



**PENINSULA HOUSING AUTHORITY**  
*Serving Clallam and Jefferson Counties*

**Board of Commissioners**  
**Regular MEETING AGENDA**

Wednesday, June 17, 2026, at 12:00 PM

The Public is invited to attend a Regular Meeting of the Board of Commissioners

***Physical Meeting Location:***

Peninsula Housing Authority Board Room  
727 E 8<sup>th</sup> Street  
Port Angeles, WA 98362

OR

***Virtually at Zoom link below***

**Peninsula Housing Authority is inviting you to a scheduled Zoom meeting Topic:**

**Peninsula Housing Regular Board meeting**

**Time: Jun 17, 2026 12:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/88198760354?pwd=kyTh4bF1WnGaGVT8YcHy5DPwdkMebt.1>**

**Meeting ID: 881 9876 0354**

**Passcode: 041154**

Dial by your location +1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/j/88198760354?pwd=kyTh4bF1WnGaGVT8YcHy5DPwdkMebt.1>

**CALL TO ORDER AND ROLL CALL:**

**REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA:**

**REQUEST FOR COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA:**

**CONSENT AGENDA:**

Approve Executive Director Sarah Martinez May Timesheet and Leave (Page 3)

Approve May Regular Meeting Minutes (Pages 4-5)

Approve May Check Registers through Public Plaza Operating –

**Check Register Summary - May 2026**

	<u>Start</u> <b>Check #</b>	<u>Ending</u> <b>Check #</b>	<u>Include</u> <b>ACH</b>	<b>TOTAL</b>
<b>Homestead Apartments</b>	13764	13771		\$17,849.25
<b>Peninsula Apartments</b>	5239	5256		\$19,731.38
<b>Wildwood Terrace Apartments</b>	5355	5375		\$32,786.05
<b>Local Fund (Cost Center)</b>	32529	32606	Yes	\$223,168.33
<b>Shop Funds</b>				\$0.00

Self Help 523				\$0.00
502 Self Help Construction Loans				\$0.00
Burke Place Apartments	2950	2959		\$6,603.56
Catholic Housing Services	3255	3274		\$28,138.28
The Outpost	894	897		\$2,607.34
Sea Ridge (MAV) - Operating	1874	1891		\$42,537.34
Public Plaza - Operating	2153	2183		\$113,637.53
<b>TOTAL</b>				<b>\$487,059.06</b>

Approve May Section 8 Check Registers –  
Check Register Summary - May 2026

	<u>Start</u> <u>Check #</u>	<u>Ending</u> <u>Check #</u>	<u>Include</u> <u>ACH</u>	<u>TOTAL</u>
Section 8 Vouchers	974489	974634	Yes	\$631,347.14
<b>TOTAL</b>				<b>\$631,347.14</b>

**DIRECTOR’S REPORT** (Page 6)

**REPORTS FROM COMMISSIONERS**

**OLD BUSINESS**

**NEW BUSINESS**

- Resolution #PHA-2026-16;** First Fed Foundation Funding request (Pages 7-8)
- Resolution #PHA-2026-17;** Albert Haller Foundation Funding request (Pages 9-10)
- Resolution #PHA-2026-18;** Section 8 Admin Plan updates (Pages 11-85)
- Resolution #PHA-2026-19;** Fiscal Year 2027 Budget (Pages 86-96)
- Resolution #PHA-2026-20;** Employee Handbook Update (Pages 97-252)
- Approval of Executive Director Employment Contract

**EXECUTIVE SESSION**

**ADJOURN**

**Next Regular Meeting:**

Wednesday July 15, 2026, at 12:00 P.M.  
Port Townsend Public Library, Pink House Meeting Room  
1220 Lawrence St

Port Townsend WA 98368 and virtually:

Link, call, and login information will be available one week before our scheduled meeting on our website at <https://peninsulapha.org/>

### Web Time Sheet

<b>Name</b> MARTINEZ, SARAH	<b>Selected Pay Period</b> 05/01/2026 - 05/31/2026 (Previous Period) - Monthly
<b>Clock</b> Hourly Web Time Sheet (WEB02)	<b>Badge #</b>

[Expand All](#)

Time Sheet Table

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Override	Comments	Missing Punch
Mon 04/27													
Tue 04/28													
Wed 04/29													
Thu 04/30													
Fri 05/01													
Sat 05/02													
Sun 05/03													
<b>Weekly Totals</b>										<b>\$0.00</b>			
Mon 05/04													
Tue 05/05													
Wed 05/06													
Thu 05/07													
Fri 05/08													
Sat 05/09													
Sun 05/10													
<b>Weekly Totals</b>										<b>\$0.00</b>			
Mon 05/11													
Tue 05/12													
Wed 05/13													
Thu 05/14													
Fri 05/15													
Sat 05/16													
Sun 05/17													
<b>Weekly Totals</b>										<b>\$0.00</b>			
Mon 05/18													
Tue 05/19													
Wed 05/20													
Thu 05/21													
Fri 05/22													
Sat 05/23													
Sun 05/24													
<b>Weekly Totals</b>										<b>\$0.00</b>			
Mon 05/25	[HOL] Holiday							8.00	8.00				
Tue 05/26													
Wed 05/27													
Thu 05/28													
Fri 05/29													
Sat 05/30													
Sun 05/31													
<b>Weekly Totals</b>								<b>8.00</b>		<b>\$0.00</b>			

[Collapse All](#)

View  
Sum  
By  
Pay

Pay Code	Allocation	Tax Profile	Hours	Dollars
<b>Holiday</b>				
HOL	Holiday [410] -PENINSULA HOUSING AUTHORITY-Cost Center	WA/WA/WA (1)	8.00	
<b>Pay Period Totals</b>			<b>8.00</b>	



## Peninsula Housing Authority

*Serving Clallam and Jefferson Counties*

### Board of Commissioners REGULAR BOARD MEETING MINUTES

May 21, 2026, at 12:00pm

The Public is invited to attend the Regular Meeting of the Board of Commissioners.

Meeting location:

Peninsula Housing Authority

727 E 8<sup>th</sup> Street

Port Angeles, WA 9836

and/or via Zoom: link available on website- <https://peninsulapha.org/>

#### **CALL TO ORDER**

The meeting was called to order at 12:00 pm by Commissioner Webster.

#### **ROLL CALL**

Present: Commissioners Webster, Robinson, Mayfield, Ryan, Teal and Turner.

Executive Director Sarah Martinez; Deputy Director, Annette Crawford; Legal Counsel, Heidi Greenwood;

Exec. Administrative Assistant Leayne Trubell.

#### **REQUEST FOR ITEMS TO BE ADDED TO THE AGENDA**

None

#### **COMMENTS OR QUESTIONS FROM THE PUBLIC ON AGENDA**

None

#### **CONSENT AGENDA**

Approval of consent agenda: Executive Director Sarah Martinez March timesheet, March Regular Meeting Minutes, March Check Registers through The Outpost. Moved to approval by Commissioner Turner, seconded by Commissioner Mayfield. Voice vote, approved. March Check Register Section 8. Moved to approval by Commissioner Mayfield, seconded by Commissioner Turner, Commissioner Webster, abstained. Voice vote, approved.

#### **EXECUTIVE DIRECTOR'S REPORT**

Still in negotiations regarding the CBA, waiting to hear from the Union representative; there will be changes to the personnel policy that will be brought to the Board for approval in June. Sarah Martinez and Annette Crawford attended Association of Washington Housing Authorities (AWHA) meeting. Legislative update; changes to the Landlord Tenant Law on how we deliver notices; Housing Trust Fund received additional \$200M for a total of \$800M in biennial investment; Lori McGowan is Housing Authority Rep. sitting on the Governor's new Department of Housing Committee, reports that the people on the committee are divided on what committee should be doing and how they should be doing it; State of Housing in Washington report is due to Governor Nov. 15th. Eklund @ Gales scheduling to start Oct. 1, 2026. Self help has a closing date of June 1, 2026. Linda Middleton, from the West end, founder and past president of Concerned Citizens has completed board member application. Kasi O'Leary is attending today to observe as a potential board member.

**REPORTS FROM COMMISSIONERS**

Commissioner Mayfield: Nothing to report

Commissioner Ryan: Nothing to report

Commissioner Robinson: Was able to participate in a Carter Work Project build in Atlanta Georgia – 5 days, 2000 volunteers, 24 homes completed. 30 days have come and gone by, waiting for building site permits from the City of Sequim; have selected a contractor; this is for the 45 homes on Brownfield Ave in City of Sequim.

Commissioner Teal: Nothing to report

Commissioner Webster: Nothing to report

Commissioner Truner: Nothing to report

**OLD BUSINESS**

None

**NEW BUSINESS**

**EXECUTIVE SESSION**

The Executive Session was estimated to take thirty minutes; the session was called to order at 12:35 pm and adjourned at 12:56 pm. Commissioners discussed the pending litigation and Director Martinez’s annual review. Motion was made to approve Performance Evaluation for Sarah Martinez by Commissioner Mayfield; seconded by commissioner Turner. Voice vote, approved.

**Adjournment:** The meeting adjourned at 12:59 pm

**Next Regular Meeting:**

Wednesday, June 17, 2026, at 12:00 P.M.

Peninsula Housing Authority

727 E 8<sup>th</sup> Street

Port Angeles, WA 98362

and virtually:

Link, call, and login information will be available one week before our scheduled meeting on our website at

<https://peninsulapha.org/>

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**Secretary  
Seal:**

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**Board Chair**

**UPDATE FROM THE EXECUTIVE DIRECTOR**

**MEETINGS/OFFICE UPDATES**

May 18, 2026 – Meeting with City of PA re: Shane Place – in person  
May 19, 2026 – All staff meeting – in person  
May 21, 2026 – Meeting w/ Catholic Housing Ventures – via TEAMS  
May 21, 2026 – Housing Updates from Washington by NAHRO – Via Zoom  
May 27, 2026 – Call with Wolf Industries  
May 28, 2026 – Call with Office of Rural and Farmworker Housing – Via TEAMS  
May 28, 2026 – MAV Senior Phase III planning call with Brawner – via Zoom  
May 28, 2026 – Meeting with Teamsters: CBA negotiations – in person  
June 1, 2026 – Call with Department of Commerce re: ESDS – Via TEAMS  
June 1, 2026 – Jefferson County Workforce Task force – via Zoom  
June 4, 2026 – MAV Senior Phase III planning call with Brawner – via Zoom  
June 8, 2026 – ORFH Rural Housing Providers – Via TEAMS

**REPORTS FROM DEPARTMENTS** – The following reports are attached:

- Acquisition and Development updates
- Rental Assistance reports
- Operations updates and Property reports
- Financial updates and reports

**NEW BUSINESS**

- **RD515 Acquisition in Port Townsend** – Met with broker to discuss a possible acquisition of 57 units between 2 properties in Port Townsend. Awaiting capital needs assessments and debt service information.

**OLD BUSINESS**

- **Collective Bargaining Agreement** – Agreement has been reached. Wage increase is represented in FY27 budget. Additional changes are made to the Employee Handbook, which is presented for approval.
- **Garden Court** – Investor Member has agreement to a transfer of interest for no compensation. Legal counsel working on documents.

**GOOD NEWS**

- **New Hires** – We have hired 2 new employees in vacant positions. Both new hires will start on June 10<sup>th</sup> and fill vacant Repairer/Laborer positions. We still have one vacant position for the FSS Housing Specialist and are hoping to arrange interviews in the next couple of weeks.

**EVENTS CALENDAR**

PHA Board Meeting  
Virtually/ or in person  
Port Angeles, WA

**DATE** \_\_\_\_\_  
June 17, 2026

**TIME** \_\_\_\_\_  
12:00 pm



## Peninsula Housing Authority

# MEMORANDUM

DATE: June 8, 2026

TO: Peninsula Housing Authority Board of Commissioners

FROM: Sarah Martinez, Executive Director

SUBJECT: First Fed Foundation Funding Application request

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First Fed Foundation (formerly First Federal Community Foundation) will begin accepting grants applications July 1<sup>st</sup> for the 2026 Fall cycle. They are a private 501(c)(3) charitable corporation launched in 2015 with a generous gift of stock and cash valued at nearly \$12 million from the parent company of First Fed, when the bank was converted into a publicly traded company. This gift underscored First Fed's commitment to continue its 100-year tradition of supporting the communities it serves. In that same spirit, First Fed Foundation's mission is to improve the quality of life in the communities in which First Fed maintains full-service branches by focusing on several priorities including community support, economic development, community development and housing & homelessness.

Please find the attached resolution authorizing Executive Director Martinez to submit and sign all necessary documents for the application and contracting processes. We are asking for \$25,000 in their **Housing & Homelessness** Priority to assist in the construction of Eklund at Gales.

**ACTION REQUIRED: *Approve the resolution authorizing Executive Director Martinez to submit for a grant through the First Fed Foundation for Community Support in the amount of \$25,000.***



**PENINSULA HOUSING AUTHORITY**

*Serving Clallam and Jefferson Counties*

**RESOLUTION #PHA-2026-16**

at a Regular Meeting of the Authority on  
June 17, 2026

The following resolution was introduced by Commissioner , read in full and considered:

Be it resolved by the Peninsula Housing Authority, in Regular Session assembled this 17th day of June 2026 that the Board of Commissioners of the Peninsula Housing Authority hereby authorizes Executive Director Martinez to submit a grant application to the First Fed Foundation with a priority of housing & homelessness for the construction of Eklund at Gales in the amount of \$25,000.

Commissioner moved that the foregoing Resolution be adopted as introduced, read and amended, which motion was seconded by Commissioner and upon roll call vote the "Yeas" and "Nays" were as follows:

**YEAS**

**NAYS**

**ABSENT/EXCUSED**

Be it further resolved that this resolution be made a part of the minutes of the Regular Meeting of the Commissioners of the Authority held on June 17, 2026.

The Chair thereupon declared the said motion carried and the said resolution adopted.

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Chair

SEAL

RESOLUTION #PHA-2026-16  
DATE: June 17, 2026



## Peninsula Housing Authority

# MEMORANDUM

DATE: June 8, 2026

TO: Peninsula Housing Authority Board of Commissioners

FROM: Sarah T. Martinez, Executive Director

SUBJECT: Funding Application request for Albert Haller Foundation

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The Albert Haller Foundation is a 501(c)3 non-profit charitable organization dedicated to supporting charitable and community causes in Clallam County. The foundation supports three categories of giving: scholarships, charitable organizations and capital projects. The foundation meets 4 times a year to review and grant requests. That process has begun and applications are due June 26<sup>th</sup>.

Please find the attached resolution authorizing the Executive Director Martinez to submit and sign all necessary documents for the application and contracting processes. We are asking for \$10,000 to assist in the construction of Eklund at Gales in Port Angeles, a project that will benefit the community for the long term.

**ACTION REQUIRED: *Approve the resolution authorizing Executive Director Martinez to submit an application for a grant through the Albert Haller Foundation in the amount of \$10,000.***



**PENINSULA HOUSING AUTHORITY**

*Serving Clallam and Jefferson Counties*

**RESOLUTION #PHA-2026-17**

at a Regular Meeting of the Authority on  
June 17, 2026

The following resolution was introduced by Commissioner , read in full and considered:

It is resolved that the Board of Commissioners of the Peninsula Housing Authority, in Regular Session assembled this 17th day of June 2026, hereby authorizing Executive Director Martinez to submit a grant application to the Albert Haller Foundation to assist in the development and construction of Eklund at Gales in the amount of \$10,000.00.

Commissioner moved that the foregoing Resolution be adopted as introduced, read and amended, which motion was seconded by Commissioner and upon roll call vote the "Yeas" and "Nays" were as follows:

**YEAS**

**NAYS**

**ABSENT/EXCUSED**

Be it further resolved that this resolution be made a part of the minutes of the Regular Meeting of the Commissioners of the Authority held on June 17, 2026.

The Chair thereupon declared the said motion carried and the said resolution adopted.

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Chair

SEAL

RESOLUTION #PHA-2026-17  
DATE: June 17, 2026



## Peninsula Housing Authority

# MEMORANDUM

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DATE: June 5, 2026

TO: Sarah Martinez, Executive Director

FROM: Debbi Tesch, Director of Rental Assistance

SUBJECT: Section 8 Administrative Plan Update

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These most recent changes will bring us into regulatory and HOTMA compliance.

PHA utilizes a template provided by Nan McKay, an industry leader in interpreting HUD regulations. This most recent template from February 2026 incorporates the changes to the Emergency Housing Voucher (EHV) program, includes regulatory language regarding the Family Unification Program (FUP) as well as the addition of clarifying language as it relates to the HCV program.

The attached revision details our current polices, the proposed change and the reasoning behind the changes – the changes recommended are bolded for ease of reading.

I am recommending changes throughout the Section 8 Administrative Plan, as detailed in the attached description, to be effective July 1, 2026, upon Board of Commissioner approval.

**ACTION REQUIRED: *Approval of Resolution to adopt changes to the Section 8 Administrative Plan effective July 1, 2026***



# PENINSULA HOUSING AUTHORITY

*Serving Clallam and Jefferson Counties*

## RESOLUTION #PHA-2026-18

at a Regular Meeting of the Authority on  
June 17, 2026

The following resolution was introduced by \_\_\_\_\_, read in full and considered:

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PENINSULA HOUSING AUTHORITY APPROVING AMENDMENTS TO THE SECTION 8 ADMINISTRATIVE PLAN**

**WHEREAS**, the Peninsula Housing Authority (the "Authority") is responsible for the administration of the Section 8 Housing Choice Voucher Program within its jurisdiction; and

**WHEREAS**, the Section 8 Administrative Plan serves as the comprehensive written policy for the administration of this program; and

**WHEREAS**, from time to time, it is necessary to amend the Administrative Plan to reflect changes in federal regulations, improve operational efficiency, and better serve the needs of program participants and the community; and

**WHEREAS**, the proposed changes to the Section 8 Administrative Plan have been presented to and duly considered by the Board of Commissioners at a regular session.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Peninsula Housing Authority, in Regular Session assembled this 17<sup>th</sup> of June 2026, as follows:

The changes to the Section 8 Administrative Plan, as presented and attached hereto, are hereby approved and adopted, with such changes to be effective as of July 1, 2026.

Commissioner \_\_\_\_\_ moved that the foregoing Resolution be adopted as introduced, read and amended, which motion was seconded by Commissioner \_\_\_\_\_ and upon roll call vote the "Yeas" and "Nays" were as follows:

**YEAS**

**NAYS**

**ABSENT/EXCUSED**

Be it further resolved that this resolution be made a part of the minutes of the Regular Meeting of the Commissioners of the Authority held on June 17, 2026.

The Chair thereupon declared the said motion carried and the said resolution adopted.

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Chair

SEAL

RESOLUTION #PHA-2026-18  
DATE: June 17, 2026

Section 8 Administrative Plan  
Revisions July 2026

Admin Plan Section	Current Language	Proposed Language	Justification
<b>1-I.E. PHA's Commitment to Ethics and Service</b>	Provide decent, safe and sanitary housing	Provide safe, <b>habitable</b> housing	Aligns with NSPIRE language
<b>Chapter 2 – Fair Housing and Equal Opportunity</b>			
<b>2-II.G Physical Accessibility</b>	When issuing a voucher to a family that includes an individual with disabilities, the PHA will include a current list of available accessible units known to the PHA and will assist the family in locating an available accessible unit, if necessary.	<b>As part of the briefing packet, the PHA will include notice to families that if the family includes a person with disabilities, the PHA will provide a current list of available accessible units known to the PHA and will assist the family in locating an available accessible unit, and if necessary, other assistance in locating an available accessible dwelling unit [24 CFR 982.301(b)(12)</b>	Clarifying language added
<b>Chapter 3 – Eligibility</b>			
<b>Definitions of Family and Household Members</b>  <b>3-I.K Foster Children and Foster Adults</b>	No Current language	<b>Foster children or adults are permitted to live in an assisted unit with the PHA's permission. A PHA refusal to allow a family to have a foster child or foster children may constitute a violation of the familial status provisions of the Fair Housing Act.</b>	Clarifying language added
<b>Part III – Denial of Assistance</b> <b>3-III.A Overview</b>	A family that does not meet the eligibility criteria discussed in Parts I and II, must be denied assistance.	A family that does not meet the eligibility criteria discussed in Parts I and II, must be denied	PIH Notice 2015-19 has been rescinded. Language deleted.

