

**AGENCY SERVICE AGREEMENT
COMMUNITY DEVELOPMENT BLOCK GRANT**

PROJECT NAME: Kitsap County Consolidated Housing Authority dba Housing
Kitsap
Kingston Ridge Roof Replacement

PROJECT NUMBER: KC-525-25-A

AMENDMENT NUMBER: 01

WHEREAS, Kitsap County, hereinafter referred to as "County", and **Kitsap County Consolidated Housing Authority dba Housing Kitsap** hereinafter referred to as "Agency", have previously entered into a Contract, numbered KC-525-25, dated January 26, 2026; by which the Agency agrees to carry out the County's Community Development Block Grant Agreement.

WHEREAS, Amendment 01 to KC-525-25 between Kitsap County and Kitsap County Consolidated Housing Authority dba Housing Kitsap modifies:

1. Article I Section 1. Scope of Services
2. Article I Section 2. Project Description
3. Article I Section 3. Schedule for Completion
4. Article I Section 5. Term of Agreement
5. Article II Section 1. Budget and Compensation
6. Attachment A – Budget Summary

WHEREAS, the County and Agency desire to modify such Contract:

NOW THEREFORE, in consideration of the mutual benefits and covenants contained herein, this contract is hereby modified as follows.

ARTICLE I. PROJECT

SECTION 1. SCOPE OF SERVICES

The County, as recipient of a Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD), hereby designates the Agency to undertake, and the Agency hereby agrees to undertake the activities specifically described in the application and summarized below:

A. General Statement

CDBG funds will be used to pay for roof replacement at the Kingston Ridge Apartments, an existing 43-unit complex in Kingston. The property, constructed in 1992, includes a mix of one-, two, and three-bedroom units in three 2-story buildings providing 43

affordable rental units serving households at or below 80% area median income including 8 Project Based Voucher units and 18 tax credit units for households at 60% AMI. The project includes all costs associated with the removal and replacement of the roof including labor, materials and permits.

B. Agency Shall:

1. Record Low Income Housing Covenant to ensure the property continues to provide the benefit to low-income households as described in this Agreement for a period of at least **fifteen years** after project closeout, "the restricted use period."
2. Ensure no choice limiting activity begins prior to completion of NEPA environmental review and receipt of a Notice to Proceed from the Block Grant office.
3. Complete roof replacement at Kingston Ridge Apartments, according to the approved scope of work.
4. Follow Section 3 of the Housing and Urban Development Act of 1968 regulatory requirements in hiring for the project and submit required documentation at the start of construction if the total federal funding exceeds \$300,000. Note: the threshold increased to \$300,000 March 1, 2026.
5. Ensure the total project cost does not exceed \$350,000 or Build America, Buy America Act requirements will be applicable to the entire project. Note: the threshold increased to \$350,000 March 1, 2026.
6. Advertise and solicit bids for construction and outreach to MWBE businesses (see *CDBG Guidebook, Appendix E Procurement*).
7. Ensure all contracts include the appropriate federal contract provisions (see *CDBG Guidebook Appendix 1a Bid and Contract Provisions*).
8. Follow all Davis Bacon requirements including obtaining the appropriate wage decision from the Block Grant Office to include in bid documents, coordinating a pre-construction conference with contractor and Block Grant Staff, and ensuring all certified payrolls are submitted prior to releasing retainage to the contractor (see *Section I Labor Standards and Construction in CDBG Guidebook*).
9. Ensure contractor(s) do not have an active exclusion record in the federal award system (SAM.gov) and include documentation in file.
10. Conduct bid opening, provide construction start date, schedule and changes to Block Grant and notify Block Grant staff immediately of any modification to proposed project scope or schedule.
11. Obtain appropriate required permits and inspections.
12. Oversee construction and act as liaison between general contractor and Block Grant staff for Davis Bacon and other federal requirements.
13. Maintain required records and track relevant data to demonstrate project success.
14. Submit quarterly reports and invoices in a timely manner.
15. Arrange with Block Grant staff pre-rehab and post-rehab inspections.
16. Notify Block Grant staff as soon as possible of project completion for close-out and submit the Rental Housing Final Completion Report (provided by Block Grant Staff).
17. Participate in on-site agency monitoring before final close-out of the contract.

