

**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 Development Director Job Description
- Exhibit C Development Director Milestones
- Exhibit D Project Timeline
- Exhibit E 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, 2025, and terminate on December 31, 2028.

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

- A. Grant Amount: The Grantee is awarded a total of \$250,943.
- 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

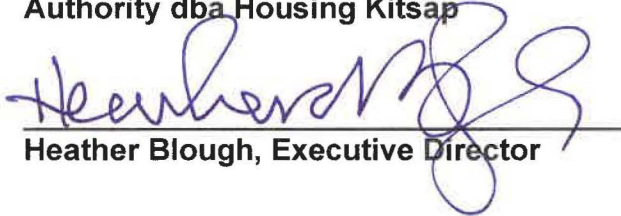
- A. CIAH Income Verification: The Department of Housing and Urban Development's (HUD) Area Median Income (AMI), updated annually, will be used as the measure to define income qualification. Tenant incomes must be verified with full documentation annually.
- B. CIAH Characteristic Verification: The grantee 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 5 day of March, 2025.

**GRANTEE: Kitsap County Consolidated
Authority dba Housing Kitsap**


Heather Blough, Executive Director

Dated this 24 day of March, 2025.

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**


Christine Rolfes, Chair

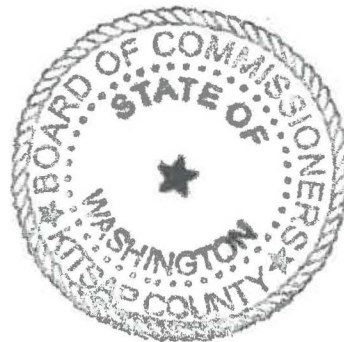

Oran Root, Commissioner

NOT PRESENT

Katherine T. Walters, Commissioner

ATTEST:


Dana Daniels, Clerk of the Board



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Exhibit A – Scope of Work
Exhibit B – Development Director Job Description
Exhibit C – Development Director Milestones
Exhibit D – Project Timeline
Exhibit E – Budget

Exhibit A – Scope of Work

<i>Project Details</i>	
Project Name	Development Director Position
Funded Amount	\$250,943
Policy Plan Year	2025
Eligible Activity	Provide housing-related services
Service Area	Kitsap County
Project Address/Location	
Eligible Target Population	Income: 60% AMI or less Characteristic: Homeless or at-risk of homelessness

Description of Scope

Kitsap County Consolidated Housing Authority dba Housing Kitsap will hire a Development Director position, based on Exhibit's B and C. Housing Kitsap will provide 20% of the funds required for twenty-four (24) consecutive months upon the position being filled. CIAH funds will provide 80% of the agreed upon budget for the position for twenty-four consecutive months upon the position being filled.

Performance Measures

See Exhibit C

Exhibit B – Development Director Job Description

HOUSING KITSAP

JOB CLASSIFICATION/DESCRIPTION

POSITION TITLE:	Acquisition and Development	NAME:
DEPARTMENT:	Development	DATE:
SUPERVISOR:	Executive Director	
SUPERVISES:	SFH Construction Supervisor II, SFH Program Manager and Single-Family Staff	
STATUS:	Exempt	

MISSION

It is the mission of Housing Kitsap to provide quality affordable housing and homeownership opportunities to families and individuals with our local communities. Together with the support of the Board of Commissioners, employees, residents and community members, we provide the foundation to create a safe place to call home.

SUMMARY

The Director of Single Family Housing, Acquisition and Development is responsible for managing the Mutual Self-Help (SH), Down Payment Assistance (DPA), and Rehabilitation (Rehab) programs, and the Acquisition and Development Department – Completing grant applications and grant management, acquisition, financing and new construction of affordable housing development projects and capital improvement of existing properties; includes site selection, feasibility analysis, budget/pro forma development, project management, funding applications, loan closings and procurement. as well as all other functions related to and in support of these responsibilities. From time to time the position will be asked to lead or provide support on projects that are anticipated to have a housing component in the City of Poulsbo

ESSENTIAL JOB FUNCTIONS

Primary Focus

Mutual Self-Help Program:

- Meet or exceed at least three of the five 523 Grant criteria:
 - Meet or exceed equivalent units completed commitment.
 - Meet or exceed at least 40% Very Low-Income Building Group Members served.
 - Meet or exceed 65% Building Group Member labor requirement
 - Meet budget objectives.
 - Meet all other remaining requirements as specified in the Grant Contract and grantee handbook.
- Strive to maintain constant production of single family homes to meet grant objectives, which includes land/lot acquisition, land development, loan origination, processing, and underwriting of

construction to perm mortgages for income eligible applicants willing to become part of a building group membership.