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	<p>A PHA may deny assistance for an applicant because of the family’s action or failure to act as described in 24 CFR 982.552 or 982.553. In this section we will discuss other situations and circumstances in which denial of assistance is mandatory for the PHA, and those in which denial of assistance is optional for the PHA.</p> <p>While the regulations state that the PHA must prohibit admission for certain types of criminal activity and give the PHA the option to deny for other types of previous criminal history, more recent HUD rules and OGC guidance must also be taken into consideration when determining whether a particular individual’s criminal history merits denial of admission.</p> <p>When considering any denial of admission, PHAs may not use arrest records as the basis for the denial. Further, HUD does not require the adoption of “One Strike” policies and reminds PHAs of their obligation to safeguard the due process rights of applicants and tenants [Notice PIH 2015-19].</p> <p>HUD’s Office of General Counsel issued a memo on April 4, 2016, regarding the application of Fair Housing Act standards to the use of criminal records. This memo states that a PHA violates the Fair Housing Act when their policy or</p>	<p>assistance. A PHA may deny assistance for an applicant because of the family’s action or failure to act as described in 24 CFR 982.552 or 982.553. In this section we will discuss other situations and circumstances in which denial of assistance is mandatory for the PHA, and those in which denial of assistance is optional for the PHA.</p> <p>The regulations state that the PHA must prohibit admission for certain types of criminal activity and give the PHA the option to deny for other types of previous criminal history, HUD does not require the adoption of “One Strike” policies. PHAs <b>should</b> safeguard the due process rights of applicants and tenants.</p>	
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	<p>practice has an unjustified discriminatory effect, even when the PHA had no intention to discriminate. Where a policy or practice that restricts admission based on criminal history has a disparate impact on a particular race, national origin, or other protected class, that policy or practice is in violation of the Fair Housing Act if it is not necessary to serve a substantial, legitimate, nondiscriminatory interest of the PHA, or if that interest could be served by another practice that has a less discriminatory effect [OGC Memo 4/4/16]. HUD codified this stance on disparate impact and discriminatory effects in a final rule dated March 31, 2023. In doing so, HUD also standardized its long-practiced three-step approach to assessing burdens of proof. PHAs who impose blanket prohibitions on any person with any conviction record, no matter when the conviction occurred, what the underlying conduct entailed, or what the convicted person has done since then will be unable to show that such policy or practice is necessary to achieve a substantial, legitimate, nondiscriminatory interest. Even a PHA with a more tailored policy or practice that excludes individuals with only certain types of</p>		
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	convictions must still prove that its policy is necessary. To do this, the PHA must show that its policy accurately distinguishes between criminal conduct that indicates a demonstrable risk to resident safety and property and criminal conduct that does not.		
<b>3-III.B. Mandatory Denial of Assistance</b>	In determining reasonable cause, the PHA will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. <b>A record or records of arrest will not be used as the sole basis of determining reasonable cause.</b> The PHA will also consider evidence from treatment providers or community-based organizations providing services to household members	In determining reasonable cause, the PHA will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. The PHA will also consider evidence from treatment providers or community-based organizations providing services to household members	PIH Notice 2015-19 has been rescinded. Language deleted.  <b>PHA Policy Change</b>
<b>3-III.D Other Permitted Reasons for Denial of Assistance</b>	Evidence of such criminal activity includes, but is not limited to: Any conviction for drug-related or violent criminal activity within the past three years. Records of arrests for drug-related or violent criminal activity within the past three years, <b>although a record or records of arrest will not be used as the sole basis for the denial or proof that the applicant engaged in disqualifying criminal activity.</b>	Evidence of such criminal activity includes, but is not limited to: Any conviction for drug-related or violent criminal activity within the past three years. Records of arrests for drug-related or violent criminal activity within the past three years.	PIH Notice 2015-19 has been rescinded. Language deleted.  <b>PHA Policy Change</b>

Section 8 Administrative Plan  
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<p><b>3-III.F Criteria for Deciding to Deny Assistance</b></p>	<p><b>While a record or records of arrest will not be used as the sole basis for denial, an arrest may trigger an investigation to determine whether the applicant actually engaged in disqualifying criminal activity. As part of its investigation, the PHA may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider:</b></p>	<p><b>When there is a record of arrest, the PHA may obtain a copy of the police report associated with the arrest and consider the circumstances of the arrest.</b></p>	<p>PIH Notice 2015-19 has been rescinded. Language deleted.</p> <p><b>PHA Policy Change</b></p>
<p><b>Chapter 4 Applications, Waiting List and Tenant Selection</b></p>			
<p><b>4-III.C Selection Method</b></p>	<p><b>Local Preferences [24 CFR 982.207; HCV p. 4-16]</b> PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.</p>	<p><b>Local Preferences [24 CFR 982.207; HCB p. 4-16]</b></p> <p><b>PHA Policy</b></p> <p><b>The PHA will offer a local preference to families who are current participants in the PHA’s Emergency Housing Voucher (EHV) program are facing termination due to insufficient program funding. EHV participants receiving assistance from other housing authorities are not eligible for the preference. The PHA may open any waiting list to accept applications only from applicants eligible for the EHV preference.</b></p>	<p><b>PHA Policy Change to allow for transition of EHV participants due to insufficient funding</b></p>

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	<b>PHA Policy</b> <b>No Local preferences have been established.</b>		
4-III.E	The Application Process	<b>The Eligibility Process</b>	Clarifying Language
<b>Chapter 5 Briefings and Voucher Issuance</b>			
<b>Briefing Packet [24 CFR 982.301(b); New HCV GB, <i>Housing Search and Leasing</i>, p. 7]</b>	Additional items to be included in the briefing packet: The form HUD-5380 domestic violence certification form and the form HUD-5382 notice of occupancy rights, which contain information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking	Additional items to be included in the briefing packet: The form HUD-5380, <b>notice of occupancy rights</b> and the HUD-5382, <b>domestic violence certification form</b> , which contain information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking	VAWA form description clarification
<b>5-II.B. Determining Family Unit (Voucher) Size [24 CFR 982.402]</b>	No current language	<b>A foster child or foster adult may be allowed to reside in the unit if their presence would not result in overcrowding of the existing unit.</b>	<b>PHA Policy Addition/Change</b>
<b>Chapter 6 – Income and Subsidy Determinations</b>			
<b>6-I.D Earned Income</b>	<i>A day laborer</i> is defined as an individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future [24 CFR 5.603(b)]. Income earned as a day laborer is not considered nonrecurring income.	<i>A day laborer</i> is defined as an individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future [24 CFR 5.603(b)]. Income earned as a day laborer is not considered nonrecurring income <b>and is therefore included in annual income unless</b>	Clarifying language added

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	<p><i>A seasonal worker is defined as an individual who is hired into a short-term position ( e.g., for which the customary employment period for the position is six months or fewer) and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry [24 CFR 5.603(b)]. Some examples of seasonal work include employment limited to holidays or agricultural seasons. Seasonal work may include but is not limited to employment as a lifeguard, ballpark vendor, or snowplow driver [Notice PIH 2023-27]. Income earned as a seasonal worker is not considered nonrecurring income.</i></p>	<p><b>otherwise excluded by regulation.</b></p> <p><i>A seasonal worker is defined as an individual who is hired into a short-term position ( e.g., for which the customary employment period for the position is six months or fewer) and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry [24 CFR 5.603(b)]. Some examples of seasonal work include employment limited to holidays or agricultural seasons. Seasonal work may include but is not limited to employment as a lifeguard, ballpark vendor, or snowplow driver [Notice PIH 2023-27]. Income earned as a seasonal worker is not considered nonrecurring income <b>and is therefore included in annual income unless otherwise excluded by regulation.</b></i></p>	
<p><b>6-I.E Earned Income Disallowance for Person with Disabilities</b></p>	<p><b>6-I.E. EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES [24 CFR 5.617; Streamlining Final Rule (SFR) Federal Register</b></p>	<p><b>Language Removed</b></p>	<p>Earned Income Disallowance Regulation sunset date January 1, 2026. No longer</p>

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	<p><b>3/8/16;</b>  <b>Notice PIH 2023-27]</b>          HOTMA removed the statutory authority for the EID. The EID is available only to families that are eligible for and participating on the program as of December 31, 2023, or before; no new families may be added on or after January 1, 2024. If a family is receiving the EID prior to or on the effective date of December 31, 2023, they are entitled to the full amount of the benefit for a full 24-month period. The policies below are applicable only to such families. No family will still be receiving the EID after December 31, 2025. The EID will sunset on January 1, 2026, and the PHA policies below will no longer be applicable as of that date or when the last qualifying family exhausts their exclusion period, whichever is sooner.</p> <p><b>Calculation of the Disallowance</b>          Calculation of the earned income disallowance for an eligible member of a qualified family begins with a comparison of the member's current income with their "baseline income." The family member's baseline income is their income immediately prior to qualifying for the EID. The family member's baseline income remains constant throughout the</p>		<p>applicable in program</p>
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	<p>period that they are participating in the EID.</p> <p><b>Calculation Method</b></p> <p><b><i>Initial 12-Month Exclusion</i></b>        During the initial exclusion period of 12 consecutive months, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded.</p> <p><b><u>PHA Policy</u></b>  <b>The initial EID exclusion period will begin on the first of the month following the date an eligible member of a qualified family is first employed or first experiences an increase in earnings.</b></p> <p><b><i>Second 12-Month Exclusion</i></b>        During the second exclusion period of 12 consecutive months, the PHA must exclude at least 50 percent of any increase in income attributable to employment or increased earnings.</p> <p><b><u>PHA Policy</u></b>  <b>During the second 12-month exclusion period, the PHA will exclude 50 percent of any increase in income attributable to new employment or increased earnings.</b></p> <p><b>During the 24-month eligibility period, the PHA will schedule and conduct an interim reexamination each time there is a change in the family member's annual income that affects or is affected by the EID (e.g., when the family member's income falls to a level at or below their</b></p>		
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	<p><b>baseline income, when one of the exclusion periods ends, and at the end of the lifetime maximum eligibility period).</b> <b><i>Lifetime Limitation</i></b> The EID has a two-year (24-month) lifetime maximum. The two-year eligibility period begins at the same time that the initial exclusion period begins and ends 24 months later. During the 24-month period, an individual remains eligible for EID even if they begin to receive assistance from a different housing agency, move between public housing and Section 8 assistance, or have breaks in assistance. The EID will sunset on January 1, 2026. In no circumstances will a family member’s exclusion period continue past January 1, 2026.</p>		
<p><b>6-I.F Student Financial Assistance</b></p> <p><b>Calculating Income from Student Financial Assistance [HOTMA Student Financial Assistance Resource Sheet; Notice PIH 2023-27]</b></p>	<p>There are two steps required as part of the calculation for Section 8 students. First, determine the student’s relationship to the household, age, and whether they have dependent children. Second, calculate whether any excess student financial assistance should be included in the family’s income. If the student does not live with their parents and is the head of household,</p>	<p><b>The formula for calculating student financial assistance</b> always begins with deducting the assistance received under 479B of the HEA from the total actual covered costs, because the 479B assistance is intended to pay the student’s actual covered costs. When a student receives assistance from both Title IV of the HEA and from other sources, the</p>	<p>Clarifying HOTMA language</p>

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	<p>cohead, or spouse, and is 23 or younger or does not have dependent children, then Title IV HEA assistance is considered when determining the student's total financial aid amount. Subtract the total tuition plus required fees and charges from the total student financial assistance (Title IV HEA assistance and any other student financial assistance). If the total tuition plus required fees and charges is zero or exceeds the amount of total financial assistance from all sources, then no student financial assistance is included in annual income. Any amount of student financial assistance that exceeds the total tuition plus required fees and charges must be included in annual income. If the student either lives with their parents or is over 23 with dependent children, then the calculation will use the HOTMA methodology for calculating financial assistance, which always begins with deducting the assistance received under 479B of the HEA from the total actual covered costs, because the 479B assistance is intended to pay the student's actual covered costs. When a student receives assistance from both Title IV of the HEA and from other sources, the assistance received under Title IV of</p>	<p>assistance received under Title IV of the HEA must be applied to the student's actual covered costs first and then other student financial assistance is applied to any remaining actual covered costs. Once actual costs are covered, any remaining student financial assistance is considered income.</p>	
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	<p>the HEA must be applied to the student's actual covered costs first and then other student financial assistance is applied to any remaining actual covered costs. Once actual costs are covered, any remaining student financial assistance is considered income.</p>		
	<p><u>PHA Policy</u></p> <p>If the student does not live with their parents and is the head of household, cohead, or spouse, and is 23 or younger or does not have dependent children, then Title IV HEA assistance will be considered when determining the student's total financial assistance to be included in annual income. The PHA will use Notice PIH 2015-21 as a guide to determine the total amount of the student's tuition plus required fees and charges. The PHA will subtract the total tuition plus required fees and charges from the total student financial assistance. If the result is zero or exceeds the amount of total financial assistance from all sources, then no student financial assistance will be included in annual income. Any amount of student financial assistance that exceeds the total tuition plus required fees and charges will be included in annual income.</p> <p>If a student is head, spouse, or cohead, and is over 23</p>		<p>Removed language/HOTMA</p>

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	<p>with dependent children or lives with their parents, the following applies: If a student only receives financial assistance under Title IV of the HEA and does not receive any other student financial assistance, the PHA will exclude the full amount of the assistance received under Title IV from the family’s annual income. The PHA will not calculate actual covered costs in this case.</p>		
<p><b>6-II.C. Asset Inclusions and Exclusions</b></p>	<p><b><i>Investment Accounts Such as Stocks, Bonds, Saving Certificates, and Money Market Funds [24 CFR 5.603(b)(1)]</i></b> HUD considers financial investments such as stocks and bonds non-necessary items of personal property. Whether non-necessary personal property is counted toward net family assets depends on the combined value of all of the family’s assets.</p> <ul style="list-style-type: none"> <li>• When the combined value of net family assets is greater than the HUD-published threshold amount, which is adjusted annually and listed in HUD’s Inflation Adjusted Values tables (\$50,000 for 2024, and \$51,600 for 2025), financial investments such as stocks and bonds are considered part of net family assets. In this case, the</li> </ul>	<p><b><i>Investment Accounts Such as Stocks, Bonds, Saving Certificates, and Money Market Funds [24 CFR 5.603(b)(1)]</i></b> HUD considers financial investments such as stocks and bonds non-necessary items of personal property. Whether non-necessary personal property is counted toward net family assets depends on the combined value of all of the family’s assets.</p> <ul style="list-style-type: none"> <li>• When the combined value of net family assets is greater than the HUD-published threshold amount, which is adjusted annually and listed in HUD’s Inflation Adjusted Values tables (<b>\$52,787 for 2026</b>) financial investments such as stocks and bonds are considered part of net family assets. In</li> </ul>	<p>Updated asset amount in accordance with HOTMA</p>

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	<p>value of the family's financial investments such as stocks and bonds would be counted toward net family assets.</p>	<p>this case, the value of the family's financial investments such as stocks and bonds would be counted toward net family assets.</p>	
	<p><b><i>Tax Refunds [24 CFR 5.603(b)(3)(xi) and Notice PIH 2023-27]</i></b> All amounts received by a family in the form of federal tax refunds or refundable tax credits are excluded from a family's net family assets for a period of 12 months after receipt by the family. At the time of an annual or interim reexamination of income, if the federal tax refund was received during the 12 months preceding the effective date of the reexamination, then the amount of the refund that was received by the family is subtracted from the total value of net family assets. When the subtraction results in a negative number, then net family assets are considered \$0.</p>	<p><b><i>Tax Refunds [24 CFR 5.603(b)(3)(xi) and Notice PIH 2023-27]</i></b> All amounts received by a family in the form of federal tax refunds or refundable tax credits are excluded from a family's net family assets for a period of 12 months after receipt by the family. At the time of an annual or interim reexamination of income, if the federal tax refund was received during the 12 months preceding the effective date of the reexamination, then the amount of the refund that was received by the family is subtracted from the total value of net family assets. When the subtraction results in a negative number, then net family assets are considered \$0.</p> <p><b>PHAs are not required to verify the amount of the family's federal tax refund or refundable tax credits if the family's net assets are equal to or below the HUD-determined threshold (adjusted annually for inflation), even in years</b></p>	<p>Added clarifying language</p>

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		<p><b>when full verification of assets is required or if the PHA does not accept self-certification of assets. PHAs must verify the amount of the family's federal tax refund or refundable tax credits if the family's net assets are greater than the HUD-determined threshold.</b></p> <p><b>The anticipated income earned by the assets in which a family has deposited their federal tax refund or refundable tax credits must be included in the family's annual income unless the income is specifically excluded.</b></p>	
<b>6-III.D. Health and Medical Care Expenses Deduction</b>	No Current Language	<p><b>In accordance with the Health Insurance Portability and Accountability Act (HIPAA) (Pub. L. 104-191, 110 Stat. 1936) and the Privacy Act of 1974 (Pub. L. 93-579, 88 Stat. 1896), when requesting documentation to determine unreimbursed health and medical care expenses, the PHA may not request documentation beyond what is sufficient to determine anticipated health and medical care costs.</b></p>	Added clarifying language
	No Current Language	<p><b>Before placing health, medical, or disability expense bills and documentation in the</b></p>	Added clarifying language

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		<p>tenant file, the PHA will redact all personally identifiable information. If the PHA receives documentation from a verification source that contains the individual's specific diagnosis, information regarding the individual's treatment, and/or information regarding the nature or severity of the person's disability, the PHA will immediately dispose of this confidential information; this information will never be maintained in the individual's file. If the information needs to be disposed of, the PHA will note in the individual's file that verification was received, the date received, and the name and address of the person/organization that provided the verification. Under no circumstances will the PHA include an applicant's or resident's medical records in the file [Notice PIH 2010-26].</p>	
<p><b>6-III.E. Disability Assistance Expenses Deduction</b></p> <p><b>Eligible Auxiliary Apparatus</b></p>	<p>No current PHA Policy</p>	<p><b>PHA Policy</b> Expenses incurred for maintaining or repairing an auxiliary apparatus are eligible. In the case of an apparatus that is specially adapted to</p>	<p>Added clarifying language</p> <p><b>PHA Policy Addition/Change</b></p>

		<p>accommodate a person with disabilities (e.g., a vehicle or computer), the cost to maintain the special adaptations (but not maintenance of the apparatus itself) is an eligible expense. The cost of service animals trained to give assistance to persons with disabilities, including the cost of acquiring the animal, veterinary care, food, grooming, and other continuing costs of care, will be included.</p>	
<p><b>Chapter 7 – Verification Under HOTMA</b></p> <p><b>7-I.A Family Consent to Release of Information</b></p>	<p>No current PHA Policy</p>	<p><b><u>PHA Policy</u></b>  <b>At admission, the PHA will request that all adult family members (other than the head of household) sign consent forms stating that their EIV income information may be shared with the head of household. Adult family members with no such consent form on file will be requested to sign at annual reexamination. If an adult family member other than the head of household fails to sign a consent form stating that their EIV income information may be shared with the head of household, the PHA will utilize EIV’s “Print Household Member Information” feature to generate income reports</b></p>	<p>Added clarifying language</p> <p><b>PHA Policy Addition/Change</b></p>

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		<p>addressed separately to each adult in the household. For example, if a household has two adults, the PHA will provide one report to the head of household and a separate report to the other adult member. Refusal by an adult family member to sign a form granting permission to provide EIV information to the head of household is not grounds for denial or termination of assistance of either the individual or the family. The executed form will remain effective until the family is denied assistance, the individual leaves the program, or the family member provides written notification to the PHA to revoke consent</p>	
<p>7-I.H Income Verification</p> <p>Imputed Assets</p>	<p>No current PHA Policy</p>	<p><b><i>Imputed Assets</i></b>          HUD permits PHAs to accept a self-certification from a family as verification of assets disposed of for less than fair market value [HCV GB, p. 5-28].  <b><u>PHA Policy</u></b>          The PHA will accept a self-certification from a family as verification of assets disposed of for</p>	<p>Added clarifying language</p> <p><b>PHA Policy Addition/Change</b></p>