SECTION 2. PROJECT DESCRIPTION

<i>Project Details</i>	
Project Name:	Kingston Ridge Apts. Roof Replacement
Funded Amount:	\$246,450
Action Plan Year:	2025
Type of Project:	Rehabilitation of Rental Housing
Service Area:	Kitsap County
Project Address/Location:	26659 Myrtle Lane NE, Kingston Tax Parcel #262702-1-031-2004
<i>Eligibility</i>	
National Objective:	LMH
Basic Eligible Activity Citation:	24 CFR 570.202(a)(2)
Matrix Code:	14B
Strategic Plan Objective and Strategy:	Preserve and Increase Affordable Housing
<i>HUD Performance Measures</i>	
HUD Objective of Activity:	Decent Housing
HUD Outcome:	Availability/Accessibility
<i>Federal Contract Requirements – 2 CFR Part 200</i>	
Agency Unique Entity Identifier Number:	E74RNLLCC8Y5
Federal Assistance Listing Number (ALN):	14.218
Research or Development Contract:	No
Indirect Cost (IDC) Rate for Federal Award:	
☐ Approved Rate	%
☐ De Minimis for IDC Rate	
☒ Not Applicable	

SECTION 3. SCHEDULE FOR COMPLETION (specific milestones)

Specific Tasks	Start Date	End Date
Quarterly Reports	1/1/25	4/15/26
Environmental Review	1/1/25	9/2/25
Obtain Federal Prevailing Wage Rates from Block Grant Office	1/1/25	6/24/25
Prepare bid packet including Labor Standards, Davis Bacon, Reporting Requirements and submit to Block Grant Office for review	1/1/25	6/24/25
Sealed Bid Process (Formal Advertising) for contractor selection see CDBG Guidebook Appendix E Procurement	6/24/25	9/1/25
Provide Block Grant Office with copy of construction contract for review prior to finalizing (See CDBG Guidebook Section I Labor Standards and Construction)	7/22/25	5/7/26
Contractor selection and verification of contractor eligibility – debar check and registration SAM.gov	8/7/25	5/7/26

Pre-construction conference and contract signing with contractor	11/11/25	5/7/26
CDBG inspections	5/7/26	8/31/26
Renovation work	5/11/26	8/31/26
Wage interviews and weekly certified payrolls	6/1/26	8/31/26
Ensure work is complete and contract requirements have been met	7/1/26	9/30/26
Obtain contract completion documents and final lien waiver	7/1/26	9/30/26
Final reimbursement and reports	7/1/26	9/30/26
Record Low Income Housing Covenant and CDBG contract close-out	7/1/26	9/30/26

SECTION 5. TERM OF AGREEMENT

The term of this Agreement is **January 1, 2025** through **September 30, 2026**, but may be extended pursuant to an amendment to this Agreement as authorized in Article IV, Section 9 (Amendments to Agreement). Should additional time for auditing this project be required, in accordance with law, this Agreement shall be deemed automatically extended until such time as the said audit shall be completed. In any event, the term of this Agreement shall cover the period that the Agency has control over Community Development Block Grant funds, including program income, or shall cover the Restricted Use period, if applicable.

ARTICLE II. FINANCIAL CONDITIONS

SECTION 1. BUDGET AND COMPENSATION

The County shall reimburse the Agency its allowable costs for the services identified in this Agreement not to exceed **two hundred forty-six thousand four hundred and fifty dollars (\$246,450)**, upon presentation of a properly executed invoice in a form approved by the County.