- Maintain funding, which includes 523 grant renewal every two years and SHOP applications annually.
- Public relations around new homeowners.
- Develop and implement innovative strategies in conjunction with the Executive Director to improve affordable housing service and product.
- Actively participate in local, regional, and national forums that pertain to improving housing for Low Income families, as requested by executive staff.
- Prepare budget annually and monitor budget to actual monthly.
- Maintain and nurture relationships necessary to ensure the success of the program.
- Track Equivalent Unit (EU) production and TA costs monthly.
- Speak at public events including Self Help Open Houses.

Rehabilitation Program:

- Manage the program as outlined in the process and procedures proscribed for the program.
- Renew grant with CDBG annually.
- Report activity to CDBG monthly, working closely with the finance department.
- Prepare budget annually and monitor budget to actual monthly
- Maintain and nurture relationships necessary to ensure the success of the program.

Affordable Housing Development:

- Design, fund and build multiple Single-Family sites to supply buildable lots to the Mutual Self-Help program. Sites vary between 9 and 49 lots up to 5 plus million total development costs
- Manage loans for development and timing of lots of sales for repayment.
- Manage cash flow from site development to HK to support operations
- Make critical decision about site location, purchase price and cost to develop
- Work with engineering firm and consultants to design and navigate entitlement process
- Communicate with up to 6 permitting jurisdictions in Kitsap and Mason Counties
- Assist with building design of Self-Help homes
- Maintain a knowledge base of pertinent Federal, State and local laws, codes and regulations
- Manage construction of city multifamily projects, including, public meeting, city council meetings, site and building design, funding, procurement and construction
- Create purchase and sale agreements.
- Sell surplus properties for Housing Kitsap
- Create and maintain relationships with public affordable housing partners and providers.
- Create and maintain relationships with the for-profit developers for land purchases and lot sales
- Identify, analyze, acquire and develop properties for preservation, rehabilitation and/or new construction. Coordinate the evaluation of site and marketing issues, community notification, preparation of development budgets and operating pro formas, preparation of funding proposals, and coordination of loan closings and reporting requirements.

- Prepare reports needed by lenders, development partners, public agencies, private sector organizations and PHA pertaining to projects and implementation of approved projects. Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.
- Coordinate the preparation of Requests for Qualifications (RFQ's) and/or Requests for Proposals (RFP's) for the procurement of consultant services and construction activities related to housing development.
- Identifies, prioritizes, and oversees capital improvement projects. Develops the Housing Authority's long-term capital improvement program in coordination with other department directors for submission to regulatory agencies. Recommends specific projects based on knowledge and condition of facilities, estimates costs, and forecasts timetables for completion. Oversees procurement process including certified payroll recordkeeping, contract payment requests, purchase orders, regulatory reports and funding requests.
- Direct project/construction management of development projects including but not limited to lot development for single-family homes, multi-family acquisition and rehabilitation, and multi-family new construction.
- Prepare grant applications for federal, local and state funds for development and/ related activities.
- Works with other staff to stabilize new housing developments and works closely with Executive Director to assure quality management and project goals are achieved.
- Keep the Executive Director fully informed and aware of progress, problem resolution and the potential for new directions with different federal, state and local housing programs.
- Other duties as assigned.
- Perform all duties in accordance with the attached "Regular Supervisory Responsibilities."

SHOP Loan Activity:

- Apply for funds annually.
- Monitor use and reuse of funds as required by loan documents and contracts.
- Oversee the completion of an Environmental Assessment required for each project site that will use SHOP funds.
- Prepare budget annually and monitor budget to actual monthly.
- Maintain and nurture relationships necessary to ensure the success of the program.

Down Payment Assistance Program Management:

- Monitor existing loans annually from HOME, CDBG, SHOP, and HTF grants.
- Ensure finance is reporting program income quarterly to CDBG
- Maintain and nurture relationships necessary to ensure the success of the program.
- Report activity to CDBG annually working closely with the finance department.