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		less than fair market value.	
<p><b>Chapter 8 – NSPIRE Inspections &amp; Rent Reasonableness</b></p> <p><b>8-I.B Affirmative Habitability Requirements</b></p>	<p>The NSPIRE Smoke Alarm Standard does not require that smoke alarms have a sealed battery; however, upon the effective date of the Public and Federally Assisted Housing Fire Safety Act of 2022 on December 29, 2024, sealed batteries <i>will</i> be required.</p>	<p><b>As of December 29, 2024, (the effective date of the Public and Federally Assisted Housing Fire Safety Act of 2022), smoke alarms must have either a sealed 10-yr battery or be hard wired.</b></p>	<p>Added clarifying smoke detector language</p>
<p><b>8.1.F Owner and Family Responsibilities</b></p>	<p><b>The following is applicable to HAP contracts executed or renewed June 5, 2024, or earlier:</b></p> <p><b>Family Responsibilities</b></p> <p>The family is responsible for correcting the following deficiencies:</p> <ul style="list-style-type: none"> <li>• Tenant-paid utilities not in service</li> <li>• Failure to provide or maintain appliances owned by the family</li> <li>• Damage to the unit or premises caused by a household member or guest beyond ordinary wear and tear.</li> </ul> <p>If a family fails to correct a family-caused life-threatening condition as required by the PHA, the PHA will enforce the family obligations. See 8-II.H.</p> <p><b><u>PHA Policy</u></b></p>		<p>Language removed – no longer applicable</p> <p>Removed all language addressing contracts executed or renewed June 5, 2024 or earlier throughout Chapter</p>

	<p><b>Damages beyond ordinary wear and tear will be considered to be damages which could be assessed against the security deposit under state law or in court practice.</b></p> <p><b>Owner Responsibilities</b></p> <p>The owner must maintain the unit in accordance with housing quality standards. The owner is not responsible for a breach of housing quality standards that is not caused by the owner, and for which the family is responsible (as provided in 24 CFR 982.404(b) and 982.551(c)).</p> <p><b><u>PHA Policy</u></b></p> <p><b>The owner is responsible for all housing quality violations not listed as a family responsibility above, even if the violation is caused by the family's living habits (e.g., vermin infestation). However, if the family's actions constitute a serious or repeated lease violation, the owner may take legal action to evict the family.</b></p> <p><b>The owner will be required to repair an inoperable smoke detector unless the PHA</b></p>		
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	<p><b>determines that the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.</b></p> <p>If an owner fails to correct life-threatening conditions as required by the PHA, the PHA will enforce the housing quality standards in accordance with HUD requirements. See 8-II-G.</p> <p><b>The following is applicable to HAP contracts executed or renewed June 6, 2024, or later.</b></p>		
<p><b>Chapter 9 – Leasing</b></p> <p><b>9-I.E HA Leasing Assistance for Families (Notice PIH 2022-18)</b></p>	<p>New Section</p>	<p><b>PHAs may utilize their Unrestricted Net Position (UNP, or administrative fee reserves) or ongoing administrative fees towards activities designed to help assist HCV families in leasing units under the program. Such activities include providing security deposit assistance, utility deposit assistance, assisting with all or some of the application fee or similar fees, and holding fees.</b></p> <p><b><u>PHA Policy</u></b></p> <p><b>The PHA will not utilize UNP or ongoing administrative fees to</b></p>	<p>New language <b>PHA Policy Change</b></p>

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		pay security deposits, utility deposits, assist with application or similar fees, or holding fees.	
<b>Chapter 11 – Reexaminations</b>			
<b>11-I.B Scheduling Annual Reexaminations</b>	<p><u>PHA Policy</u></p> <p>Annual reexaminations will be conducted by mail. Notification of the annual reexamination will be sent by first-class mail and will inform the family of the information and documentation that must be provided to the PHA, and the deadline for providing it. Documents will be accepted by mail, by email, by fax, or in-person. The PHA will, however, conduct reexams in person if requested as a reasonable accommodation or by LEP persons. Reasonable accommodation requests will be handled in accordance with policies in Chapter 2. Further, an in-person interview will be scheduled if the family requests assistance in providing information or documentation requested by the PHA or if the required paperwork is not returned timely, or if it is returned timely but is not complete.</p> <p>If the reexamination notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the</p>	<p><u>PHA Policy</u></p> <p><b>Families are required to participate in an annual reexamination. PHA uses RENTCafé to conduct annual recertifications using an on-line portal. For clients who are unable to complete an on-line review, the option of meeting with an PHA staff member will be provided. Notification of annual reexaminations will be sent via email and/or mail and will contain the date that the reexamination is due. In addition, it will contain the link to the RENTCafé web portal and the contact information of a caseworker at the PHA. If the Family is unable to complete the reexamination by the scheduled date or needs assistance, the family should contact the PHA in advance of the date to schedule an in person appointment. If a family does not complete the online reexamination, the PHA will send a second and final notification via e-mail and by U.S Mail. If a family fails to complete</b></p>	<p><b>PHA Policy Change to reflect online reexamination requirement</b></p>

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	family's address of record, as well as to any alternate address provided in the family's file.	<b>the reexamination online without PHA approval a notice of termination (see chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.</b>	
<b>11-I.C Conducting Annual Reexaminations</b>	<p><u>PHA Policy</u> Families will be asked to supply all required information (as described in the reexamination notice) before the deadline specified in the notice. The required information will include a PHA-designated reexamination form as well as supporting documents or forms related to the family's income, expenses, and family composition. The PHA will notify the family in writing if any required documentation or information is missing. The missing information or documentation must be provided within 10 business days of the date the PHA notifies the family. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (see Chapter 12).</p>	<p><b>PHA Policy</b> PHA utilizes RENTCafé for recertifications. Clients conduct their review on-line, including the submission of required documents. For clients who are unable to complete an on-line review, the option of meeting with an PHA staff member will be provided. Any required documents or information that the family is unable to provide at the time of the workflow submission must be provided within 10 business days. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (See Chapter 12)</p>	<b>PHA Policy Change to reflect online reexamination requirement</b>

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	<p>If the family requests or the PHA schedules an in-person interview, families will be asked to bring all required information (as described in the reexamination notice) to the reexamination appointment.</p> <p>Any required documents or information that the family is unable to provide at the time of the interview must be provided within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (see Chapter 12).</p>		
<b>Interim Reexaminations</b>			
<b>11-II.B Changes in Family and Household Composition</b>	<p><b>Changes in Family Unit Size (Voucher Size) [24 CFR 982.505(c)(6)]</b>  <b>Changes effective 12/2/24 and earlier:</b> Irrespective of any increase or decrease in the payment standard, if the family unit size increases or decreases during the HAP contract term, the new family unit size must be used to determine the payment standard for the family beginning at the family's first regular reexamination</p>	<b>Changes in Family Unit Size (Voucher Size) [24 CFR 982.505(c)(6)]</b>	Removed obsolete information

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	following the change in family unit size.		
<b>Chapter 12 – Termination of Assistance and Tenancy</b>			
<b>12-I.D Mandatory Termination of Assistance</b>	<p><b>Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)]</b> The PHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious or repeated violation of the lease. As discussed further in section 12-II.E, incidents of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such violence or stalking.</p> <p><b><u>PHA Policy</u></b> <b>A family will be considered evicted if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary. If a family moves after the owner has given the family an eviction notice for serious or repeated lease violations but before a legal eviction order has been issued, termination of assistance is not mandatory. In such cases</b></p>	<p><b>Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)]</b> The PHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious violation of the lease. As discussed further in section 12-II.E, incidents of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such violence or stalking.</p> <p><b><u>PHA Policy</u></b> <b>A family will be considered evicted if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary. If a family moves after the owner has given the family an eviction notice for serious lease violations but before a legal eviction order has been issued, termination</b></p>	Removed “or repeated” throughout section

	<p>the PHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in section 12-II.C. In making its decision, the PHA will consider the factors described in sections 12-II.D and 12-II.E. Upon consideration of such factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.</p> <p><i>Serious and repeated lease violations</i> will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests.</p>	<p>of assistance is not mandatory. In such cases the PHA will determine whether the family has committed serious violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in section 12-II.C. In making its decision, the PHA will consider the factors described in sections 12-II.D and 12-II.E. Upon consideration of such factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.</p> <p><i>Serious lease violations</i> will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests.</p>	
<p><b>12-I.E Mandatory Policies and Other Authorized Terminations</b></p> <p><b>Use of Illegal Drugs/Drug Related &amp; Violent Criminal Activity</b></p>	<p>A record or record of arrest will not be used as the sole basis for the termination or proof that the participant</p>		<p>PIH Notice 2015-19 has been rescinded. Language deleted.</p>

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	engaged in disqualifying criminal activity		<b>PHA Policy Change</b>
<b>Other Authorized Reasons for Termination of Assistance</b>	No current language regarding eviction for repeated lease violations	<b>The family was evicted for repeated violation(s) of the lease. Repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises, and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests.</b>	Adding clarifying language  <b>PHA Policy Change</b>
<b>12-II.D Criteria for Deciding to Terminate Assistance</b>  <b>Consideration of Circumstances</b>	While a record or records of arrest will not be used as the sole basis for termination, an arrest may, however, trigger an investigation to determine whether the participant actually engaged in disqualifying criminal activity. As part of its investigation, the PHA may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider:	<b>When there is a record of arrest, the PHA may obtain a copy of the police report associated with the arrest and consider the circumstances of the arrest.</b>	PIH Notice 2015-19 has been rescinded. Language deleted.  <b>PHA Policy Change</b>
<b>Chapter 13 – Owners</b>	Owners play a major role in the HCV program by supplying decent, safe, and	Owners play a major role in the HCV program by supplying safe, <b>habitable</b>	Bringing in line with NSPIRE

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<p><b>Owner Retention</b></p>	<p>sanitary housing for participating families.</p> <p>No Current Language regarding incentive/retention payments</p>	<p>housing for participating families.</p> <p><b>Owner Incentive/Retention Payments [Notice PIH 2022-18]</b>  <b>The PHA may utilize its Unrestricted Net Position (UNP, or administrative fee reserve) or ongoing administrative fees to make owner incentive payments (e.g., signing bonuses) or retention payments to owners that agree to initially lease their unit to an HCV family and/or renew the lease of an HCV family. If a PHA chooses to offer incentive or retention payments, it must adopt a policy that governs when the offer of such payments is appropriate. Owner incentive payments are not housing assistance payments, nor can they effectively serve to supplement ongoing, monthly housing assistance payments. Owner incentive payments are not part of the rent to owner, nor are they taken into consideration when determining whether the rent for the unit is reasonable.</b></p> <p><b>PHA Policy</b>  <b>The PHA will not provide owner incentive or retention payments.</b></p>	<p>Clarifying Language</p> <p><b>PHA Policy Addition/Change</b></p>
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<p><b>Chapter 15 – Special Housing Types</b></p> <p><b>15-IV.B Payment Standard, Utility Allowance and HAP Calculation</b></p>	<p>No current language regarding the use of Exception Payment Standards</p>	<p><b>Use of Exception Payment Standards [Notice PIH 2025-12]</b></p> <p><b>If a PHA determines that an exception payment standard higher than 120 percent of the FMR/SAFMR for the unit size may be necessary as a reasonable accommodation, the PHA must submit a request to the appropriate HUD field office. For shared housing, the threshold for requiring HUD approval of an exception payment standard as a reasonable accommodation is based on the FMR of the voucher size approved for the family. The pro-rata calculation required for shared housing only applies to the payment standard and utility allowance. The pro-rata calculation should not be applied to the FMR. The payment standard for a family that resides in shared housing is the lower of: (1) the payment standard amount on the PHA payment standard schedule for the family unit size; or (2) the pro-rata portion of the payment standard amount on the PHA</b></p>	<p>Adds language from Notice PIH 2025-12</p>
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		<p>payment standard schedule for the size of the shared housing unit. See Appendix A of Notice PIH 2025-12 for an example of the shared housing calculation.</p>	
<p><b>Chapter 16 – Program Administration</b></p> <p><b>16.II.B Payment Standards</b></p>	<p><b>Reasonable Accommodation [24 CFR 982.503(d)(5), 24 CFR 982.505(d), Notice PIH 2024-34, and Notice PIH 2010-26]</b>  Unit-by-unit exceptions to the PHA’s payment standards generally are not permitted. However, an exception may be made on a case-by-case basis as a reasonable accommodation for a family that includes a person with disabilities. (See Chapter 2 for a discussion of reasonable accommodations.) This type of exception does not affect the PHA’s payment standard schedule.  If required as a reasonable accommodation, the PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR/SAFMR for the unit size (or in the case of VASH, up to 140 percent of the FMR/SAFMR). The PHA may request HUD approval for an exception to the payment standard for a</p>	<p><b>Reasonable Accommodation [24 CFR 982.503(d)(5), Notice PIH 2025-12, and Notice PIH 2024-34]</b>  <b>Unit-by-unit exceptions to the PHA’s payment standards generally are not permitted. However, an exception may be made on a case-by-case basis as a reasonable accommodation for a family that includes a person with disabilities. (See Chapter 2 for a discussion of reasonable accommodations.) When a family requires a unit with specific features or for other disability-related reasons to accommodate a family member with a disability, and the family is unable to find a unit with those features or that otherwise meets the disability-related need within the established payment standard, the family may request an exception to the established payment</b></p>	<p>Adds language from Notice PIH 2025-12 Removes obsolete information</p>

	<p>particular family if the required amount exceeds 120 percent of the FMR/SAFMR.</p> <p><b>PHA Policy</b>  <b>A family that requires a reasonable accommodation may request a higher payment standard at the time the Request for Tenancy Approval (RTA) is submitted. The family must document the need for the exception. In order to approve an exception, or request an exception from HUD, the PHA must determine that:</b>  <b>There is a shortage of affordable units that would be appropriate for the family;</b>  <b>The family share would otherwise exceed 40 percent of adjusted monthly income; and</b>  <b>The rent for the unit is reasonable.</b></p>	<p><b>standard as a reasonable accommodation. This type of exception does not affect the PHA’s payment standard schedule.</b>  <b>Examples of circumstances that may qualify for an exception payment standard include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• <b>Accessibility features such as accessible bathrooms or larger doorways;</b></li> <li>• <b>Access to ground-level units or elevators for wheelchair/mobility devices;</b></li> <li>• <b>Units with features to benefit individuals with hearing or visual impairments;</b></li> <li>• <b>Proximity to medical providers or other services/supports;</b></li> <li>• <b>Accessible parking on the premises;</b></li> <li>• <b>Accessible to essential services or daily life activities;</b></li> <li>• <b>Proximity to public transit or to other accessible transportation; and</b></li> <li>• <b>Location with sidewalks for individuals who use wheelchairs/mobility devices</b></li> </ul> <p><b>The PHA must evaluate each request on a case-by-case basis. If required as a reasonable accommodation, the</b></p>	
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		<p><b>PHA may make an exception to the payment standard without HUD approval if the exception amount does not exceed 120 percent of the applicable FMR/SAFMR for the unit size (or in the case of VASH, up to 140 percent of the FMR/SAFMR). The PHA may request HUD approval in accordance with Notice PIH 2025-12 for an exception to the payment standard for a particular family if the required amount exceeds 120 percent of the FMR/SAFMR. Unless the disability or the disability-related need is obvious, readily apparent, or already known, the family must document the disability-related need for the exception payment standard. In order to approve an exception, or request an exception from HUD, the PHA must determine that:</b></p> <ul style="list-style-type: none"> <li>• <b>There is a disability-related need for the particular unit (which may include location);</b></li> <li>• <b>The gross rent for the unit is above the PHA's payment standard;</b></li> <li>• <b>The family share would otherwise exceed 40 percent of adjusted monthly income; and</b></li> </ul>	
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		<ul style="list-style-type: none"> <li>• <b>The rent for the unit is reasonable.</b> The exception payment standard for the specific dollar amount approved by the PHA or HUD remains effective as long as the family has a disability-related need for the features of the approved unit, and the rent remains reasonable. Requests for a higher exception payment standard for the same unit due to rent increases or changes in the family's income should only be submitted to HUD when the rent is no longer affordable to the family, typically (though not exclusively) when the family share exceeds 40 percent of adjusted monthly income, and if the higher payment standard is above 120 percent of the FMR/SAFMR in effect at the time the PHA determines that the higher payment standard is necessary.</li> </ul>	
<b>16-VI.C Records Management</b>	<b>Medical/Disability Records</b> PHAs are not permitted to inquire about the nature or extent of a person's disability. The PHA may not	<b>Medical/Disability Records [Notice PIH 2010-26]</b> PHAs are not permitted to inquire about the	Adds clarifying language

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	<p>inquire about a person’s diagnosis or details of treatment for a disability or medical condition. If the PHA receives a verification document that provides such information, the PHA should not place this information in the tenant file. The PHA should destroy the document.</p>	<p>nature or extent of a person’s disability. The PHA may not inquire about a person’s diagnosis or details of treatment for a disability or medical condition. If the PHA receives documentation from a verification source that contains the individual’s specific diagnosis, information regarding the individual’s treatment, and/or information regarding the nature or severity of the person’s disability, the PHA will immediately dispose of this confidential information; this information will never be maintained in the individual’s file. If the information needs to be disposed of, the PHA will note in the individual’s file that verification was received, the date received, and the name and address of the person/organization that provided the verification. Under no circumstances will the PHA include an applicant’s or resident’s medical records in the file.</p>	
<p><b>16.IX VAWA: Notification, Documentation, Confidentiality</b></p> <p><b>16.IX.B Definitions</b></p>		<p><b>The term <i>victim</i> means any victim of VAWA violence/abuse, regardless of actual or</b></p>	<p>Added definition of victim</p>

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		<b>perceived sexual orientation, gender identity, sex, or marital status</b>	
<b>16.IC.C Notification</b>	<p><u>PHA Policy</u> Whenever the PHA has reason to suspect that providing information about VAWA to a participant might place a victim of domestic violence at risk, it will attempt to deliver the information by hand directly to the victim or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary. For example, the PHA may decide not to send mail regarding VAWA protections to the victim’s unit if the PHA believes the perpetrator may have access to the victim’s mail, unless requested by the victim.</p> <p>When discussing VAWA with the victim, the PHA will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room.</p> <p>The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.</p>	<p><u>PHA Policy</u> Whenever the PHA has reason to suspect that providing information about VAWA to a participant might place a victim of domestic violence at risk, it will attempt to deliver the information by hand directly to the victim or by having the victim come to an office or other space that may be safer for the individual, making reasonable accommodations as necessary <b>and as indicated by the victim on Form HUD-5382 or the emergency transfer request form..</b> For example, the PHA may, <b>based on victim information determine</b> not to send mail regarding VAWA protections to the victim’s unit if the PHA believes the perpetrator may have access to the victim’s mail, unless requested by the victim.</p> <p>When discussing VAWA with the victim, the PHA will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room.</p> <p>The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.</p>	Added clarifying language
<b>Chapter 17 PBV Vouchers</b>			

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<p><b>17-I.B PBV Definitions</b></p>	<p>Not in current plan</p>	<p><i>A legacy non-RAD PBV unit is PBV assistance in a covered project that prior to December 31, 2024, replaced public housing at the time of conversion and that is subject to a non-RAD PBV HAP contract.</i></p>	<p>Adds clarifying language</p>
<p><b>17-VI.F Offer of PBV Assistance</b>  <b>Family Briefing</b></p>	<p>Not in current plan</p>	<p><b><u>PHA Policy</u></b> Once families have accepted the PHA’s unit offer, they will be informed of their requirement to participate in a PBV program briefing. Briefings will be conducted prior to the execution of the family’s lease. Briefings will typically be conducted individually and may be conducted in person or remotely. Remote briefings will follow the requirements of Notice PIH 2020-32.</p>	<p><b>PHA Policy Change</b></p>
<p><b>Chapter 18 - Project Based Vouchers (PBV) under the Rental Assistance Demonstration (RAD) Program</b></p>			<p><b>Changed Notice PIH 2019-23 to Notice PIH 2019-23, REV-4 throughout chapter to reflect correct PIH Notice</b></p>
<p><b>18-I.A Overview and History of the RAD Program</b></p>	<p>Not in current plan</p>	<p><b>RAD/Section 18 Blends</b> PHAs may also convert public housing units to PBV by blending a RAD conversion with a Section 18 demolition/disposition. A</p>	<p>Adds clarifying language</p>