Such reimbursement shall constitute full and complete payment by the County under this Agreement. Allowable costs shall mean those necessary and proper costs identified in the Agency's application and approved by the County, unless any or all such costs are disallowed by the State of Washington or the United States.

Any reimbursements made under this Agreement must comply with the applicable requirements of 2 CFR Part 200, Subpart D. The Agency may not request disbursement of funds under this Agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

Budget Summary:

See Attachment 'A' for Budget Summary

Time of Payment: Payment shall be made upon receipt of Invoice Form & Reimbursement request submitted to the Block Grant Program through the Cognito link provided after contract execution.

Where Payments Are Made: Payments shall be made to: **Housing Kitsap, 2244 NW Bucklin Hill Road, Silverdale, WA 98383.**

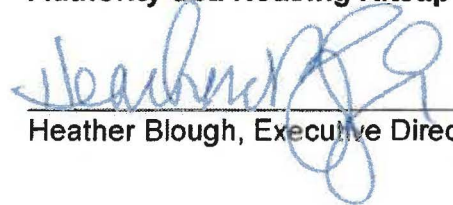
The Agency shall apply the funds received from the County under this Agreement in accordance with the Budget Summary outlined in Attachment A. Any line-item expense, by itself or in combination with other line item expense change, equal to or greater than 10% of the total budget amount over the life of this Agreement shall require a formal amendment to this Agreement. Any request for a line-item expense, by itself or in combination with other line item expense change, equal to or less than 10% of the total budget amount shall be submitted in writing and shall specifically state the reasons for the requested increase and a justification for the corresponding decrease in other line-item(s). All budget revision and/or amendment requests will be reviewed and approved or denied by the County.

THIS AMENDMENT constitutes the entire amendment to the agreement between the County and the Agency. All other terms and conditions of this Contract remain in effect.

THIS AMENDMENT is effective when signed by all parties.

Dated this 28 day of July, 2026.

AGENCY:
Kitsap County Consolidated Housing
Authority dba Housing Kitsap


Heather Blough, Executive Director

Dated this 10 day of August, 2026.

KITSAP COUNTY, WASHINGTON


Victoria Brazitis, County Administrator

Attachment A – Budget Summary – Housing Kitsap – Kingston Ridge Apts Roof

PROJECT COSTS	Total All Funds	County CDBG Funds	Other Funds
PERSONNEL, including managers, staff, salaries, benefits and taxes.			
AMOUNT	\$	\$	\$
SUPPLIES/EQUIPMENT, including office supplies, office equipment if approved.			
AMOUNT	\$	\$	\$
ADMINISTRATION including occupancy (building & grounds), advertising, audit, insurance/bonds, postage, rent/utilities, communication, training, travel, transportation			
AMOUNT	\$	\$	\$
ACQUISITION COSTS			
AMOUNT	\$	\$	\$
DEVELOPMENT SOFT COSTS including appraisal, design and A&E, processing/settlement and financing, marketing, operating reserve, professional fees and contract services			
AMOUNT	\$	\$	\$
DEVELOPMENT HARD COSTS, including clearance/demolition, construction, rehabilitation and improvements.			
AMOUNT	\$ 258,775	\$ 246,450	\$12,325
OTHER COSTS, as approved including:			
AMOUNT	\$	\$	\$
TOTAL PROJECT COSTS	\$ 258,775	\$ 246,450	\$ 12,325