Administrative Responsibilities:

- Submit recommendations for developing and establishing Housing Authority policy to Executive Director.
- General Staff Management.
 - Oversee staff while maintaining team well-being and focus on objectives.
 - Complete Performance Reviews on anniversary dates.

General

- Establishes and maintains a positive, supportive, and cooperative work environment.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents.
- Acts responsibly for the safety of self, others, materials, and equipment.
- Uses all required safety equipment.
- Displays initiative to resolve problems and capitalize on opportunities.
- Promotes cost-effective use of the organization's resources.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to effectively communicate, both verbally and in writing, with internal and external customers in a professional and positive manner.
- Ability to maintain strict confidentiality standards.
- Ability to learn the departments and organization's structure, procedures, regulations, and requirements as they relate to the functions of the position.
- Must be adept at handling multiple tasks and responsibilities; can effectively change priorities quickly and to work cooperatively and proactively with department members to accomplish goals.
- Excellent problem solving, analytical and interpersonal skills.
- Demonstrated analytical and problem-solving skills.
- Proven Marketing and Sales Background.
- Job experience that required knowledge of real estate transactions including Title, Escrow, Appraisal, DOT, Promissory Note, HUD Settlement Statement.
- Construction technique background.
- Experience with construction and development budgeting.
- Deal with the public tactfully and courteously in person and on the telephone and email
- Establish and maintain cooperative and effective working relationships with those contacted in the performance of work.
- Maintain regular, reliable, and punctual attendance.

MINIMUM QUALIFICATIONS

- Four years of progressively more responsible experience in program management in the housing field including personnel management; program planning and budgeting; liaison with finance agencies and lending institutions; and program training and public presentation. Experience with Mortgage Underwriting, and processing and single-family construction to perm lending.
- Strong communication, public speaking, and computer literacy skills are required.
- The individual must be self-motivated with a high desire to succeed
- Possess valid vehicle insurance.
- Excellent computer skills in a Microsoft Windows environment. Must include Word, Excel, and demonstrated skills in database management and record keeping.
- Effective oral and written communication.
- Excellent interpersonal and coaching skills.

PREFERRED QUALIFICATIONS:

- Higher level of education
- Specialized training not required but desired
- Effective oral and written communication.
- Excellent interpersonal and coaching skills.

ADDITIONAL REQUIREMENTS

- Possession or ability to obtain and retain a valid Washington state driver's license.
- Pre-employment tests and examinations, including but not limited to extensive background checks and other related component which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment.

ATTRIBUTES AND COMMITMENTS:

The following are essential requirements for the effective performance of the holder of this position:

- **Ethics:** As a public agency, Housing Kitsap is committed to maintaining the highest of ethical standards. Employees are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of our co-workers, clients, partners, vendors and the general public. All employees are expected to serve the public with dedication concern, courtesy and responsiveness.
- **Positive thinking and attitude:** Employees shall maintain a positive work environment by being self-motivated, remaining enthusiastic about taking on challenges, demonstrating an "I care" attitude, approaching others in a pleasant, positive, and upbeat manner, and always finding the positive aspects of a negative situation. Employees shall always work to resolve conflicts in positive ways.

- **Communicates Effectively:** Employees shall present ideas clearly through various means, identify and share important information in a timely manner, and be knowledgeable, current and respectful in communicating information or sharing concerns. All staff shall return phones calls and emails in a timely manner. Employees will not use harsh language or aggressive gestures in conversation with others.
- **Work Ethic:** All employees shall be dependable and meet their commitments by exhibiting willingness to put in extra hours or extra effort to get the job done. Employees shall be available and presentable for work on a consistent basis as required by HK.
- **Organization:** Staff members shall support HK by developing plans to achieve the strategic goals of HK by identifying resources needed, allocating time appropriately, and anticipate obstacles. Employees shall plan, prioritize, and follow-through on all tasks as well as look forward to what needs to be done next to maximize their efficiency.
- **Problem Solving:** HK staff shall identify and define problems/goals including scope and sequence or priorities for attainment, select and implement alternative solution strategies, supervise resources and address unforeseen contingencies.
- **Critical Thinking:** Staff shall analyze information objectively and make a reasoned judgement, evaluate sources of data, facts, and observable phenomenon and research findings, draw reasonable conclusions from a set of information and discriminate between useful and less useful details for solving problems or making decisions. Where requested or appropriate, staff shall review conclusions and next steps with their supervisor.
- **Accepting of Change:** HK staff members must be flexible and adaptable to different situations, contribute to new ideas, policies and procedures, accept and implement change in processes, requirements and the general work environment. All employees shall engage in and support LEAN processes and waste elimination strategies as appropriate.
- **Team Player:** All staff shall work collaboratively with other employees, be respectful and kind to others, be responsive to requests for information or support and shall not create or participate in silos, gossip or other negative activities.
- **Self-motivated and self-directed:** Employees must be able to work on their own with little to no direction and make independent decisions in the best interests of Housing Kitsap consistent with its policies and procedures.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT

Physical characteristics and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

- Constant use of sight, hearing, and speech abilities to perform essential functions and communicate with customers, HK staff, and the public in one-on-one settings and over the telephone.
- Constant fine finger manipulation and use of hands and arms in reaching / handling / fingering / grasping while operating equipment and preparing written documentation, handling paperwork, etc;

- Continuous sitting and viewing of computer screens
- Frequent bending/twisting at waist/knees/neck while working.
- Occasional standing in combination with walking (short distances) throughout work shift.
- Occasional pushing/pulling force up to 30 pounds
- Rarely lifting/carrying up to 50-pound

The statements contained here reflect general detail as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. However, this Position Description should not be considered an all-inclusive listing of work requirements. This job description is not a contract or guarantee of continued employment. Any individual may voluntarily leave the employment of the agency upon proper notice or may be terminated at any time and for any reason as long as there is no violation of federal, state, or local law.

Exhibit C – Development Director Milestones

2-year Milestones → Updates to be provided to County staff every 3 months via written quarterly report document as well as 30-minute meeting check-in if requested by either party.

Milestones to be used as measure for any potential contract extension.

Affordable Housing Development

- Identify and purchase a parcel within Kitsap County with intent to provide affordable housing 20-30 units
- Deliver a report that defines Housing Kitsap's approach to affordable housing development including budget, financing, and a project plan that includes strategy and acquisition for development.
 - Identify and contract with external expertise such as Tax credit partners, financial advisors or developers that are critical for success.
- Develop internal criteria for go/no go decisions on projects that are presented to Housing Kitsap staff and/or Board Members.
- Identify and document successful models of housing development that capitalize on our current and expected strengths

Capacity and Relationship Building

- Connect with other providers to view their products and goals to determine highest affordable housing market need.
 - Document affordable housing market needs where Housing Kitsap can contribute to solutions, and prioritize needs based on resources to contribute and severity of need.
- Build/develop internal capacity for use of Housing Kitsap's bonding authority
 - Participate in Washington State Housing Finance Commission's regular discussions with Housing Authorities as they work toward the bond cap critical to issuance.

Development Director Position

- Advocate and apply for external funding to fund position

Exhibit D – Project Timeline

Specific Tasks	Start Date	End Date
Internal Recruitment	2/1/2025	3/1/2025
Hiring	2/15/2025	3/15/2025
Initiate procurement process to hire consultant with expertise in Tax Credit, Faircloth to RAD, 8bb for PBRA, HA Bonding authority, and possible other funding mechanisms for financing development of multifamily affordable housing	4/1/2025	Q2 2025
Review responses to RFP for Consultant/hire	Q2 2025	Q3 2025
Work with Consultant to inventory funding options available to HK, including 8bb and Faircloth to Rac	Q3 2025	Q4 2025
Concurrently with the above, seek opportunities for land to develop on or multifamily developments available for purchase	3/15/2025	On going
Work with consultant to develop internal criteria to determine best use of existing Housing Kitsap owned properties	Q3 2025	Q4 2025
Monitor funding streams for opportunities, apply when applicable funding becomes available		On going
Determine project and site, gain site control		Q2 2026
Procure 3 rd part consultants	Q2 2025	Q2 2026
Create Preliminary Plans budgets	Q2 2026	Q4 2026
Apply for funding CDBG/CIAH	Q2 2027	Q4 2027
Apply for funding Commerce	Q3 2027	Q1 2028
Determine to apply for funding WFTC	Q2 2028	