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		<p>RAD/Section 18 blend is a public housing conversion that combines RAD and Section 18 activities and that includes both converting public housing assistance to RAD PBV and converting tenant protection voucher (TPV) assistance to PBV in the same project. For RAD/Section 18 blends that occurred after December 31, 2024, all assistance is placed under a single RAD PBV HAP contract upon conversion. These properties are subject to a single RAD Use Agreement and are governed by the terms of Notice PIH 2019-23, REV-4 and policies outlined in this chapter. For conversions on or before December 31, 2024, see Chapter 17 of this policy for when RAD requirements apply.</p>	
<p><b>18-I.B Applicable Regulations</b></p>	<p>Requirements specific to the RAD program may be found in the following:</p> <ul style="list-style-type: none"> <li>• Generally, public housing projects converting assistance under RAD are bound by the terms of the notice in effect at the time of closing. For all conversion types, HUD reserves the right, in its sole discretion and upon request from the applicant, to apply</li> </ul>	<p>Requirements specific to the RAD program may be found in the following:</p> <ul style="list-style-type: none"> <li>• Generally, public housing projects converting assistance under RAD are bound by the terms of the notice in effect at the time of closing. For all conversion types, HUD reserves the right, in its sole discretion and upon request from the</li> </ul>	<p>Clarifies correct RAD Notice</p>

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	<p>provisions from previous versions of this notice to program participants that are near conversion.</p> <ul style="list-style-type: none"> <li>- Notice PIH 2023-19 (REV-4) amends Notice PIH 2019-23 and Notice PIH 2021-07 and was effective immediately.</li> <li>- Notice PIH 2019-23 was immediately applicable at the time of closing to all projects converting assistance (notwithstanding execution of a commitment for conversion). Notice PIH 2019-23 was published on September 5, 2019. <ul style="list-style-type: none"> <li>▪ Except with respect to changes in the project eligibility and selection criteria, not included in this policy, which are effective after a 30-day comment period.</li> </ul> </li> <li>- Notice PIH 2012-32, REV-3 was applicable to projects that were seeking conversion of assistance through RAD, including those</li> </ul>	<p>applicant, to apply provisions from previous versions of this notice to program participants that are near conversion. The current notice governing the RAD program is Notice PIH 2019-23, REV-4.</p>	
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	<p>where a CHAP had already been issued when it was published January 12, 2017.</p> <ul style="list-style-type: none"> <li>▪ Except with respect to changes in the project eligibility and selection criteria, not included in this policy, which were effective after a 30-day comment period.</li> </ul> <p>- Notice PIH 2012-32, REV-2 was applicable to projects that were seeking conversion of assistance through RAD, including those where a CHAP had already been issued when it was published June 15, 2015.</p> <ul style="list-style-type: none"> <li>▪ Except with respect to changes in the project eligibility and selection criteria, not included in this policy, which are effective after a 30-day comment period.</li> </ul>		
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<p><b>18-I.D Relocation Requirements</b></p>	<p>However, for projects that applied for conversion prior to November 10, 2016, the following applies [Notice PIH 2014-17]:</p> <ul style="list-style-type: none"> <li>• In some developments, in-place residents may need to be relocated as a result of properties undergoing repairs, being demolished and rebuilt, or when assistance is transferred from one site to another. RAD program rules prohibit the permanent, involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once it has been completed.</li> <li>• Relocation assistance provided to residents will vary depending on the length of time relocation is required. Residents must be properly notified in advance of relocation requirements in accordance with RAD program rules and Uniform Relocation Act (URA) requirements. Sample informing notices are provided in Appendices 2–5 of Notice PIH 2014-17. While the PHA is not required to have a written relocation plan, HUD strongly encourages PHAs to</li> </ul>		<p>Removed obsolete language</p>
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	<p>prepare one. Appendix I of Notice PIH 2014-17 contains recommended contents for a relocation plan.</p> <ul style="list-style-type: none"> <li>• In addition, PHAs must undertake a planning process that complies with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), although not all relocations under RAD will trigger requirements under URA. URA statute and implementing regulations may be found at 49 CFR Part 24.</li> <li>• Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved, residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents of a development undergoing conversion of assistance may voluntarily accept a PHA or owner's offer to</li> </ul>		
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	<p>permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.</p>		
<p><b>18-II.B Ownership and Control</b></p>	<p>For projects subject to the requirements of Notice PIH 2012-32, REV-3, the following language applies:</p> <ul style="list-style-type: none"> <li>• Except where permitted to facilitate the use of low-income housing tax credits, during both the initial term and renewal terms of the HAP contract, ownership must be by a public or nonprofit entity. The requirement for a public or nonprofit entity is satisfied if a public or nonprofit entity (or entities), directly or through a wholly owned affiliate (1) holds a fee simple interest in the property; (2) is the lessor under a ground lease with the property owner; (3) has the direct or indirect legal authority to direct the financial and legal interest of the property owner with respect to the RAD units, (4) owns 51 percent or more of the general partner interests in a limited partnership or 51 percent or more of the managing member interests in a limited</li> </ul>		<p>Removed obsolete language</p>

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	<p>liability company with all powers of a general partner or managing member, as applicable; (5) owns a lesser percentage of the general partner or managing member interests and holds certain control rights as approved by HUD; (6) owns 51 percent or more of all ownership interests in a limited partnership or limited liability company and holds certain control rights as approved by HUD; or (7) other ownership and control arrangements approved by HUD.</p> <ul style="list-style-type: none"> <li>• If low-income housing tax credits will be used, HUD may allow ownership of the property to be transferred to a tax credit entity controlled by a for-profit entity if HUD determines that the PHA preserves its interest in the property. Preservation of PHA interest in the property includes but is not limited to the following:           <ul style="list-style-type: none"> <li>- The PHA, or an affiliate under its sole control, is the general partner or managing member;</li> <li>- The PHA retains fee ownership and leases the real estate to the tax</li> </ul> </li> </ul>		
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	<p>credit entity pursuant to a long-term ground lease;</p> <ul style="list-style-type: none"> <li>- The PHA retains control over leasing the property and determining program eligibility;</li> <li>- The PHA enters into a control agreement by which the PHA retains consent rights over certain acts of the project owner and retains certain rights over the project;</li> <li>- Other means that HUD finds acceptable</li> </ul> <p>For projects that converted assistance prior to the implementation of Notice PIH 2012-32, REV-3, the following language applies:</p> <ul style="list-style-type: none"> <li>• During both the initial term and renewal terms of the HAP contract, ownership must be either of the following: <ul style="list-style-type: none"> <li>- A public or nonprofit entity that has legal title to the property. The entity must have the legal authority to direct the financial, legal, beneficial, and other interests of the property; or</li> <li>- A private entity, if the property has low-income tax</li> </ul> </li> </ul>		
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	credits. The PHA must maintain control via a ground lease.		
<b>18-II.D Subsidy Layering Requirements</b>	<p>For projects governed by Notice PIH 2012-32, REV-3, the following language applies:</p> <ul style="list-style-type: none"> <li>• In the case of a PHA that is converting all of its ACC units, there is no restriction on the amount of public housing funds that may be contributed to the covered project at closing; the PHA may convey all program funds to the covered projects. In order to cover the cost of administrative activities required to terminate the ACC, once it no longer has units under the ACC and has no plans to develop additional public housing, the PHA may: <ul style="list-style-type: none"> <li>- Designate that a reserve associated with the project be available to fund any public housing closeout costs (such as an operating deficit reserve or a specific PHA closeout reserve). Any funds not needed for public housing closeout costs would remain in such reserve or may be transferred to another reserve</li> </ul> </li> </ul>		Removed obsolete language

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	<p>associated with the project (such as the replacement reserve).          Thereafter, these funds may be used at the project pursuant to the authorized use of the applicable reserve; or</p> <ul style="list-style-type: none"> <li>- Retain funds under the public housing program for this purpose. However, HUD will recapture any public housing funds that a PHA does not expend for closeout costs.</li> <li>• In the case where the PHA will continue to maintain other units in its inventory under a public housing ACC, a contribution of operating funds to the covered project that exceeds the average amount the project has held in operating reserves over the past three years will trigger a subsidy layering review under 24 CFR 4.13. Similarly, any contribution of capital funds, including Replacement Housing Factor (RHF) or Demolition Disposition Transitional Funding (DDTF), will trigger a subsidy layering review. Notwithstanding the subsidy layering review, PHAs should be mindful</li> </ul>		
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	<p>of how the capital funds or operating reserves used in the financing of its RAD properties may impact the physical and financial health of properties that will remain in its public housing inventory.</p> <ul style="list-style-type: none"> <li>• In addition, following execution of the HAP contract, PHAs are authorized to use operating and capital funds to make HAP payments for the remainder of the first calendar year in which the HAP contract is effective. Otherwise, a PHA may not contribute public housing program funds to the covered project unless such funding has been identified in the approved financing plan and included in the approved “sources and uses” attached to the RCC.</li> </ul> <p>For projects governed by the requirements of Notice PIH 2012-32, REV-2, the following language applies:</p> <ul style="list-style-type: none"> <li>• In the case of a PHA that is converting all of its ACC units, there is no restriction on the amount of public housing funds that may be contributed to the covered project at closing; the PHA may convey all program funds to the covered project. HUD will</li> </ul>		
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	<p>recapture any public housing funds that a PHA has not expended once it no longer has units under ACC. In the case where the PHA will continue to maintain other units in its inventory under a public housing ACC, a contribution of operating funds to the covered project that exceeds the average amount the project has held in operating reserves over the past three years will trigger a subsidy layering review under 24 CFR 4.13. Similarly, any contribution of capital funds, including Replacement Housing Factor (RHF) or Demolition Disposition Transitional Funding (DDTF), will trigger a subsidy layering review. Notwithstanding the subsidy layering review, PHAs should be mindful of how the capital funds or operating reserves used in the financing of its RAD properties may impact the physical and financial health of properties that will remain in its public housing inventory.</p>		
<p><b>18-VII.A Initial Contract Rents</b></p>	<p>Not in current plan</p>	<p><b>Rents in RAD/Section 18 Blends [Notice PIH 2019-23, REV-4]</b>  HUD will produce a single, blended rent</p>	<p>Added clarifying language</p>

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		<p>schedule for all units resulting from a RAD/Section 18 Blend. The rent schedule will be calculated as the unit-weighted average contract rent by bedroom of:</p> <ul style="list-style-type: none"> <li>• The converting Public Housing assistance using the RAD rents based on their “RAD rent base year” described in Attachment 1C of Notice PIH 2019-23, REV-4; and</li> <li>• The Converting TPV assistance using the lower of 110% of the applicable FMR (or approved exception payment standard) minus any utility allowance or the reasonable rent.</li> </ul> <p>The initial contract rent in a RAD/Section 18 Blend can use any of the flexibilities referenced in Notice PIH 2019-23, REV-4.</p>	
<p><b>18-VII.B Adjusting Contract Rent</b></p>	<p>Not in current plan</p>	<p>In extraordinary circumstances, a project owner may request a waiver of the rental adjustment by OCAF and receive a rental adjustment by an alternative operating cost factor. The waiver request with documentation demonstrating the need for an alternative</p>	<p>Adds clarifying language</p>

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		operating cost factor rental adjustment must be submission to the Office of Recapitalization in accordance with Notice PIH 2019-23, REV-4.	
<b>18-VIII.D Phase in of Tenant Rent Increases</b>	For in-place tenants, if the amount the tenant would pay for rent and utilities (TTP) would increase by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over three years. To implement this provision, HUD is waiving section 3(a)(1) of the 1937 Act, as well as 24 CFR 983.3 (definition of <i>total tenant payment (TTP)</i> ) only to the extent necessary to allow for the phase-in of tenant rent increases. <b>For families who were on EID at the time of conversion to RAD PBV, upon the expiration of the EID, the rent adjustment is not subject to rent phase-in.</b>	For in-place tenants, if the amount the tenant would pay for rent and utilities (TTP) would increase by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over three years. To implement this provision, HUD is waiving section 3(a)(1) of the 1937 Act, as well as 24 CFR 983.3 (definition of <i>total tenant payment (TTP)</i> ) only to the extent necessary to allow for the phase-in of tenant rent increases.	Removed EID language – program sunset permanently
<b>Chapter 19 – Special Purpose Vouchers</b>			
<b>Family Unification Program (FUP)</b>	Updated FUP and FYI sections to bring current with Notice PIH 2025-08		
<b>Overview</b>	No current language	FUP and FYI vouchers are subject to the requirements in Section 8(x) of the 1937 Act and 24 CFR 982, 983 (as applicable) and the Fostering Stable Housing Opportunities (FSHO) Amendments <i>Federal Register</i> notice except as	Added clarifying language

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		<p>provided in Notice PIH 2025-08 and any subsequent notice issued by HUD.</p> <p>The Consolidated Appropriations Act, 2024 (Public Law 118-42) authorized HUD to establish waivers and alternative requirements for FUP and FYI vouchers that are necessary for the effective delivery and administration of funds. HUD may waive or specify alternative requirements for regulatory provisions related to the administration of waiting lists, local preferences, and the initial term and extensions of tenant-based vouchers. Additionally, HUD may also waive or specify alternative requirements regarding the timing of referral of youth leaving foster care. HUD is not permitted to waive requirements related to tenant rights and protections, rent setting, fair housing, nondiscrimination, labor standards, and the environment.</p>	
<p><b>19-I.B Public Child Welfare Agency (PCWA)</b></p>	<p><b>19-I.B. PUBLIC CHILD WELFARE AGENCY (PCWA)</b> Families and youth do not apply directly to the PHA for FUP vouchers. They are instead referred by a PCWA with whom the PHA has</p>	<p><b>19-I.B. PUBLIC CHILD WELFARE AGENCY (PCWA) [Notice PIH 2025-08]</b> Families and youth do not apply directly to the PHA for FUP vouchers.</p>	<p>Added clarifying language</p>

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	<p>entered into a Memorandum of Understanding (MOU). The partnering PCWA initially determines whether the family or youth meets the FUP program eligibility requirements listed in 19-I.C. and 19-I.D. and then refers those families or youths to the PHA. HUD strongly encourages PHAs and PCWAs to make decisions collaboratively on the administration of the program and to maintain open and continuous communication. The PCWA must have a system for identifying FUP-eligible youth within the agency's caseload and for reviewing referrals from a Continuum of Care (COC) if applicable.</p>	<p>They are instead referred by a PCWA with whom the PHA has entered into a Memorandum of Understanding (MOU). The partnering PCWA initially determines whether the family or youth meets the FUP program eligibility requirements listed in 19-I.C. and 19-I.D. and then refers those families or youths to the PHA <b>who determines whether the family or youth meets HCV program eligibility requirements. The PHA conducts all other processes relating to voucher issuance and administration. . Referrals may also be received from other agencies such as the Continuum of Care (CoC), or a state, local, educational, philanthropic, or faith-based organization.</b> HUD strongly encourages PHAs and PCWAs to make decisions collaboratively on the administration of the program and to maintain open and continuous communication. <b>In cases where the referral comes from a third-party partner, the PCWA and PHA are still responsible for determining eligibility as outlined above, including the PCWA's written certification that the youth is eligible.</b> The</p>	
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		PCWA must have a system for identifying FUP-eligible youth within the agency’s caseload and for reviewing referrals from a Continuum of Care (COC) if applicable.	
<b>19-I.F Referrals and Waiting List Management</b>	No Current Language	HCV regulations require PHAs to use a single waiting list for admission to its Section 8 tenant-based assistance program. To enable PHAs to more effectively allocate FUP and FYI vouchers, HUD waived 24 CFR 982.204(f) and is establishing an optional waiver to allow PHAs to maintain a separate waiting list for FUP and FYI vouchers.	Adds clarifying language – applicable to FUP and FYI
<b>19.I.H Lease Up</b>	Once the family or youth locate a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV program regulations and the PHA’s policies (including, but not limited to: inspections, determination of rent reasonableness, etc.).	<b>Voucher Issuance [Notice PIH 2025-08]</b> <b>The initial search term for FUP vouchers must be at least 120 days from the date the voucher is issued. The initial 120-day term also applies when a family or youth chooses to move to a new unit with continued assistance inside or outside the PHA’s jurisdiction.</b> <b>PHAs must adopt an extension policy for FUP applicants that includes the following:</b> <ul style="list-style-type: none"> <li>• Each extension must be for a minimum of 90 days;</li> </ul>	Adds clarifying language  <b>PHA Policy Change Applies to FUP and FYI</b>

		<ul style="list-style-type: none"><li>• <b>The PHA must approve the first extension request, regardless of how the request is made (written or oral) or when it is made, as long as the request is made on or before the voucher term expiration date and is consistent with applicable requirements;</b></li><li>• <b>Subsequent requests should be processed in accordance with the PHA's administrative plan; and</b></li><li>• <b>The PHA must, on at least one occasion after voucher issuance, notify the applicant prior to the initial term expiration, to remind them about the term expiration date and the process for requesting an extension of the initial term, and to inquire if the applicant is in need of assistance with their housing search.</b></li></ul> <p><b>If a family or youth with a disability</b></p>	
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		<p><b>requires additional time to search for their unit, the PHA must provide an extension as a reasonable accommodation. The PHA's administrative plan must describe its policies for granting extensions of the initial 120-day term and provide clear instructions to the family and/or youth on the procedures for requesting an extension.</b></p> <p><b><u>PHA Policy</u></b> <b>All FUP vouchers will have an initial term of 120 calendar days. The PHA will notify the applicant in writing via email and/or through a phone call at least 30 days prior to the expiration of the initial term of the voucher and inquire if the applicant is in need of assistance with their housing search. The PHA will also remind the applicant of the housing search assistance that is available to them as set forth in the</b></p>	
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		<p><b>PHA's partnership agreements. Upon written or oral request of the applicant (either through an email, phone call, or through a written form), the PHA will automatically approve one 90-day extension to the initial voucher term as long as the request is made prior to the expiration date of the initial voucher term. Subsequent requests for extensions will follow PHA policies on voucher extensions found in Chapter 5. This includes granting additional extensions as needed as a reasonable accommodation.</b></p> <p><b>The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.</b></p> <p>Once the family or youth locate a unit, the PHA conducts all other processes relating to voucher issuance and administration per HCV</p>	
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		<p>program regulations and the PHA’s policies (including, but not limited to: inspections, determination of rent reasonableness, etc.). <b>A FUPY may lease a unit prior to officially leaving foster care in order to ensure a smooth transition from foster care to independence, as long as all requirements of the FUP program and HCV program are met.</b></p>	
<b>Foster Youth to Independence</b>			
<b>19-II.A Program Overview</b>	<p><b>The Foster Youth to Independence (FYI) initiative was announced in 2019. The FYI initiative allows PHAs who partner with a Public Child Welfare Agency (PCWA) to request targeted HCVs to serve eligible youth with a history of child welfare involvement that are homeless or at risk of being homeless. Rental assistance and supportive services are provided to qualified youth for a period of between 36 and 60 months. The PHA must have an existing ACC with HUD for HCVs. Funding is available either competitively through an FYI NOFA or noncompetitively on a rolling basis in accordance with the application requirements outlined in Notice PIH 2020-28, Notice PIH 2021-26, or Notice PIH 2023-04, as applicable.</b></p>	<p>The Foster Youth to Independence (FYI) initiative was announced in 2019. The FYI initiative allows PHAs who partner with a Public Child Welfare Agency (PCWA) to request targeted HCVs to serve eligible youth with a history of child welfare involvement that are homeless or at risk of being homeless. Rental assistance and supportive services are provided to qualified youth for a period of between 36 and 60 months. The PHA must have an existing ACC with HUD for HCVs. Funding is available either competitively through an FYI NOFA or noncompetitively on a rolling basis in accordance with the application requirements outlined in Notice PIH 2020-28, Notice PIH 2021-26, or Notice PIH</p>	<p>Added Clarifying language</p>