CERTIFICATE OF COVERAGE					Cert No. 38380 ISSUE DATE (MM/DD/YY) 10/9/2025				
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.						
Covered Entity Kitsap Co. Consolidated Housing Authority 2244 NW Bucklin Hill Rd Silverdale, WA 98383			Companies Affording Coverage						
			Company HARRP Housing Authorities Risk Retention Pool						
			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			
A	GENERAL LIABILITY		00062-PLEAF	7/1/2025	7/1/2026	GENERAL AGGREGATE	\$2,000,000.00		
	XX	COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE	\$2,000,000.00		
		CLAIMS MADE				XX	OCCURRENCE	FIRE DAMAGE (any one fire)	\$2,000,000.00
		OWNERS' & CONTRACTOR'S PROT.				MEDICAL EXPENSES	EXCLUDED		
A	AUTOMOBILE LIABILITY		00062-PLEAF	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT	\$2,000,000.00		
		ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)	\$2,000,000.00		
	XX	SCHEDULED AUTOS				PROPERTY DAMAGE	\$2,000,000.00		
	XX	HIRED AUTOS				ANNUAL AGGREGATE	\$2,000,000.00		
	XX	NON-OWNED AUTOS							
A	ERRORS & OMISSIONS		00062-PLEAF	7/1/2025	7/1/2026	E&O: \$2,000,000.00 Occurrence / Aggregate			
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS AS RESPECTS:									
Per the interest of the CERTIFICATE HOLDER / ADDITIONAL COVERED PARTY as shown below:									
Certificate Holder			CANCELLATION						
KITSAP COUNTY, ITS OFFICERS, AGENTS, AND EMPLOYEES 615 DIVISION STREET PORT ORCHARD, WA 98366			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: 7/1/2025 - 7/1/2026**

LOCATION / ACTIVITY:

AS RESPECTS:

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
615 DIVISION STREET
PORT ORCHARD, WA 98366

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED



10/9/2025

DATE

KAREN THESING, EXECUTIVE DIRECTOR
HOUSING AUTHORITIES RISK RETENTION POOL

APPENDIX

GRANTS FROM THE KITSAP COUNTY BLOCK GRANT PROGRAM - CDBG AND HOME
FUNDS FOR THE DOWNPAYMENT ASSISTANCE AND HOUSING REHABILITATION
PROGRAMS

- (1) DPA LOAN PORTFOLIO MANAGEMENT GRANTS
- (2) HOME REHAB PROGRAM
- (3) KINGSTON RIDGE APARTMENTS ROOF REPLACEMENT
- (4) SOUTHERN CROSS NEW CONSTRUCTION
- (5) HERITAGE APARTMENTS STAIR REPLACEMENT

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED



KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY

Unique Entity ID E74RNLLCC8Y5	CAGE / NCAGE 1U3J8	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 4, 2026	
Physical Address 2244 NW Bucklin Hill RD Silverdale, Washington 98383-8303 United States	Mailing Address 2244 NW Bucklin Hill RD Silverdale, Washington 98383-8303 United States	

Business Information

Doing Business as HOUSING KITSAP	Division Name (blank)	Division Number (blank)
Congressional District Washington 06	State / Country of Incorporation (blank) / (blank)	URL http://www.housingkitsap.org

Registration Dates

Activation Date Sep 8, 2025	Submission Date Sep 4, 2025	Initial Registration Date Aug 28, 2001
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Entity Dates

Entity Start Date Apr 1, 1982	Fiscal Year End Close Date Jun 30
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure U.S. Government Entity	Entity Type US Local Government	Organization Factors (blank)
Profit Structure (blank)		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Government Types**U.S. Local Government****County****City****Other Government Entities****Housing Authorities Public/Tribal****Financial Information**

Accepts Credit Card Payments

Yes

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

1U3J8**Points of Contact****Electronic Business**

✱

Roan Blacker, Finance Director**2244 NW Bucklin Hill RD****Silverdale, Washington 98383****United States****Government Business**

✱

Heather Blough, Executive Director**2244 NW Bucklin Hill RD****Silverdale, Washington 98383****United States****Service Classifications****NAICS Codes**

Primary

Yes

NAICS Codes

925110**624229**

NAICS Title

Administration Of Housing Programs**Other Community Housing Services****Product and Service Codes**

PSC

X1FA

PSC Name

Lease/Rental Of Family Housing Facilities**Disaster Response**

This entity does not appear in the disaster response registry.