Exhibit E – Project Budget

2025 Sources of Financing - All Project Funding Sources				
Organization Name:		Housing Kitsap		
Program:		Development Director		
Funding Source	Requested	Conditional	Committed	TOTAL
Total CGAP Requested Funds (CIAH)			250,943	\$ 250,943
Total Requested Funds	\$ -	\$ -	\$ 250,943	\$ 250,943
Federal				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Federal	\$ -	\$ -	\$ -	\$ -
State				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total State	\$ -	\$ -	\$ -	\$ -
Local				
	62,735			\$ 62,735
				\$ -
				\$ -
				\$ -
				\$ -
Total Local	\$ 62,735	\$ -	\$ -	\$ 62,735
Applicant				
				\$ -
				\$ -
				\$ -
Total Applicant	\$ -	\$ -	\$ -	\$ -
Private				
				\$ -
				\$ -
				\$ -
				\$ -
Total Private	\$ -	\$ -	\$ -	\$ -
In-Kind				
				\$ -
				\$ -
				\$ -
Total In-Kind	\$ -	\$ -	\$ -	\$ -
TOTAL PROJECT FUNDING	\$ 62,735	\$ -	\$ 250,943	\$ 313,678

Project Budget				
Organization Name:		Housing Kitsap		
Program:		Development Director		
Enter the estimated costs associated with your project from CGAP Sources and Other Funds				
	Requested CGAP Funds	Non-CGAP Funds	Estimated Costs	Cost as % of Total
Acquisition Costs				
Purchase Price			\$0.00	0.00%
Land			\$0.00	0.00%
Improvements			\$0.00	0.00%
Liens and Other Taxes			\$0.00	0.00%
Closing/Recording			\$0.00	0.00%
Extension Fees			\$0.00	0.00%
Other:			\$0.00	0.00%
Other:			\$0.00	0.00%
SUBTOTAL	\$0	\$0	\$ -	0.00%
Construction/Rehab. Costs				
Off-site Work			\$0.00	0.00%
On-site Work			\$0.00	0.00%
Site Remediation			\$0.00	0.00%
Demolition			\$0.00	0.00%
Commercial Space/Building			\$0.00	0.00%
Common Use Facilities			\$0.00	0.00%
Elevator			\$0.00	0.00%
Laundry Facilities			\$0.00	0.00%
Storage/Garages			\$0.00	0.00%
Landscaping			\$0.00	0.00%
General Conditions			\$0.00	0.00%
Contractor Liability Insurance			\$0.00	0.00%
Contractor Overhead			\$0.00	0.00%
Contractor Profit			\$0.00	0.00%
Contingency			\$0.00	0.00%
FF&E (Common Area Furnishings)			\$0.00	0.00%
Internet Wiring & Equipment			\$0.00	0.00%
Performance Bond Premium			\$0.00	0.00%
Other:			\$0.00	0.00%
Other:			\$0.00	0.00%
SUBTOTAL	\$0	\$0	\$ -	0.00%
Development Costs				
Utility Connection & Impact Fees			\$0.00	0.00%
Development/Building Permit Fees			\$0.00	0.00%
System Development Charges			\$0.00	0.00%
Market Study			\$0.00	0.00%
Environmental Report - Phase I & Phase II			\$0.00	0.00%
Lead Based Paint Report			\$0.00	0.00%
Power Delivery			\$0.00	0.00%
Soils Report (Geotechnical)			\$0.00	0.00%
Survey			\$0.00	0.00%
Marketing/Management			\$0.00	0.00%
Insurance			\$0.00	0.00%
Other: Property Condition Report			\$0.00	0.00%
Other:			\$0.00	0.00%
Other:			\$0.00	0.00%
SUBTOTAL	\$0	\$0	\$ -	0.00%
General Fees				
Architectural - Design			\$0.00	0.00%
Architectural - Construct. Supervision			\$0.00	0.00%
Engineering			\$0.00	0.00%
Legal/Accounting			\$0.00	0.00%
Cost Certification			\$0.00	0.00%
Appraisals			\$0.00	0.00%
Special Inspections/Testing			\$0.00	0.00%
Developer Fee			\$0.00	0.00%
Consultant Fee			\$0.00	0.00%
Project Management Fee			\$0.00	0.00%
Other: Staff Salary	\$ 193,033.00	\$ 48,258.00	\$241,291.00	76.92%
Other: Staff Benefits	\$ 57,910.00	\$ 14,477.00	\$72,387.00	23.08%
Other: REET Exemption Credit			\$0.00	0.00%
Other:			\$0.00	0.00%
SUBTOTAL	\$250,943	\$62,735	\$ 313,678.00	100.00%
Project Budget Costs Subtotal:	\$250,943.00	\$62,735.00	\$313,678.00	100.00%
TOTAL PROJECT COST (Budget+Financing):	\$250,943.00	\$62,735.00	\$313,678.00	100.00%

CERTIFICATE OF COVERAGE

Cert No. 26352

ISSUE DATE (MM/DD/YY)

2/20/2025

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.