	<p><b>Under the noncompetitive process, PHAs are limited to 25 vouchers in a fiscal year with the ability to request additional vouchers. Where the PHA has a combined FYI and/or FUP size of no more than 10 vouchers, the PHA may request FYI vouchers with at least 50 percent utilization of its FUP and/or FYI vouchers. Where the PHA has a combined FYI and/or FUP size of 11 or more vouchers, the PHA may request FYI vouchers with 90 percent or greater utilization of its FUP and/or FYI vouchers. PHAs may be eligible for an exception to the utilization criteria with the submission to HUD of a narrative that explains why the PHA does not meet the utilization criteria and requires the award of FYI vouchers.</b></p>	<p>2023-04, as applicable. Under the noncompetitive process, PHAs are limited to 25 vouchers in a fiscal year with the ability to request additional vouchers. Where the PHA has a combined FYI and/or FUP size of no more than 10 vouchers, the PHA may request FYI vouchers with at least 50 percent utilization of its FUP and/or FYI vouchers. Where the PHA has a combined FYI and/or FUP size of 11 or more vouchers, the PHA may request FYI vouchers with 90 percent or greater utilization of its FUP and/or FYI vouchers. PHAs may be eligible for an exception to the utilization criteria with the submission to HUD of a narrative that explains why the PHA does not meet the utilization criteria and requires the award of FYI vouchers.</p> <p><b>FUP and FYI vouchers are subject to the requirements in Section 8(x) of the 1937 Act and 24 CFR 982, 983 (as applicable) and the Fostering Stable Housing Opportunities (FSHO) Amendments <i>Federal Register</i> notice except as provided in Notice PIH 2025-08 and any subsequent notice issued by HUD.</b></p>	
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		<p><b>The Consolidated Appropriations Act, 2024 (Public Law 118-42) authorized HUD to establish waivers and alternative requirements for FUP and FYI vouchers that are necessary for the effective delivery and administration of funds. HUD may waive or specify alternative requirements for regulatory provisions related to the administration of waiting lists, local preferences, and the initial term and extensions of tenant-based vouchers. Additionally, HUD may also waive or specify alternative requirements regarding the timing of referral of youth leaving foster care. HUD is not permitted to waive requirements related to tenant rights and protections, rent setting, fair housing, nondiscrimination, labor standards, and the environment.</b></p>	
<p><b>19-II.F PHA HCV Eligibility Determination</b></p>	<p><b>Additional Eligibility Factors</b> Youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the</p>	<p><b>Additional Eligibility Factors</b> Youth must be no more than 24 years old both at the time of PCWA certification and at the time of the HAP execution. If a youth is 24 at the time of PCWA certification but will turn 25 before the HAP contract is executed, the</p>	<p>Added clarifying language</p>

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	youth is no longer eligible for a FYI voucher.	youth is no longer eligible for a FYI voucher. <b>While a youth may be referred for a FUPY or FYI voucher before reaching the age of 18, the PHA must not enter into a HAP contract on behalf of the youth until the youth reaches the age of 18</b>	
<b>Temporary Policy Supplement – EHV</b>			
<b>Introduction</b>	Not included in current plan	<p><b>On March 26, 2025, HUD issued Notice PIH 2025-07, which stated that effective April 9, 2025, PHAs must stop issuing EHV and that PHAs will no longer receive issuance fees for EHV.</b></p> <p><b>Section 3202(b)(6) of the American Rescue Plan (ARP) provides that PHAs may not reissue turnover EHV after September 30, 2023, with EHV effectively sunset after this date once families leave the program. In addition to this prohibition, the ARP made EHV funds available for obligation by HUD until September 30, 2030, with funds being cancelled effective September 30, 2035. However, due to historic increases in rental prices resulting in a higher per unit cost (PUC) for EHV, HUD has informed PHAs through a recent letter that available EHV funds are likely sufficient to cover EHV families</b></p>	Adds clarifying language

		<p><b>through Calendar Year (CY) 2026.</b></p> <p><b>On June 20, 2025, HUD issued Notice PIH 2025-19, which provides guidance on transitioning EHV families into HCV and the end of EHV service fees.</b></p>	
<b>TPS – I.A Funding Overview</b>			
<b>Preliminary, Issuing action &amp; Placement Fees</b>	<ul style="list-style-type: none"> <li>• <b>Preliminary fees</b> support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies: <ul style="list-style-type: none"> <li>- \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.</li> <li>- This fee may be used for any eligible administrative expenses related to EHV.</li> <li>- The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).</li> </ul> </li> <li>• <b>Issuing action fees</b> are one-time fees once the voucher is initially leased:</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Preliminary fees</b> support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies: <ul style="list-style-type: none"> <li>- \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.</li> <li>- This fee may be used for any eligible administrative expenses related to EHV.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>- \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.</li> <li>- Issuing action fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.</li> <li>- This fee may be used for any eligible administrative expenses related to EHV.</li> <li>• <b>Placement fees</b> support initial lease-up costs and the added cost and effort required to expedite leasing of EHV:       <ul style="list-style-type: none"> <li>- \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or</li> <li>- \$250 for each EHV family placed under a HAP contract effective after four</li> </ul> </li> </ul>		
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	<p>months but less than six months after the effective date of the ACC funding increment.</p> <ul style="list-style-type: none"> <li>- HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.</li> <li>- Placement fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.</li> </ul> <p>This fee may be used for any eligible administrative expenses related to EHV.</p>		
<p><b>Service Fees</b></p>	<ul style="list-style-type: none"> <li>• <b>Services fees</b>, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B): <ul style="list-style-type: none"> <li>- The fee is allocated once the PHA's CACC is amended to reflect EHV funding.</li> <li>- The amount allocated is \$3,500 for each EHV allocated.</li> <li>- This fee may be used for any of the eligible activities under the EHV service fee</li> </ul> </li> </ul> <p><b>TPS-I.B. SERVICE FEES</b></p>	<p><b>Language Removed</b></p>	<p>In compliance with Notice PIH 2025-07</p>

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	<p>Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:</p> <ul style="list-style-type: none"> <li>• Housing search assistance</li> <li>• Security deposit/utility deposit/rental application/holding fee uses</li> <li>• Owner-related uses</li> <li>• Other eligible uses such as moving expenses or tenant-readiness services</li> </ul> <p>The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA’s administrative plan.</p> <p><b><u>PHA Policy</u></b></p> <p><b>The eligible uses for service fees include:</b></p> <p><b>Housing search assistance,</b> which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household’s disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the</p>		
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	<p>EHV leasing process for the family.</p> <p><b>Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.</b> The PHA may choose to assist the family with some or all these expenses.</p> <p><b>Holding fees</b> are fees an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant’s application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.</p> <p><b>Security deposit assistance.</b> The amount of the security deposit assistance may not exceed the lesser of two months’ rent to owner, the maximum security deposit allowed under applicable state and/or local law, or</p>		
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	<p>the actual security deposit required by the owner. The PHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the PHA will require documentation that the family paid the security deposit.</p> <p><b>Utility deposit assistance/utility arrears.</b> The PHA may provide utility deposit assistance for some or all of the family’s utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the PHA will require documentation the family paid the utility deposit. The PHA will require the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities.</p>		
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	<p>The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance returned to the PHA will be used for either services fee eligible uses or other EHV administrative costs, as required by HUD.</p> <p><b>Owner recruitment and outreach for EHV.</b> The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.</p> <p><b>Owner incentive and/or retention payments.</b> The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family.</p> <p>Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether</p>		
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	<p>the rent for the unit is reasonable.</p> <p><b>Moving expenses (including move-in fees and deposits).</b> The PHA may provide assistance for some or all of the family’s reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.</p> <p><b>Tenant-readiness services.</b> The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related</p>		
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	<p>resources) that can assist with rental arrears.</p> <p><b>Essential household items.</b> The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries.</p> <p><b>Renter’s insurance if required by the lease.</b> The PHA may choose to assist the family with some or all this cost.</p> <p>Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA’s EHV program ends must be remitted to HUD.</p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<p><b>TPS -V.E Portability</b></p>	<p><b>Billing and Absorption</b> A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV under its own ACC.</p> <ul style="list-style-type: none"> <li>• If the EHV family moves under portability to another PHA that administers EHV under its own ACC:</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PHAs are prohibited from issuing any new EHV, including with any remaining leasing authority, effective April 9, 2025.</b></li> <li>• <b>The prohibition on issuing new EHV does not apply to current EHV participants who</b></li> </ul>	<p>In compliance with Notice PIH 2025-07</p>

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	<p>The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so). If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit. Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family’s EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA’s EHV policies.</p> <p>If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.</p>	<p><b>choose to move with continued assistance under portability, both within the PHA’s jurisdiction and outside under portability. PHAs administering EHV may absorb incoming EHV families into their HCV programs, subject to budget authority and available units under their ACC. If a family wishes to move under portability from one EHV PHA to another EHV PHA, the receiving PHA may choose to absorb the family into their HCV program or to bill the initial PHA but may not absorb the family into their EHV program.</b></p>	
<p><b>Service Fees</b></p>	<p><b>Services Fee</b> Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families. For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change</p>	<p>Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families. <b>Placement Fee</b> If the portability lease-up qualifies for the placement fee, the receiving PHA receives the full amount of the placement fee</p>	<p>In compliance with Notice PIH 2025-07</p>

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	<p>the \$1,750 cap. Service fees are paid as follows:</p> <ul style="list-style-type: none"> <li>• If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.</li> <li>• If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.</li> <li>• If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.</li> </ul> <p><b>Placement Fee/Issuance Reporting Fee</b>          If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the</p>		
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	placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.		



## Peninsula Housing Authority

# MEMORANDUM

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DATE: June 5, 2026

TO: Sarah Martinez, Executive Director

FROM: Laura Dale, Director of Finance

SUBJECT: Fiscal Year 2027 Budget Approval

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**ACTION REQUIRED:** *Approval of Fiscal Year (FY) 2027 Budget.*

*A summary of the proposed FY2027 budget is attached. This is scheduled to be presented at the Board of Commissioners meeting, June 17, 2026. Copies of the proposed budget will be provided to each Commissioner and all other attendees.*

*Upon the review of the Board of Commissioners, please accept this as formal request for approval. Included is a Board Resolution for final adoption of the budget at the scheduled meeting on Wednesday, June 17, 2026. A final budget will be attached to the resolution at adoption.*



**PENINSULA HOUSING AUTHORITY**

*Serving Clallam and Jefferson Counties*

**RESOLUTION #PHA-2026-19**

at a Regular Meeting of the Authority on  
June 17, 2026

The following resolution was introduced by Commissioner \_\_\_\_\_, read in full and considered:

Be it resolved by the Peninsula Housing Authority, in Regular Session assembled this 17<sup>th</sup> day of June 2026, that the Board of Commissioners of the Peninsula Housing Authority hereby authorizes the adoption of the Peninsula Housing Authority FY2027 Budget as presented and attached hereto.

Commissioner \_\_\_\_\_ moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner \_\_\_\_\_ and upon roll call vote the "Yeas" and "Nays" were as follows:

**YEAS**

**NAYS**

**ABSENT/EXCUSED**

Be it further resolved that this resolution be made a part of the minutes of the Regular Meeting of the Commissioners of the Authority held on June 17, 2026.

The Chair thereupon declared the said motion carried and the said resolution adopted.

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Chair

SEAL

RESOLUTION #PHA-2026-19

DATE: June 17, 2026

**PENINSULA HOUSING AUTHORITY**  
**CONSOLIDATED PROPOSED BUDGET - FY2027**  
July 1, 2026-June 30, 2027

	TOTAL FY26	TOTAL FY27	VARIANCE \$	VARIANCE %	
<b>INCOME</b>					
TENANT INCOME					
TOTAL RENTAL INCOME	\$ 4,740,893	\$ 4,908,139	\$ 167,246	3.41%	Rental income is higher based on approved and anticipated rental increases at several properties. The increases are needed to support the operating of the properties.
TOTAL OTHER TENANT INCOME	\$ 71,122	\$ 56,785	\$ (14,337)	-25.25%	Other tenant income is projected lower based on FY26 actuals.
<b>NET TENANT INCOME</b>	<b>\$ 4,812,015</b>	<b>\$ 4,964,924</b>	<b>\$ 152,909</b>	<b>3.08%</b>	
TOTAL GRANT INCOME	\$ 8,647,613	\$ 10,193,188	\$ 1,545,575	15.16%	Total HCV income is expected to be higher due to use of restricted program reserves. HCV admin fees are budgeted higher than prior years based on historical actuals and increased rates. Other grant income includes \$1.1M in HPP funds (not yet awarded). The full Self Help 523 grant is included in 12 months.
TOTAL OTHER INCOME	\$ 2,541,561	\$ 2,139,572	\$ (401,989)	-18.79%	The decrease in FY27 is due to a reduction in expected developer fees (none of which were received in FY26).
<b>TOTAL INCOME</b>	<b>\$ 16,001,189</b>	<b>\$ 17,297,684</b>	<b>\$ 1,296,495</b>	<b>7.50%</b>	
<b>EXPENSES</b>					
ADMINISTRATIVE EXPENSES					
TOTAL ADMINISTRATIVE SALARIES	\$ 2,217,976	\$ 2,435,458	\$ 217,482	8.93%	The increase is related to bargained COLA and step increases, COLA for exempt staff, and and the addition of a new HCV Case Manager position.
TOTAL LEGAL EXPENSE	\$ 128,433	\$ 140,600	\$ 12,167	8.65%	The increase is related to legal work for development and evictions.
TOTAL OTHER ADMIN EXPENSES	\$ 956,071	\$ 1,006,155	\$ 50,084	4.98%	Capacity for staff training is the same as the prior year. The increase is related to audit and management fees.
TOTAL MISCELLANEOUS ADMIN EXPENSES	\$ 342,262	\$ 377,494	\$ 35,232	9.33%	The increase is related to the server migration project, additional Yardi software modules and service contracts.
TOTAL ADMINISTRATIVE EXPENSES	\$ 3,644,742	\$ 3,959,707	\$ 314,965	7.95%	
TOTAL TENANT SERVICES EXPENSES	\$ 23,355	\$ 18,736	\$ (4,619)	-24.65%	Based on FY26 actuals.
TOTAL UTILITY EXPENSES	\$ 628,050	\$ 656,660	\$ 28,610	4.36%	Utility expenses are projected based on FY26 which are overall trending higher and known rate increases in the year.
TOTAL GENERAL MAINT EXPENSE	\$ 1,073,058	\$ 1,190,184	\$ 117,126	9.84%	The increase is related to bargained COLA and step increases and the addition of a 0.5 FTE.

**PENINSULA HOUSING AUTHORITY**  
**CONSOLIDATED PROPOSED BUDGET - FY2027**  
July 1, 2026-June 30, 2027

	TOTAL FY26	TOTAL FY27	VARIANCE \$	VARIANCE %	
TOTAL MATERIALS EXPENSES	\$ 143,254	\$ 161,620	\$ 18,366	11.36%	Budget capacity for materials is higher for FY7 based on FY26 actuals and inflation due to continued volatile economic conditions.
TOTAL CONTRACT COSTS	\$ 279,980	\$ 278,400	\$ (1,580)	-0.57%	Contract costs were lower than budgeted in FY26; a comparable capacity has been included for FY27.
TOTAL MAINTENANCE EXPENSES	\$ 1,496,292	\$ 1,630,204	\$ 133,912	8.21%	
TOTAL GENERAL EXPENSES	\$ 615,859	\$ 902,184	\$ 286,325	31.74%	The increase in general expenses is primarily related to port-out HAP based on actuals from FY26. Additional capacity has been added for increases to insurance and bad debt expense.
TOTAL HOUSING ASSISTANCE PAYMENTS	\$ 6,875,712	\$ 7,028,236	\$ 152,524	2.17%	This is based on 2026 budget authority and use of program reserves needed to support expected voucher count.
TOTAL FINANCING EXPENSES	\$ 1,092,154	\$ 1,115,501	\$ 23,347	2.09%	Financing expenses are expected to be higher in this year. This is in part due to the booking of interest related to the partnerships recorded as a receivable to the Cost Center.
TOTAL NON-OPERATING ITEMS	\$ 2,650,742	\$ 2,672,884	\$ 22,142	0.83%	Depreciation will be higher in FY27, the amount dependent on capital projects completed, some of which are contingent on grant funding anticipated but yet to be awarded.
<b>TOTAL EXPENSES</b>	<b>\$ 17,026,906</b>	<b>\$ 17,984,112</b>	<b>\$ 957,206</b>	<b>5.32%</b>	Total expenses include non-operating expenses
<b>NET CASH FLOW (Net Income excluding non-operating items and including transfers to replacement reserves, current portion of loans, capital expenditures related to Assets and other reserves and required transfers).</b>	<b>\$ 712,077</b>	<b>\$ 453,463</b>	<b>\$ (258,614)</b>		Overall - we expect an increase in cash related to developer fees expected in the year. This statement reflects cash flow from "operating" only. Other uses as represented in the Budget by Property include an additional cash use in the amount of \$533,543 from program and replacement reserves (HCV and capital projects) and use of surplus operating cash to offset projected operating deficits (\$17,636 total). Additional use of cash may be required to fill gaps in funding for development projects.

**ASSUMPTIONS - BUDGET FISCAL YEAR ENDING 06/30/27**

**PERSONNEL:**

This includes a bargained COLA increase of 5% and step increases.

Estimated COLA (with benefit related costs)	Estimated Cost:	\$ 173,384
Step Increases (with benefit related costs)	Estimated Cost:	\$ 9,396
Increase to health insurance contribution @\$1,190 per FTE	Estimated Cost:	\$ 60,834
<b>ESTIMATED INCREASE TO BUDGET:</b>		<b>\$ 243,614</b>

**REVENUES:**

Built based on Actuals from FY2026 with adjustments to:

Administration Fees - HCV	88%	Based on expected as reported by HUD.
FSS Grant Income	\$ 100,384	Based on CY2026 award issued 2/28/26

**Calculation of Administrative Fees  
Housing Choice Voucher Program**

Total Number Units Allocated	900	Prior year 910. EHV absorption and TPV attrition.
	x 12	months
Total Unit Months Available	= 10,800	
Column B Rate (admin fee pum)	x \$ 113.61	CY2026 (column A rate \$121.74, increase from \$115.61/\$107.89 column B)
<b>Total Eligibility</b>		\$ 1,226,988
Pro-Ration Factor		88% as of April 2026
Pro-Rated Eligibility		\$ 1,079,749
Estimated Lease-up/Occupancy percentage		92% (projected based on planned)
<b>ESTIMATED ADMINISTRATIVE FEES</b>		<b>\$ 989,770</b>
	Compared to current year annualized	\$ 1,041,600
		Current year pro-ration has been around 88%

**Cost Center**

Management Fee Income based on current month projections by Property:

	Management Fee	Bookkeeping	Asset management
Burke	\$ 9,319	\$ -	\$ -
Catholic	\$ 28,116	\$ 875	\$ -
Eklund	\$ 7,406	\$ -	\$ 1,560
Family (NEW)	\$ 93,812	\$ -	\$ -
HCV	\$ 118,800	\$ 74,250	\$ -
Homestead	\$ 12,257	\$ -	\$ 1,920
Outpost	\$ 5,750	\$ -	\$ -
Peninsula	\$ 39,744	\$ -	\$ -
Public Plaza	\$ 118,818	\$ -	\$ -
Searidge	\$ 39,937	\$ -	\$ -
TBRA	\$ 3,488	\$ -	\$ -
Wildwood	\$ 61,824	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 539,270</b>	<b>\$ 75,125</b>	<b>\$ 3,480</b>

Included in DEVELOPER FEE INCOME:

	\$ -
Eklund at Gales - 73% at closing	\$ 600,000
	\$ -
<b>TOTAL DEVELOPER FEE INCOME EXPECTED:</b>	<b>\$ 600,000</b>

Also included as income as a Business Activity is the interest booked for the Partnership Loans.

