> NON-OWNED AUTOS				
<b>A</b>	<b>FIDELITY, CRIME &amp; EMPLOYEE DISHONESTY ERRORS &amp; OMISSIONS</b>	<b>00062-PLEAF</b>	<b>10/21/2025</b>	<b>7/1/2026</b>	F&C: \$400,000.00 Employee Dishonesty, Forgery \$40,000.00 Theft E&O: \$2,000,000.00 Occurrence / Aggregate

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS**

**AS RESPECTS:**

STONERIDGE PROJECT

**Per the interest of the CERTIFICATE HOLDER / ADDITIONAL COVERED PARTY as shown below:**

**Certificate Holder**

**KITSAP COUNTY, ITS OFFICERS, AGENTS, AND EMPLOYEES ITS SUCCESSORS AND/OR ASSIGNS**  
 614 DIVISION STREET  
 PORT ORCHARD, WA 98366

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

**AUTHORIZED REPRESENTATIVE**



**KAREN THESING, EXECUTIVE DIRECTOR**

**ENDORSEMENT**

**COVERED ENTITY:**

**Kitsap Co. Consolidated Housing Authority  
2244 NW Bucklin Hill Rd  
Silverdale, WA 98383  
MEMBER NO.: H062  
COVERAGE PERIOD: 10/21/2025 - 7/1/2026**

**LOCATION / ACTIVITY:**

**AS RESPECTS:**

**STONERIDGE PROJECT**

**IT IS HERBY AGREED THAT THE FOLLOWING IS INCLUDED  
AS **ADDITIONAL COVERED PARTY(IES)** AS RESPECTS THEIR  
INTEREST IN THE PROPERTY(IES)/ ACTIVITY(IES) NAMED ABOVE:**

**KITSAP COUNTY, ITS OFFICERS, AGENTS, AND EMPLOYEES ITS  
SUCCESSORS AND/OR ASSIGNS  
ITS SUCCESSORS AND/OR ASSIGNS  
614 DIVISION STREET  
PORT ORCHARD, WA 98366**

*ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED*



1/27/2026

\_\_\_\_\_  
DATE

\_\_\_\_\_  
KAREN THESING, EXECUTIVE DIRECTOR  
HOUSING AUTHORITIES RISK RETENTION POOL

## Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:  Principal:  From:  To:

WA UBI Number:  RCW:  Penalty Due:  Wage Due:

License Number:

[Download all debarment data](#)

Show  per page Showing 0 records

Company Name	UBI	License	Principals	Related Business	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.										

Show  per page Showing 0 records