Companies Affording Coverage

HARRP

Housing Authorities Risk Retention Pool

Company

Letter A

Company

Letter B

Covered Entity

Kitsap Co. Consolidated Housing Authority

2244 NW Bucklin Hill Rd

Silverdale, WA 98383

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	2/20/2025	7/1/2025	GENERAL AGGREGATE	\$2,000,000.00
	<u>XX</u>	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$2,000,000.00
	<u> </u>	CLAIMS MADE	<u>XX</u>	OCCURRENCE				FIRE DAMAGE (any one fire)	\$2,000,000.00
	<u> </u>	OWNERS' & CONRACTOR'S PROT.						MEDICAL EXPENSES	EXCLUDED
A	AUTOMOBILE LIABILITY				00062-PLEAF	2/20/2025	7/1/2025	COMBINED SINGLE LIMIT	\$2,000,000.00
	<u> </u>	ALL OWNED AUTOS						BODILY INJURY (PER ACCIDENT)	\$2,000,000.00
	<u>XX</u>	SCHEDULED AUTOS						PROPERTY DAMAGE	\$2,000,000.00
	<u>XX</u>	HIRED AUTOS						ANNUAL AGGREGATE	\$2,000,000.00
	<u>XX</u>	NON-OWNED AUTOS							
A	ERRORS & OMISSIONS				00062-PLEAF	2/20/2025	7/1/2025	E&O: \$2,000,000.00 Occurrence / Aggregate	

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

AS RESPECTS:

AGREEMENT NUMBER: KC-131-25

KITSAP COUNTY, ITS OFFICERS, OFFICIALS, EMPLOYEES, AND AGENTS ARE AN ADDITIONAL COVERED PARTY.

COVERAGE IS PRIMARY, NON-CONTRIBUTORY

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

Certificate Holder

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

KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES
614 DIVISION STREET, MS-23
PORT ORCHARD, WA 98366



WILLIAM E. GREGORY, EXECUTIVE DIRECTOR

ENDORSEMENT

COVERED ENTITY:

**Kitsap Co. Consolidated Housing Authority
2244 NW Bucklin Hill Rd
Silverdale, WA 98383
MEMBER NO.: H062
COVERAGE PERIOD: 2/20/2025 - 7/1/2025**

LOCATION / ACTIVITY:

AS RESPECTS:

AGREEMENT NUMBER: KC-131-25

**KITSAP COUNTY, ITS OFFICERS, OFFICIALS, EMPLOYEES, AND AGENTS ARE AN
ADDITIONAL COVERED PARTY.**

COVERAGE IS PRIMARY, NON-CONTRIBUTORY

**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 DEPARTMENT OF HUMAN SERVICES
ITS SUCCESSORS AND/OR ASSIGNS
614 DIVISION STREET, MS-23
PORT ORCHARD, WA 98366**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

2/20/2025

DATE



WILLIAM E. GREGORY, EXECUTIVE DIRECTOR
HOUSING AUTHORITIES RISK RETENTION POOL



KITSAP COUNTY CONSOLIDATED HOUSING AUTHORITY

Unique Entity ID E74RNLLCC8Y5	CAGE / NCAGE 1U3J8	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Oct 22, 2024	
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 Oct 25, 2023	Submission Date Oct 23, 2023	Initial Registration Date Aug 28, 2001
--	--	--

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)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

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

No

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

1U3J8

Points of Contact**Electronic Business**

✎

Debera Stephenson, 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

NAICS Codes

NAICS Title

Disaster Response

This entity does not appear in the disaster response registry.

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 <div>25</div> per page	Showing 0 records								First	Previous	Next	Last
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 <div>25</div> per page	Showing 0 records								First	Previous	Next	Last