Both Searidge and Public Plaza have loans due to the PHA. These loans will be paid back based on the net income distribution in the order of the individual Partnership Agreements and their waterfalls. Because the payment of these loans is based on net income distribution and waterfall, the cash received each year cannot be projected but the income is booked each year. The expected income and loans are as follows:

MAV 2060	\$ 1,586
MAV Opportunity Fund	\$ 53,901
MAV - CDBG	\$ 84,834
MAV - Capital Fund	\$ 32,774
MAV - HTF Funds	\$ 32,164
Public Plaza Acquisition	\$ 476,754
Public Plaza Commercial	\$ 12,822
Public Plaza Optional Reserve	\$ 8,078
Public Plaza Renovation (AHP)	\$ 31,379
<b>TOTAL INTEREST INCOME TO PHA:</b>	<b>\$ 734,293</b>

<b>Additional assumptions by property:</b>							
<b>New Family</b>							
	Rent and project based HAP is based on current month's rent roll.						
	Expenses are based on projections and actual expenses through March 2026.						
<b>Section 8</b>							
	Took actuals at the end of March 2026 for projections.						
	EHV program ending as of 12/31/26. 6 months of revenue and expense included.						
	Admin Fees adjusted as set forth above.						
	HAP is based on CY2026 Renewal (Budget Authority):					\$ 6,524,180	
		Plus Projected Use of Program Reserves (\$153K HHR, \$126K PHA)				\$ 279,295	
		Program reserves at the end of CY25 are \$279K per HUD reconciliation					
						<b>\$ 6,803,475</b>	
		Projected NUA (Admin Equity) at YE =				\$ 2,100,000	
		(NUA as of April 2026 and projected net income/loss )					
<b>Section 8 (continued)</b>							
	Assumes lease up of 25+ vouchers and absorbing 12 EHV for 6 months.						
	The budget includes a new Case Manager position that can be partially funded by additional VASH admin fees						
	The supplemental VASH admin fees are not included in revenue projections.						
	FSS - We have qualified for 2 positions.						
	Port-in Income/Expense/Admin Fees is projected at annualized actual as of March 2026						
	Bookkeeping and Management Fees as per projections above.						
	The budget includes capacity for purchase of an additional vehicle and furniture for new position.						
<b>Homestead</b>							
	Took actuals at the end of March 2026 for projections.						
	Based Rent and Subsidy on current month rent roll with a \$100/per month rent increase effective 7/1/26.						
	Capital expenditures include contribution to HPP grant funded projects (if awarded).						
<b>Outpost</b>							
	CY 2025 Budget - Based on CY 2024 Actual						
	This includes an increase to the Project Based Vouchers for 2026.						
	Vacancy is projected at 5%.						
	This budget has been approved by the Owner for CY 2026.						
<b>TBRA</b>							
	TBRA Grant in this year is based on 2025-2026 award.					\$ 254,155	
	Projections based on available grant sources and FY26 actuals.						
	Admin Fee is drawn at 10% allowable de minimus rate up to the full capacity of the Admin portion of the grant.						
	Administrative Expenses:						
	Based on current YTD projected through March 2026						
<b>SHOP FUNDS</b>							
	Budgeted only known expenses for FY27 (based on trend)						
	May be used to cover projected shortfall of Self Help 523 grant funds.						
	PROJECTED UNRESTRICTED CASH SHOP FUNDS AT FY2026 YE =					\$ 765,000	
<b>MAV 1 LLLP</b>							
	Projections based on CY25 Actuals for CY26.						
	Rents based on September 2025 Rent Roll						
	This property consists of 33 RAD units, 10 PRAC units and 20 PBV units.						
	The income streams for PRAC and RAD were based on September rent-roll.						
	Increased replacement reserves to reflect annual OCAFs for all units (required for RAD units contract).						
	The CY26 budget was submitted to the partner in October 2025						
<b>EKLUND</b>							
	Projected Rents based on current rent roll - March 2026						
	Expenses based on expenses FY26TD annualized						
	Includes use of \$6K in surplus operating cash to offset operating deficit.						
	As of May 31, 2026 there were 19 months of operating cash on hand.						
	Capital expenditures (siding) to be funded by replacement reserves and HPP grant funds (if awarded).						
<b>SH523 GRANT</b>							
	Assume adjusted 12 month grant for group of 7 builders.		Adjusted 12 month gran	\$	391,121		
	Projected shortfall to be offset by Cost Center/SHOP Funds		Estimated expenses	\$	(418,492)		
	(Shown as Operating Transfers IN)			\$	(27,371)		

<b>PENINSULA APTS</b>							
	Used current rent roll to project rent/HAP income.						
	Took actuals at the end of February 2026 for expense projections.						
	Budget pending RD approval as of June 2026.						
	Budget capacity includes some deferred maintenance expenses for replacement of the fire panel and rehab of units and grounds improvements.						
<b>PUBLIC PLAZA - Senior buildings and Lee Plaza</b>							
	Projections were based on actual expenses from January to September.						
	Income was projected using the September 2025 rent roll.						
	Budget includes an upgrade to the FOB system due to outdated software and support services.						
	The CY26 budget was submitted to the partner in October 2025						
<b>WILDWOOD</b>							
	Projections based on Actuals through February 2026						
	Rents based on March 2026 Rent Roll.						
	RA Income is based on current month's rent roll plus added vacant units						
	Budget pending RD approval as of June 2026. A revision may need to be submitted.						
	Includes use of \$7K in surplus operating cash to offset operating deficit.						
	As of May 31, 2026 there were 6 months of operating cash on hand.						
	Includes additional maintenance/custodial staff capacity from a vacant position.						
	Budget includes revenue and expense for extensive capital improvements funded by HPP grant (if awarded).						
	These include ADA accessibility upgrades, exterior painting, parking lot pavement, lighting and security cameras.						
<b>CLOSE OUT - AMPS</b>							
	There are expected close out costs that will occur related to the final activities of the SVC (Streamline Voluntary Conversion). The final CFP grant was included in the FY26 audit.						
	Remaining activities include legal review and any other HUD requests. The budget includes capacity for contracted mandatory close out activities that may or may not be payable out of the remaining funds.						
	We expect to return most or all of the funds to HUD.						

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			Cost Center/Business Activities	Burke	Catholic	Eklund	New Family	Public Housing Closeout (SVC)	HCV	Homestead	Outpost	Peninsula Apts	Public Plaza	Sea Ridge	TBRA	Shop Funds	Self Help 523-8	Wildwood	Total
1			FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	FY 2027	CY2026	FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	
3	3000-00-000	INCOME																	
4	3100-00-000	TENANT INCOME																	
5	3101-00-000	RENTAL INCOME																	
6	3111-00-000	Tenant Rent	0	34,262	97,763	72,218	410,849	0	0	57,615	22,932	169,164	894,712	237,754	0	0	0	218,293	2,215,562
7	3111-00-001	Commercial Rent	58,020	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	58,020
9	3112-01-000	Utility Reimb.-Affordable	0	0	0	0	0	0	0	0	0	-3,500	0	0	0	0	0	-5,000	-8,500
11	3112-03-000	Project Based HAP	0	0	200,161	36,855	555,643	0	0	126,346	37,068	0	1,166,924	388,296	0	0	0	1,000	2,512,293
12	3112-06-000	Rental Assistance (RD)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	371,688
13	3113-00-000	Less: Vacancies	0	-3,266	-16,759	-3,272	-33,827	0	0	-8,865	-2,700	-27,432	-81,337	-33,965	0	0	0	0	-29,499
15	3119-00-000	TOTAL RENTAL INCOME	58,020	30,996	281,164	105,801	932,665	0	0	175,096	57,300	138,232	1,980,299	592,085	0	0	0	556,482	4,908,139
16	3120-00-000	OTHER TENANT INCOME																	
17	3120-01-000	Laundry and Vending	0	50	1,500	0	0	0	0	0	0	2,000	600	0	0	0	0	100	4,250
18	3120-02-000	Cleaning Fee	0	500	1,500	100	1,000	0	0	500	50	1,500	1,000	2,000	0	0	0	750	8,900
19	3120-03-000	Damages	0	500	1,000	0	1,000	0	0	500	50	500	1,000	1,000	0	0	0	2,000	7,550
20	3120-04-000	Late Charges	0	0	250	150	2,500	0	0	300	100	500	1,000	1,500	0	0	0	1,200	7,500
21	3120-05-000	Legal Fees - Tenant	0	0	500	0	0	0	0	0	0	100	1,000	0	0	0	0	100	1,700
22	3120-06-000	NSF Charges	0	0	50	75	0	0	0	0	0	10	100	100	0	0	0	50	385
23	3120-07-000	Tenant Owed Utilities	0	0	0	100	100	0	0	150	0	100	1,000	200	0	0	0	100	1,750
24	3120-09-000	Misc.Tenant Income	0	500	100	0	350	0	0	100	0	400	1,000	200	0	0	0	150	2,800
25	3120-12-000	Maintenance Charges	0	500	500	500	500	0	0	500	0	500	3,000	1,500	0	0	0	2,000	9,500
26	3120-13-000	Storage Unit Income	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
27	3120-15-000	LEASEHOLD TAX	7,450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,450
28	3129-00-000	TOTAL OTHER TENANT INCOME	12,450	2,050	5,400	925	5,450	0	0	2,050	200	5,610	9,700	6,500	0	0	0	6,450	56,785
29	3199-00-000	NET TENANT INCOME	70,470	33,046	286,564	106,726	938,115	0	0	177,146	57,500	143,842	1,989,999	598,585	0	0	0	562,932	4,964,924
30	3400-00-000	GRANT INCOME																	
31	3410-01-002	Section 8 Emergency Housing Vouchers	0	0	0	0	0	0	48,156	0	0	0	0	0	0	0	0	0	48,156
32	3410-01-000	Section 8 HAP Earned	0	74,602	0	0	0	0	6,803,475	0	0	288,036	0	67,025	0	0	0	0	7,233,138
33	3410-02-000	Section 8 Admin. Fee Income	0	0	0	0	0	0	989,770	0	0	0	0	0	0	0	0	0	989,770
34	3410-03-001	HUD-FSS Grant CY2015 forward	0	0	0	0	0	0	100,384	0	0	0	0	0	0	0	0	0	100,384
35	3410-02-001	Section 8 EHV Admin Fees	0	0	0	0	0	0	7,440	0	0	0	0	0	0	0	0	0	7,440
36	3410-04-000	Section 8 Port-In Admin Fees							4,344										4,344
37	3410-06-000	Port In HAP Earned							39,264										39,264
38	3415-00-013	Other Government Grant	0	0	0	200,000	0	0	0	300,000	0	0	0	0	254,155	0	391,121	600,000	1,745,276
39	3415-01-013	TBRA Grant Administrative Fees	0	0	0	0	0	0	0	0	0	0	0	25,416	0	0	0	0	25,416
45	3499-00-000	TOTAL GRANT INCOME	0	74,602	0	200,000	0	0	7,992,833	300,000	0	288,036	0	67,025	279,571	0	391,121	600,000	10,193,188
46	3600-00-000	OTHER INCOME																	
47	3610-00-000	Investment Income - Unrestricted	734,293	0	0	0	0	0	3,000	500	0	700	0	0	1,200	0	800	740,493	
48	3611-00-000	Investment Income - Restricted	0	15	0	0	0	0	0	0	0	0	1,500	600	0	0	0	0	2,115
49	3611-00-001	Investment Income - Replacement Reserves	0	100	0	0	0	0	0	0	0	300	200	0	0	0	200	800	
50	3611-00-002	Investment Income - Residual Receipts	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8
51	3611-00-003	Investment Income - Construction Account	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10
52	3620-00-000	Management Fee Income	539,270	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	539,270
53	3620-00-003	Developer Fee Income	600,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	600,000
54	3620-00-005	Accounting - Bookkeeping Fees	75,125	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	75,125
55	3620-00-006	Management Fee Income - Asset Management	3,480	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,480
56	3620-00-007	Fee Income - Office Rent	56,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56,700
58	3620-02-008	Fee for Service - CONSTRUCTION DRAWINGS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
59	3650-00-000	Miscellaneous Other Income	0	0	0	0	0	0	500	0	100	100	1,000	0	0	0	0	0	1,700
60	3650-00-002	Down Payment Asst. Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
61	3650-00-003	Miscellaneous Other Income - Forfeitures	0	0	0	0	0	0	500	0	0	0	0	0	0	0	0	0	500
62	3650-01-001	Seller Proceeds - Sale of Lots	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
63	3660-00-000	Operating Transfers IN	0	0	0	0	0	92,000	0	0	0	0	0	0	0	0	27,371	0	119,371
66	3699-00-000	TOTAL OTHER INCOME	2,008,868	133	0	0	0	92,000	4,000	500	100	1,100	2,700	600	1,200	27,371	1,000	1,000	2,139,572
67	3999-00-000	TOTAL INCOME	2,079,337	107,781	286,564	306,726	938,115	92,000	7,996,833	477,646	57,600	432,978	1,992,699	666,210	279,571	1,200	418,492	1,163,932	17,297,684

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
2			Cost Center/Business Activities	Burke	Catholic	Eklund	New Family	Public Housing Closeout (SVC)	HCV	Homestead	Outpost	Peninsula Apts	Public Plaza	Sea Ridge	TBRA	Shop Funds	Self Help 523-8	Wildwood	Total
3			FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	FY 2027	CY2026	FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	
68	4000-00-000	EXPENSES																	
69	4100-00-000	ADMINISTRATIVE EXPENSES																	
70	4100-99-000	ADMINISTRATIVE SALARIES																	
71	4110-00-000	Administrative Salaries	630,616	10,787	33,615	10,675	67,585	0	405,803	21,514	6,100	40,999	180,685	54,557	8,390	0	147,561	73,857	1,692,742
72	4110-02-000	FSS Coordinator Salaries	0	0	0	0	0	0	81,480	0	0	0	0	0	0	0	0	0	81,480
73	4110-03-000	Compensated Absences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
74	4110-05-000	Employee Benefit - FICA	39,098	669	2,084	662	4,190	0	30,212	1,334	378	2,542	11,202	3,383	520	0	9,149	4,579	110,002
75	4110-05-001	Employer Benefit - MED FICA	9,144	156	487	155	980	0	7,066	312	88	594	2,620	791	122	0	2,140	1,071	25,726
76	4110-05-002	Employee Benefit - Unemployment	3,923	143	441	125	807	0	4,418	282	71	533	2,265	652	92	0	1,140	860	15,753
77	4110-06-000	Health Insurance	84,240	3,079	9,477	2,681	17,333	0	102,262	6,066	1,532	11,456	48,635	13,992	1,977	0	24,480	18,464	345,673
79	4110-06-002	Employer Paid - Retirement Benefit	53,287	911	2,840	902	5,711	0	41,175	1,818	515	3,464	15,268	4,610	709	0	12,469	6,241	149,922
82	4110-08-000	State Industrial Insurance (L & I)	3,451	126	388	110	710	0	4,189	248	63	469	1,992	573	81	0	1,003	756	14,160
83	4110-99-000	TOTAL ADMINISTRATIVE SALARIES	823,759	15,872	49,334	15,308	97,317	0	676,604	31,574	8,748	60,058	262,667	78,557	11,890	0	197,942	105,828	2,435,458
84	4130-00-000	LEGAL EXPENSE																	
85	4130-04-000	General Legal Expense	30,000	1,000	2,000	1,000	5,000	50,000	500	1,500	100	4,000	10,000	25,000	500	0	5,000	5,000	140,600
86	4131-00-000	TOTAL LEGAL EXPENSE	30,000	1,000	2,000	1,000	5,000	50,000	500	1,500	100	4,000	10,000	25,000	500	0	5,000	5,000	140,600
87	4139-00-000	OTHER ADMIN EXPENSES																	
88	4140-00-000	Staff Training	10,000	400	750	200	500	0	20,000	500	50	500	2,000	500	100	0	750	500	36,750
89	4150-00-000	Travel	5,000	100	0	0	500	0	2,000	100	0	100	500	250	100	0	2,250	500	11,400
90	4150-00-001	Mileage - Local Non Training	600	100	500	200	200	0	1,500	100	50	1,200	2,000	100	0	0	1,500	1,000	9,050
91	4170-00-000	Accounting Fees	0	0	875	0	0	20,000	74,250	0	0	0	1,000	0	0	0	0	0	96,125
92	4171-00-000	Auditing Fees	15,000	11,810	11,000	1,020	5,500	22,000	41,000	2,000	9,000	10,000	33,000	25,000	300	0	12,750	13,000	212,380
93	4173-00-000	Management Fee	0	9,319	28,116	7,406	93,812	0	118,800	12,257	5,750	39,744	118,818	39,937	3,488	0	0	61,824	539,270
94	4173-00-001	Management Fee - General Partner	0	0	0	0	0	0	0	0	0	0	0	8,500	0	0	0	0	8,500
95	4173-00-002	Management Fee - Asset Management	0	0	5,000	1,560	0	0	0	1,920	0	0	14,000	7,000	0	0	0	0	29,480
96	4174-00-001	Leasing Agent Fees	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
98	4180-00-000	Office Rent	0	0	0	0	9,750	0	24,000	0	0	0	0	9,750	1,500	0	11,700	0	56,700
99	4182-00-000	Consultants	0	0	1,000	0	0	0	0	0	0	0	3,000	0	0	0	0	0	4,000
100	4189-00-000	TOTAL OTHER ADMIN EXPENSES	33,100	21,729	47,241	10,386	110,262	42,000	281,550	16,877	14,850	51,544	174,318	91,037	5,488	0	28,950	76,824	1,006,155
101	4190-00-000	MISCELLANEOUS ADMIN EXPENSES																	
102	4190-01-000	Membership and Fees	1,000	50	150	100	350	0	1,700	125	25	350	1,650	550	75	0	75	500	6,700
103	4190-03-000	Advertising	500	100	100	100	500	0	1,000	150	10	300	1,650	250	0	0	500	500	5,660
104	4190-04-000	Office Supplies	5,000	400	500	200	600	0	3,000	700	50	1,250	3,000	600	50	0	625	1,000	16,975
105	4190-07-000	Telephone	2,100	2,800	2,150	1,100	1,400	0	4,500	400	100	1,000	10,250	11,500	25	0	750	1,200	39,275
106	4190-08-000	Postage	2,250	750	2,000	270	1,500	0	6,000	400	150	900	2,100	1,600	150	10	188	2,100	20,368
107	4190-09-000	Software License Fees	0	0	50	0	0	0	0	0	0	500	750	550	0	0	0	550	2,400
109	4190-12-000	Software	2,500	100	250	100	1,000	0	2,500	350	50	250	1,200	500	33	0	1,100	400	10,333
110	4190-12-001	Software Expense - YARDI	9,036	665	2,011	725	4,942	0	36,007	1,271	363	2,298	11,892	4,647	129	0	5,392	3,395	82,773
111	4190-15-000	Cell Phones/Pagers	2,504	150	400	246	1,181	0	2,411	363	75	683	3,000	1,000	20	0	1,352	1,102	14,486
112	4190-16-000	Internet Expense	800	150	400	700	1,200	0	650	250	25	1,500	5,100	3,500	10	0	375	2,200	16,860
113	4190-18-000	Small Office Equipment	7,000	100	100	50	1,500	0	10,000	100	0	400	2,000	200	50	0	0	300	21,800
114	4190-20-000	Bank Fees	500	50	50	0	0	0	750	100	0	100	50	50	0	0	300	50	2,000
115	4190-22-000	Other Misc Admin Expenses	1,500	0	100	0	200	0	1,500	100	25	100	1,000	200	10	0	50	400	5,185
117	4190-23-000	Admin. Service Contracts	21,000	1,100	3,500	1,350	7,000	0	25,500	2,550	420	4,700	17,750	7,700	170	0	4,000	6,200	102,940
118	4190-23-002	Admin Service Contracts - MEDIC	270	0	0	0	80	0	130	0	0	0	11,000	100	0	0	0	0	11,580
119	4190-24-000	RHS Overage	0	0	0	0	0	0	0	0	0	200	0	0	0	0	0	200	400
120	4190-25-000	Leasehold Tax Expense	7,450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,450
121	4190-26-000	Other Expense	0	0	0	0	250	0	0	0	0	100	100	800	0	0	50	100	1,400
122	4190-27-000	Inspection Services	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	0	50
123	4190-28-000	Background and Credit Check Fees	5,500	50	50	50	500	0	1,500	0	10	400	250	300	50	0	100	100	8,860
125	4191-00-000	TOTAL MISCELLANEOUS ADMIN EXPENSES	68,910	6,465	11,861	4,991	22,203	0	97,148	6,859	1,303	15,031	72,742	34,047	772	10	14,856	20,297	377,494
126	4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	955,769	45,066	110,437	31,685	234,781	92,000	1,055,802	56,810	25,001	130,633	519,726	228,640	18,650	10	246,747	207,949	3,959,707

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			Cost Center/Business Activities	Burke	Catholic	Eklund	New Family	Public Housing Closeout (SVC)	HCV	Homestead	Outpost	Peninsula Apts	Public Plaza	Sea Ridge	TBRA	Shop Funds	Self Help 523-8	Wildwood	Total
			FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	FY 2027	CY2026	FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	
127	4200-00-000	TENANT SERVICES EXPENSES																	
129	4230-00-000	Tenant Services Contract Costs	0	0	6,300	0	6,636	0	0	0	0	0	0	5,800	0	0	0	0	18,736
130	4299-00-000	TOTAL TENANT SERVICES EXPENSES	0	0	6,300	0	6,636	0	0	0	0	0	0	5,800	0	0	0	0	18,736
131	4300-00-000	UTILITY EXPENSES																	
132	4310-00-000	Water	500	3,375	13,300	6,000	15,000	0	350	8,500	3,000	10,000	32,000	24,000	0	0	130	10,000	126,155
133	4320-00-000	Electricity	2,100	2,200	9,000	2,050	6,000	0	1,900	0	900	5,000	110,000	8,100	0	0	800	3,000	151,050
134	4320-01-000	Electricity-Vacant Units	0	750	2,500	250	2,000	0	0	800	100	2,000	2,500	3,500	0	0	0	1,000	15,400
135	4330-00-000	Gas/Propane	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500
136	4340-00-000	Garbage/Trash Removal	2,000	3,750	8,000	5,015	38,000	0	600	7,500	1,900	12,000	41,000	30,000	0	0	250	26,000	176,015
138	4380-00-000	Irrigation	0	0	0	0	0	0	0	0	0	0	0	4,250	0	0	0	0	4,250
139	4390-00-000	Sewer	700	9,000	19,250	3,800	22,000	0	400	11,500	3,500	25,000	42,000	29,000	0	0	140	17,000	183,290
140	4399-00-000	TOTAL UTILITY EXPENSES	5,300	19,075	52,050	17,115	83,000	0	3,250	28,300	9,400	54,000	227,500	98,850	0	0	1,320	57,500	656,660
141	4400-00-000	MAINTENANCE AND OPERATIONS																	
142	4400-99-000	GENERAL MAINT EXPENSE																	
143	4410-00-000	Maintenance Salaries	6,125	12,361	36,357	21,170	88,066	0	1,543	23,268	7,892	43,628	227,997	124,505	0	0	113,360	67,106	773,377
144	4410-05-000	Employee Benefit FICA - Maint	380	766	2,254	1,313	5,460	0	96	1,443	489	2,705	14,136	7,719	0	0	7,028	4,161	47,949
145	4410-05-001	Employee Benefit MED FICA-Maint.	89	179	527	307	1,277	0	22	337	6	633	3,306	1,805	0	0	1,644	973	11,106
146	4410-05-002	Employee Benefit Unemployment-Maint	74	155	456	263	1,060	0	21	292	101	547	2,892	1,482	0	0	1,001	884	9,228
147	4410-06-000	Health Insurance Benefit - Maintenance	1,625	3,387	9,962	5,742	23,162	0	455	6,376	2,197	11,955	63,179	32,377	0	0	21,871	19,312	201,600
149	4410-06-002	Retirement Benefit-Maint.	518	1,045	3,072	1,789	7,442	0	130	1,966	667	3,687	19,266	10,521	0	0	9,579	5,670	65,350
150	4410-08-000	State Industrial Insurance (L&I)	533	1,110	3,265	1,882	7,591	0	149	2,090	720	3,918	20,705	10,611	0	0	7,168	6,329	66,069
151	4413-00-000	Vehicle Gas/Oil/Grease	400	200	550	250	1,500	0	2,000	230	100	1,500	3,250	0	25	0	4,000	1,500	15,505
152	4419-00-000	TOTAL GENERAL MAINT EXPENSE	9,743	19,204	56,443	32,715	135,558	0	4,416	36,001	12,171	68,572	354,731	189,020	25	0	165,650	105,935	1,190,184
153	4420-00-000	MATERIALS EXPENSES																	
154	4420-01-000	Supplies-Grounds	500	100	500	350	1,500	0	0	500	200	5,500	7,500	2,000	0	0	0	1,500	20,150
155	4420-02-000	Supplies-Appliance	0	500	1,500	1,800	3,000	0	0	900	500	3,000	1,000	1,500	0	0	0	2,000	15,700
156	4420-03-000	Supplies-Decorating	0	0	500	0	0	0	0	0	0	0	1,000	0	0	0	0	0	1,500
157	4420-04-000	Supplies-Electrical	100	50	250	100	500	0	0	900	100	250	1,000	500	0	0	0	2,000	5,750
158	4420-05-000	Supplies-Exterminating	200	50	250	100	300	0	0	50	0	500	500	50	0	0	0	100	2,100
159	4420-06-000	Supplies-Janitorial/Cleaning	1,200	100	250	500	1,000	0	500	300	100	500	5,000	1,500	10	0	0	500	11,460
160	4420-07-000	Supplies-Maint/Repairs	1,000	2,500	3,200	900	15,000	0	0	5,000	100	17,000	15,000	5,500	0	0	0	8,000	73,200
161	4420-08-000	Supplies-Plumbing	0	100	250	150	1,000	0	0	1,000	50	1,500	1,000	100	0	0	0	2,000	7,150
162	4420-09-000	Tools and Equipment	1,000	100	200	150	2,000	0	0	1,000	50	2,800	1,000	500	0	0	250	500	9,550
163	4420-11-000	Automotive - Parts & Supplies	250	0	0	0	300	0	500	0	0	100	500	50	0	0	250	0	1,950
164	4420-12-000	Supplies- Safety Equipment & Supplies	200	100	150	0	250	0	0	750	10	100	1,500	150	0	0	0	200	3,410
165	4420-13-000	Supplies - Paint	500	0	500	250	2,000	0	0	500	200	750	2,500	500	0	0	0	2,000	9,700
166	4429-00-000	TOTAL MATERIALS EXPENSES	4,950	3,600	7,550	4,300	26,850	0	1,000	10,900	1,310	32,000	37,500	12,350	10	0	500	18,800	161,620
167	4430-00-000	CONTRACT COSTS																	
168	4430-01-000	Contract-Alarm/Extinguisher/Backflow	2,500	500	4,000	1,700	2,000	0	0	0	150	2,500	9,000	15,000	0	0	0	1,000	38,350
169	4430-02-000	Contract-Appliance	0	0	0	1,000	0	0	0	0	0	0	0	0	0	0	0	2,000	3,000
170	4430-03-000	Contract-Building Repairs	3,000	0	1,000	0	4,000	0	0	0	350	500	5,000	750	0	0	0	2,000	16,600
171	4430-04-000	Contract-Carpet Cleaning	750	0	250	0	200	0	0	300	0	200	200	0	0	0	0	1,000	2,900
172	4430-06-000	Contract-Electrical	0	100	100	0	800	0	0	0	0	0	1,000	0	0	0	0	2,500	4,500
173	4430-07-000	Contract-Pest Control	500	100	0	0	450	0	150	0	0	2,500	2,000	0	0	0	0	0	5,700
174	4430-08-000	Contract-Floor Covering	0	1,500	3,000	500	3,500	0	0	3,500	0	14,000	8,000	0	0	0	0	15,000	49,000
175	4430-09-000	Contract-Grounds	1,000	3,000	3,000	500	0	0	0	3,000	0	3,500	2,000	0	0	0	0	0	16,000
176	4430-09-000	Contract - Janitorial/Cleaning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	0
177	4430-11-000	Contract-Plumbing	200	0	0	500	2,000	0	0	0	0	4,750	2,500	350	0	0	0	3,000	13,300
178	4430-13-000	Contract-HVAC	0	0	0	1,500	500	0	250	0	0	0	250	100	0	0	0	0	2,600
179	4430-14-000	Contract-Vehicle Maintenance	1,500	100	100	0	500	0	250	250	0	500	500	0	0	0	500	0	4,200
180	4430-15-000	Contract-Equipment Rental	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			Cost Center/Business Activities	Burke	Catholic	Eklund	New Family	Public Housing Closeout (SVC)	HCV	Homestead	Outpost	Peninsula Apts	Public Plaza	Sea Ridge	TBRA	Shop Funds	Self Help 523-8	Wildwood	Total
1			FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	FY 2027	CY2026	FY 2027	CY2026	CY2026	FY 2027	FY 2027	FY 2027	FY 2027	
181	4430-17-000	Contract-Elevator Monitoring&Repair	0	0	0	0	0	0	0	0	0	0	42,000	0	0	0	0	0	42,000
182	4430-18-000	Contract-Alarm Monitoring	0	950	1,600	1,100	1,200	0	0	0	0	0	10,000	1,000	0	0	0	0	15,850
183	4430-20-000	Contract - Fee for Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
184	4430-22-000	Contract-IT Contracts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
185	4430-23-000	Contract-Consultants	0	0	0	0	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
186	4430-25-000	Contract - Maintenance Extraordinary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
187	4430-27-000	Contract - Maintenance Camera Systems	0	0	0	0	0	0	0	0	0	0	2,000	1,000	0	0	0	0	3,000
188	4430-28-000	Contract - Security	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0	0	0	0	2,000
189	4430-29-000	Contract - LIHTC Monitoring Fees	0	0	1,350	0	0	0	0	0	0	0	10,000	3,000	0	0	0	0	14,350
190	4430-99-000	Contract Costs-Other	5,000	400	500	1,400	10,000	0	0	5,000	100	1,000	15,000	650	0	0	0	4,000	43,050
191	4439-00-000	TOTAL CONTRACT COSTS	14,450	6,650	14,900	8,200	27,150	0	650	12,050	600	29,450	110,450	22,850	0	0	500	30,800	278,400
192	4499-00-000	TOTAL MAINTENANCE EXPENSES	29,143	29,454	78,893	45,215	189,558	0	6,066	58,951	14,081	130,022	502,681	224,220	35	0	166,650	155,535	1,630,204
193	4500-00-000	GENERAL EXPENSES																	
194	4510-00-000	Insurance	9,500	5,500	12,000	5,700	31,000	0	0	7,000	450	13,250	126,000	38,040	0	0	75	19,500	268,015
195	4510-00-001	Insurance - Liability	2,500	1,970	13,500	1,200	5,000	0	475	1,200	200	2,700	27,500	7,854	10	250	500	4,200	69,059
196	4510-00-002	Insurance - Other	0	320	0	0	1,200	0	0	0	15	0	3,438	150	0	0	0	0	5,123
197	4510-00-003	Insurance - Auto	0	0	0	150	1,700	0	825	1,200	0	1,100	2,688	950	0	0	1,500	650	10,763
198	4510-00-004	Insurance - Errors & Omissions	13,000	50	0	400	2,000	0	5,300	550	0	1,100	0	950	100	80	1,500	1,700	26,730
200	4520-00-000	Payments in Lieu of Taxes	0	0	0	0	820	0	650	0	0	0	500	0	0	0	0	0	1,970
201	4521-00-000	Misc. Taxes/Licenses/Insurance/Permits	1,800	100	100	50	3,000	0	0	0	10	0	9,278	6,000	0	2	200	5,000	25,540
202	4570-00-000	Bad Debt-Tenant Rents	0	0	500	250	10,000	0	0	500	0	5,000	500	500	0	0	0	10,000	27,250
203	4570-01-000	Bad Debt-Other	0	0	500	250	2,500	0	0	0	0	2,500	2,500	500	0	0	0	500	9,250
204	4585-01-000	Port Out HAP Expense	0	0	0	0	0	0	435,456	0	0	0	0	0	0	0	0	0	435,456
205	4585-02-000	Port-Out Admin Fee Expense	0	0	0	0	0	0	17,328	0	0	0	0	0	0	0	0	0	17,328
207	4590-00-000	Other General Expense	500	0	0	0	0	0	0	100	0	0	5,000	0	0	0	0	100	5,700
209	4599-00-000	TOTAL GENERAL EXPENSES	27,300	7,940	26,600	8,000	57,220	0	460,034	10,550	675	25,650	177,404	54,944	110	332	3,775	41,650	902,184
210	4700-00-000	HOUSING ASSISTANCE PAYMENTS																	
211	4715-00-000	Housing Assistance Payments	0	0	0	0	0	0	6,671,714	0	0	0	0	0	250,351	0	0	0	6,922,065
212	4715-01-000	Tenant Utility Payments	0	0	0	0	0	0	25,443	0	0	0	0	0	3,804	0	0	0	29,247
213	4715-03-000	FSS Escrow Payments	0	0	0	0	0	0	76,924	0	0	0	0	0	0	0	0	0	76,924
214	4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	0	0	0	0	0	0	6,774,081	0	0	0	0	0	254,155	0	0	0	7,028,236
215	4800-00-000	FINANCING EXPENSES																	
216	4851-00-000	Interest Expense	35,000	0	0	2,000	0	0	0	0	0	0	341,000	31,846	0	0	0	0	409,846
217	4851-22-001	Interest Expense - PHA Loan to GP	0	0	0	0	0	0	0	0	0	0	529,033	173,096	0	0	0	0	702,129
219	4853-00-000	Interest Expense-USDA Loan	0	0	0	0	0	0	0	0	0	1,200	0	0	0	0	0	2,326	3,526
221	4899-00-000	TOTAL FINANCING EXPENSES	35,000	0	0	2,000	0	0	0	0	0	1,200	870,033	204,942	0	0	0	2,326	1,115,501
222	5000-00-000	NON-OPERATING ITEMS																	
223	5100-01-000	Depreciation -Buildings	56,631	67,500	135,161	59,029	5,000	0	0	39,130	0	32,000	1,201,413	542,000	0	0	0	131,400	2,269,264
224	5100-02-000	Depreciation -Furn/Equip/Machinery-Dwellings	10,583	200	15,704	0	6,500	0	5,500	0	0	0	0	0	0	0	0	900	39,387
225	5100-04-000	Depreciation-Leashold Improvements	0	0	41,336	0	71,000	0	0	15,500	0	59,400	25,466	0	0	0	0	50,000	262,702
226	5110-01-000	Amortization	0	0	4,000	0	0	0	0	0	0	0	80,008	17,523	0	0	0	0	101,531
227	5210-00-000	Operating Transfers OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
228	5230-00-000	Gain/Loss on Sale of Fixed Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
229	5999-00-000	TOTAL NON-OPERATING ITEMS	67,214	67,700	196,201	59,029	82,500	0	5,500	54,630	0	91,400	1,306,887	559,523	0	0	0	182,300	2,672,884
230	8000-00-000	TOTAL EXPENSES	1,119,726	169,235	470,481	163,044	653,696	92,000	8,304,734	209,241	49,157	432,905	3,604,231	1,376,920	272,950	342	418,492	647,260	17,984,112
231	9000-00-000	NET INCOME	959,612	-61,454	-183,917	143,682	284,419	0	-307,900	268,405	8,443	73	-1,611,532	-710,710	6,620	858	0	516,672	-686,428
232																			
233		NET OPERATING INCOME (less Non-operating items)	292,533	6,246	12,284	202,711	366,919	-	(302,400)	323,035	8,443	91,473	224,388	53,755	6,620	858	(0)	698,972	1,985,838
234																			
235		FROM OPERATING INCOME MUST FUND:																	
236		REPLACEMENT RESERVES		6,972	10,500	4,550	31,000			13,403	2,800	16,200	95,285	38,207	-	-	-	28,000	246,918
237		LOANS - CURRENT PORTION	-			4,000				5,000		23,405	79,178					77,911	189,494
238		CAPITAL EXPENDITURES	10,000			225,441			50,000	335,702		56,000						720,000	1,397,143
239		OTHER RESERVES OR SURPLUS TO CASH FLOW LOANS																	
240		OTHER - TO DEVELOPMENT BUDGET	-				250,000												250,000
241		FROM SET-ASIDE PRIOR YEAR (OPERATING CASH)	-	(726)		(5,839)						(4,132)						(6,939)	(17,636)
242		FROM PROGRAM RESERVES				(25,441)			(352,400)	(35,702)								(120,000)	(533,543)
243		NET CASH FROM OPERATING:	282,533	0	1,784	0	85,919	-	-	4,632	5,643	0	49,924	15,548	6,620	858	(0)	(0)	453,463



## Peninsula Housing Authority

# MEMORANDUM

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DATE: June 9, 2026

TO: PHA Board of Commissioners

FROM: Sarah Martinez, Executive Director

SUBJECT: Employee Handbook Update Approval

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Periodically legal counsel will review the personnel policies of the agency to ensure compliance with Federal and State law. We also used this opportunity to update a few specific items related to the Bargaining Agreement.

**ACTION REQUIRED:** *Approval of Employee Handbook updates.*



**PENINSULA HOUSING AUTHORITY**

*Serving Clallam and Jefferson Counties*

**RESOLUTION #PHA-2026-20**

at a Regular Meeting of the Authority on  
June 17, 2026

The following resolution was introduced by Commissioner \_\_\_\_\_, read in full and considered:

Be it resolved by the Peninsula Housing Authority, in Regular Session assembled this 17<sup>th</sup> day of June 2026, that the Board of Commissioners of the Peninsula Housing Authority hereby authorizes the adoption of the Peninsula Housing Authority Employee Handbook as presented and attached hereto.

Commissioner \_\_\_\_\_ moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner \_\_\_\_\_ and upon roll call vote the "Yeas" and "Nays" were as follows:

**YEAS**

**NAYS**

**ABSENT/EXCUSED**

Be it further resolved that this resolution be made a part of the minutes of the Regular Meeting of the Commissioners of the Authority held on June 17, 2026.

The Chair thereupon declared the said motion carried and the said resolution adopted.

**ATTEST**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Chair

SEAL

RESOLUTION #PHA-2026-20

DATE: June 17, 2026

PENINSULA HOUSING AUTHORITY

# EMPLOYEE HANDBOOK

Revised Date ~~November 19, 2025~~ June 17, 2026  
Approved by Resolution #PHA-202~~65-2022~~

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**PENINSULA HOUSING AUTHORITY  
EMPLOYEE HANDBOOK**

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**I. INTRODUCTION**

**A. ABOUT OUR POLICIES**

We are pleased to make available to you the Peninsula Housing Authority’s (“PHA”) Employee Handbook (“Handbook”). This Handbook applies to all PHA employees regardless of position or date of hire. The Handbook is made available to you electronically. All current employees and new hires are expected to review the Handbook. A signed acknowledgment that you have reviewed the Handbook is a required part of every employee’s personnel file. This Handbook may only be amended by resolution of PHA’s Board of Commissioners (“Board”). We will notify you of any amendment to the Handbook, which will be available for your review electronically. We encourage you to bring to your supervisor any questions you have about the policies discussed in this Handbook.

The purpose of this Handbook is to bring together in one convenient place a summary of the policies and procedures that affect you as an employee. Please read through this Handbook carefully. Then, during the course of your employment, refer back to it whenever you have a question. Be sure to note changes and updates as they are communicated to you from time to time.

We have a positive, service-oriented view of our organization and its future. We hope that you will always share in our commitment to service and quality.

It is important to begin by describing what this Handbook is, as well as what it is not.

It...

- IS a set of general statements of policy for your information. It revokes and supersedes any prior summaries or statements or representations of employment policies and procedures. However, it does not supersede contrary provisions of any collective bargaining agreements, individual employment contracts signed by the Executive Director, PHA written resolutions, or state, federal or local law. In the event of conflict between any of these sources and this Handbook, the terms and conditions of the employment contract, resolution, or law shall control.
- IS NOT the final word on your benefits. This Handbook describes some of the benefits available from PHA. PHA has prepared benefit plan documents and summary plan descriptions for certain benefit plans, and if there is a discrepancy between a statement in this Handbook and a plan document, the plan document will govern. All PHA benefits are subject to amendment or elimination in PHA’s discretion.

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- IS an evolving document, which we expect to revise and update from time to time. We will keep you advised of changes in policies and procedures covered in this Handbook. Our policies and procedures, including the compensation and benefits we provide, are subject to changes and exceptions without advance notice, at our discretion. All decisions regarding the application or interpretation of our policies and procedures are also in our discretion.
- IS NOT your only source of information on employment-related issues. Although this Handbook should operate as the place to start finding answers to questions regarding policy, you may have questions that it does not answer. If after reading this Handbook and not finding your answer, please contact your supervisor or the Executive Director. We also welcome suggestions regarding policy matters and administration of our policies from all employees. Please feel free at any time during your employment to bring them to our attention.
- IS NOT a set of inflexible rules. Our policies are guidelines and not promises of specific treatment in specific situations. Our policies and procedures, including the compensation and benefits we provide, are subject to changes and exceptions without prior notice, at our discretion. All decisions regarding the application or interpretation of our policies and procedures are within the PHA’s discretion. This applies to all of our policies and procedures, whether formal or informal, and whether or not contained in this Handbook.
- DOES NOT guarantee continued employment. We hope that our employment relationship with you will be ongoing and rewarding for you and us. However, your employment is “at will” and may be terminated at any time, with or without cause, by either you or us. Nothing in this Handbook, or that is said or written any place else, should be construed as a promise of permanent employment, of employment for any particular length of time, of discharge only for cause, or of a right to any particular discipline or discharge procedures, unless such provision is written in a collective bargaining agreement or in a written employment agreement signed by the Executive Director. No one has the authority to enter into any agreement for employment for a specified period of time, or to make any other representations or agreement inconsistent with this policy, unless it is in writing and signed by the Executive Director.

**B. ABOUT PHA**

PHA is a public corporation that provides, supports, and advocates for affordable housing for all low-income persons in Clallam and Jefferson Counties.

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**C. MISSION**

The mission of the Peninsula Housing Authority is to promote safe, affordable housing and foster effective partnerships that help meet that goal.

**D. ORGANIZATIONAL CHART**

The Organizational Plan of PHA sets forth the major areas of staff responsibility and authority. A copy is available for your review in the Executive Department.

**E. AUTHORITY TO EFFECT PERSONNEL ACTIONS**

The authority to appoint the Executive Director is vested in the Board of Commissioners (“Board”). The Executive Director serves at the direction of the Board. The authority to hire, promote, demote, transfer, suspend and terminate all personnel is vested in the Executive Director and those to whom the Executive Director delegates such authority.

**II. EQUAL EMPLOYMENT POLICIES**

**A. EQUAL EMPLOYMENT OPPORTUNITY**

PHA is an equal opportunity employer. This means we do not discriminate against applicants or employees on the basis of race, ancestry, creed, color, religion, national origin, pregnancy, childbirth or related medical condition, families with children, sex, marital status, sexual orientation, gender expression/identity, political ideology, age, citizenship or immigration status, honorably discharged veteran or military status, sensory, physical or mental disability, use of a trained dog guide or service animal, or any other legally protected characteristic or activity.

Our policy of equal opportunity and anti-discrimination applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, discharge, reduction in force, transfer, leaves of absence, compensation, and training.

As part of our equal employment opportunity commitment, we will follow all applicable provisions of applicable federal, state and local laws. Our policy prohibits discrimination against qualified applicants or employees with disabilities or who are pregnant. If your pregnancy affects your job performance or you have a sensory, physical, or mental impairment that affects your job performance, you must let us know as soon as possible. We will then discuss with you the possibility of providing reasonable accommodations to enable you to perform the essential functions of your job, provided that such an accommodation does not pose an undue hardship. If you are unable to perform the essential functions of your job, even with reasonable

**Commented [A1]:** RCW 49.58.010 uses the term “honorably discharged veteran or military status.”

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**Commented [A3]:** RCW 49.58.010 also includes in the definition of “protected class” “the use of a trained dog guide or service animal by a person with a disability, as those terms are defined in RCW 49.60.040.”

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Based off this session law, starting in 2027, it is considered an unfair practice for an employer to fail or refuse to make reasonable accommodations for an employee for pregnancy unless the employer can demonstrate that it would impose an undue hardship. Should pregnancy be added to this list to account for that yet?

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accommodations, please ask about assistance in identifying and applying for other jobs that may become available and for which you may be qualified.

**B. AFFIRMATIVE ACTION**

As part of our commitment to equal employment opportunity, we actively seek to increase the diversity of our job applicants and work force.

**C. WORKPLACE DISCRIMINATION AND HARASSMENT, INCLUDING SEXUAL HARASSMENT**

PHA strives to maintain a work environment that fosters mutual employee respect and promotes harmonious, productive working relationships. Respectful, professional conduct furthers PHA’s mission and promotes productivity, minimizes disputes, and enhances our reputation. Discrimination, harassment and retaliation undermine the integrity of the employment relationship. Therefore, PHA prohibits unlawful discrimination, harassment, retaliation and other behavior that PHA deems inappropriate under this policy. This policy does not limit PHA’s authority to take remedial action for workplace conduct that PHA deems unacceptable, regardless of whether that conduct satisfies the definition of or rises to the level of unlawful harassment or discrimination.

All employees are expected to be sensitive to, and respectful of, their co-workers and others with whom they come into contact while working for PHA. PHA prohibits discrimination and harassment by any employee towards any other employee (including managers and supervisors), contractors, subcontractors, suppliers, tenants, vendors, customers, and clients. PHA also prohibits discrimination and harassment toward any employee by any third party (including contractors, tenants, vendors, customers, and clients).

PHA expressly prohibits discrimination and harassment on the basis of any protected characteristic or activity, including race, religion, national origin, sex, gender (expression or identity), sexual orientation, age, disability or any other protected characteristic or activity that is identified in our Equal Employment Opportunity policy. While the following types of behavior may not necessarily constitute unlawful harassment, they are prohibited at PHA:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to any legally protected characteristic or activity.
- Written or graphic material displayed or circulated in our workplace that denigrates or shows hostility or aversion toward an individual or group because of any legally protected characteristic or activity.

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- Intimidating, hostile, derogatory, disrespectful, or otherwise offensive conduct or remarks that are directed at a person because of any legally protected characteristic or activity.
- Retaliation against an employee for filing a bona fide complaint about harassment, or for cooperating with the investigation of a complaint.

This is not an exclusive list of behaviors that may violate this policy or that may be deemed unacceptable by PHA.

One type of prohibited harassment is sexual harassment. It can consist of unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual or harassing nature if:

- Submission to such conduct is made a term or condition of employment, either explicitly or implicitly;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may be difficult to recognize in certain circumstances. Although the following types of specific behavior may not necessarily constitute unlawful sexual harassment, they can undermine a work environment based on mutual respect and employees should not engage in them at PHA:

- Vulgar or sexual comments, jokes, stories, and innuendo.
- Graphic or suggestive comments about someone's physical appearance or manner of dress.
- Gossip or questions about someone's sexual conduct or orientation.
- Vulgarity, leering, inappropriate touching, and obscene or suggestive gestures.
- Display in the ~~work place~~workplace of sexually suggestive photographs, cartoons, graffiti, and the like.
- Unwelcome and repeated flirtations, requests for dates and the like.

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- Subtle pressure for sexual activity, including sexual advances by a supervisor to a subordinate.
- Solicitation or coercion of sexual activity, dates, or the like by the implied or express promise of rewards or preferential treatment.
- Solicitation or coercion of sexual activity, dates, or the like by the implied or express threat of punishment.
- Sexual assault.
- Retaliation against an employee for refusing sexual or social overtures, for filing a bona fide complaint about sexual harassment, or for cooperating with the investigation of a complaint.

This is not an exclusive list of behaviors that may violate this policy or that may be deemed unacceptable by PHA.

It is the responsibility of every executive, manager, supervisor, lead, and employee to create an atmosphere free of discrimination and harassment, sexual or otherwise. In addition, it is the responsibility of each employee to respect the rights of co-workers.

Because PHA takes the issue of sexual harassment very seriously, we require that all employees take and pass the Housing Authority Risk Retention Pool (HARRP) sexual harassment class [within thirty days of starting employment](#). Scheduling of this class and test will be arranged-

by the PHA to best meet your schedule. Attendance is not an option; it is a requirement. [You will also be required to attend the class biannually, as well.](#)

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#### D. REPORTING DISCRIMINATION OR HARASSMENT

Discrimination and harassment, particularly sexual harassment, can be difficult to define. For this reason, we strongly urge you to use our discrimination and harassment reporting policy without worrying about whether the conduct involved would be considered harassment or discrimination in a legal sense. This policy is intended to assist PHA in addressing not only unlawful harassment and discrimination, but also any conduct that is offensive, inappropriate or that may otherwise be deemed unacceptable by PHA.

If, at any time, you believe you are being subject to conduct that may violate our harassment or discrimination policy, if you become aware of such conduct being directed at someone else, or if you believe another employee has received more favorable treatment because of conduct which

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may constitute discrimination or harassment, including sexual harassment, you must promptly notify the Executive Director or Human Resources.

Managers or supervisors also have an obligation to immediately report to the Executive Director any harassment or discrimination that they observe or become aware of during the course of their employment.

All reported incidents will be investigated under the following guidelines:

- Confidentiality will be protected to the extent possible, consistent with the need to investigate and take action, and as may be required by law.
- Each complaint will be investigated, and a determination will be made and communicated to the employee [following the investigation](#).
- Anyone who we conclude has violated our discrimination or harassment policies is subject to disciplinary action, up to and including discharge.
- We prohibit retaliation against anyone who makes a good-faith complaint or who cooperates in good faith in an investigation. Retaliatory conduct will subject the individuals involved to discipline, up to and including discharge from employment. Any instances of retaliation must also be promptly reported in accordance with this policy.

**We require you to report all incidents of harassment, discrimination, retaliation or other inappropriate behavior as soon as possible.** We want to provide you with a respectful and productive working environment, but we cannot do that if these issues are not brought to our attention. Please join us in our efforts to make PHA an enjoyable place to work for all employees.

#### E. CONSENSUAL RELATIONSHIPS

PHA recognizes that consensual intimate relationships may develop between employees. PHA does not prohibit consensual intimate relationships provided that both parties voluntarily consent to the relationship, the relationship and conduct of employees does not violate the sexual harassment policy, and the relationship does not affect judgment or performance of duties of the employees involved or negatively affect the common good of PHA. However, PHA prohibits intimate relationships between employees in a direct or indirect reporting relationship. To allow PHA to assess and prevent potential conflicts, employees who are involved in a consensual relationship should disclose this to Human Resources, the employees' managers, or another member of management. Employees in permitted consensual intimate relationships should refrain from public or workplace displays of affection or excessive personal conversation.

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An employee found in violation of this policy may be subject to disciplinary action, up to and including termination.

Notwithstanding this policy, PHA reserves the right to make decisions in the best interest of the organization, including reassignment, transfer or separating employees where appropriate.

This policy applies to all employees without regard to gender, sexual orientation or marital status.

### III. RECRUITMENT AND SELECTION

#### A. FILLING OF VACANCIES

All regular appointments and promotions to positions shall be based upon merit, qualification, fitness, ability, knowledge, and skills that are ascertained by application and open competitive examination. No appointment shall be made until approved by the Executive Director or ~~his or her~~ designee. The Human Resources Department shall assist in the recruitment, screening, and selection of employees.

The Executive Director shall approve the filling of vacancies prior to any recruitment, advertising, or hiring. The Executive Director review includes evaluation of position necessity, property classification, and available funding.

#### B. BONDING

All employees who authorize or disburse any finances for which PHA is responsible must be bondable. Bonding applications will be processed on all such personnel and fidelity bonding maintained for the duration of employment at the expense of PHA.

#### C. **TRANSFER AND JOB POSTINGS**

PHA encourages employees to apply for any vacancy in which they have an interest and for which they may be qualified. To be eligible to apply, employees generally must have been in their current position for at least six (6) months and have been performing their current job to PHA's satisfaction. Positions available at PHA will generally be posted internally, usually for a period of three (3) working days prior to public advertisement. Every job posting, both internal and external, will comply with the requirements of RCW 49.58.110 by including the wage scale or salary range for the position.

**Commented [A7]:** Would it maybe be a good idea to include in this section the requirements of RCW 49.58.110 (part of Washington Equal Pay and Opportunities Act) regarding disclosing of wage or salary info in job postings? Under subsection (3) these requirements apply to employers with 15 or more employees.

RCW 49.58.110 was updated in 2025 to provide that for postings from July 27, 2025 through July 27, 2027, an employer must be afforded an opportunity to correct a violation of subsection (1) before a job applicant may seek remedies under subsection (4) or (5) of this subsection.

There are also required disclosures for internal transfers and promotions (subsection (2)).

**Commented [A8R7]:** Added.

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Employees interested in a transfer or promotion to an area in which there is no current opening are encouraged to discuss their interest with the Executive Director or the supervisor responsible for the area in which they are interested.

Employees interested in a particular position should contact Human Resources and notify their supervisor of their application for the position. Applications must be received by Human Resources by the close of the posting period stated on the notice.

A supervisor, who identifies an internal candidate whom the supervisor would like to interview but who has not applied for the position, must first obtain the approval of the employee's current supervisor or of the Executive Director.

Transfers and promotions must take into account staffing needs in the employee's current area and will be granted only when determined by us to be in our best overall interest.

#### IV. ON THE JOB

##### A. EMPLOYEE CLASSIFICATIONS

The following are the main employee classifications used throughout this Handbook, although they do not change the at-will nature of employment at PHA.

You should know your wage classification status. Your initial classification will be determined at the time of hire. Changes in classification, including pay, benefits and promotions must be confirmed in writing. If you have any questions about your classifications or eligibility for benefits, please see Human Resources.

**Regular Full-Time Employees.** Regular full-time employees are employees who are regularly scheduled to work at least forty (40) hours per week. Generally, regular full-time employees are eligible for benefits, subject, of course, to the other eligibility rules described in our benefit policies and plans.

**Regular Part-Time Employees.** A regular part-time employee is an employee who is regularly scheduled to work fewer than forty (40) hours per week. Regular part-time employees may be eligible for limited types of benefits. For more information regarding benefit eligibility, please see Human Resources.

**Exempt Employee.** An exempt employee is an employee who is exempt from the minimum wage, overtime and time reporting provisions of the wage and hour laws. A PHA exempt employee does not receive overtime compensation, is paid a salary that

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compensates the employee for all hours worked and is paid for the value of ~~his or her~~the employee's services, not for the number of hours worked.

**Non-Exempt Employee.** A non-exempt employee is an employee who is covered by the minimum wage, overtime and time reporting provisions of the wage and hour laws.

**Volunteers.** ~~Volunteers may be utilized by PHA~~PHA may utilize volunteers. Volunteers must meet all PHA requirements for volunteer status. Volunteers are not entitled to pay or benefits. Prior to providing service, a volunteer or the appropriate PHA supervisor is required to complete the following:

Volunteer Application – provided by Human Resources

Background Investigation – ~~PHA completes~~ Documented background investigations are required to be completed on~~for~~ all volunteers who have contact with minors, disabled persons, and those who may have unsupervised contact with the public. Minimum background investigation includes a check of conviction records and a check of references.

Volunteer Service Agreement – The agreement releases PHA from certain responsibility and liability for the volunteer's service and establishes other conditions under which the volunteer provides service.

**Temporary Employees.** Temporary employees are those employed for a limited period of time, or for a special assignment or project, generally not to exceed four (4) months ~~four (4) OR OR~~ sixty-nine (69) hours per month for five (5) consecutive months. Temporary employees are hired with the understanding that their employment ends upon completion of the assigned task or project. The temporary employee must acknowledge the temporary nature of the position and the approximate period of employment on the application for employment. Temporary employees are not entitled to benefits.

**Force Account Employees.** Force account employees are those employed for a specific modernization program or for other significant construction projects. Their employment ceases upon completion of their assigned project. This employee group is generally not entitled to any benefits from PHA, unless otherwise specified by law or in the relevant benefit plan document(s).

## B. BASIC WORK HOURS UNDERSTANDING

1. **Business and Work Hours.** Our general business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The hours an employee works may or may not be the same as our general

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business hours, depending on the employee's position and PHA's business needs. Employees will be informed of their work schedule by their manager, which is subject to change based on business needs.

2. **Meal Periods and Rest Breaks.** An *exempt* employee is expected to effectively schedule ~~his or her~~ meal periods and rest breaks. The following policy applies only to *non-exempt* employees. Washington law requires at least a 30-minute meal period for shifts over five (5) hours. PHA provides Administrative staff working more than five (5) hours in a day ~~will be provided~~ up to ~~an unpaid~~ one (1) hour unpaid meal period approximately midway through the workday. Maintenance staff working more than five (5) hours in a day will be provided an unpaid one-half (1/2) hour meal period. An employee is eligible for an additional one-half (1/2) hour meal period if they work three (3) or more hours longer than a normal workday. ~~Employees have to~~ will be fully relieved of all duties during their meal period. If a meal period is interrupted or an employee is required to perform work during any portion of the meal period, the time worked will be paid and counted hours as worked, and the employee will be provided the opportunity to receive or complete the full 30-minute meal period required under state law. Non-exempt employees also are entitled to a paid fifteen (15) minute rest break during each four hours of working ~~time, time~~ and that should be scheduled as close to the midpoint of a work period as possible generally taken no later than the end of the third hour of each period. Rest breaks may be scheduled by the employee's supervisor and may be provided on a continuous basis or on an intermittent basis where the nature of the work allows for several shorter intermittent break periods. PHA may schedule meal periods and breaks to accommodate its business needs within legal guidelines. Personal phone calls and conversations should occur during meal periods and rest breaks rather than during working time. Employees must notify their supervisor as soon as possible, and no later than the end of the shift, if they are having difficulty taking a meal period or rest break, if a meal period or rest break is interrupted, or if they miss a meal period or rest break.

**Commented [A9]:** Added this from Rest Breaks, Meal Periods & Schedules.

**Commented [A10]:** Rest Breaks, Meal Periods & Schedules  
Changed this to be closer to language used by L&I

PHA will provide employees with paid reasonable break times, as needed, to express breast milk for their nursing child for up to twenty-four months after the child's birth, as well as a private location, other than a bathroom, that may be used by the employee to express breast milk.

**Commented [A11]:** Required by SL 5217

3. **Flextime.** Although most employees work normal business hours, with the prior written approval of the supervisor and the Executive Director, an employee may temporarily work on a flexible-time schedule to accommodate ride sharing, daycare and other personal needs. Any request for a modified schedule must be made in writing to the employee's immediate supervisor. Because all schedules are job and personnel-driven, PHA may adjust the employee's schedule at any time.

4. **Alternate Schedule.** Employees may be granted, upon written request, an alternate work schedule, as long as it does not interrupt the efficient operation of the agency. The request

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made by the employee must be recommended by the employee's direct supervisor to the Executive Director for final approval in writing.

5. **Clocking in and out.** Employees must be clocked in and ready to work at their scheduled start time. Clocking in after your scheduled start time is considered late. Repeated late clock-ins may lead to disciplinary actions, including up to termination. Employees must clock out at the end of their scheduled shift. Employees must clock out the start of any unpaid meal break and clock back in upon returning.

### C. JOB DESCRIPTIONS

We typically maintain a job description that describes the qualifications for, and essential functions of, each position PHA offers. Each employee will receive a copy of their job description, which may also be obtained from Human Resources. Job descriptions are typically reviewed periodically for accuracy and revised when appropriate. If your job duties change at any time, you are expected to notify Human Resources. PHA may modify the job description for any position at any time, in its sole discretion, subject to the approval of the Executive Director.

Notwithstanding the information in a job description, each employee may be directed to perform functions outside the scope of their ordinary job duties and will be expected to work in any capacity to which they are assigned.

### D. PROBATIONARY PERIODS AND PERFORMANCE EVALUATIONS

All new employees will have an initial six (6) month probationary period. All existing PHA employees will also have an initial six (6) month probationary period applicable to any promotion. During the initial probationary period the employee's ability to satisfactorily perform the job description will be evaluated by his/her/hc immediate supervisor. Failure to satisfactorily perform during the probationary period may result in termination for new hires to PHA or demotion for an existing PHA employee who has failed to pass the probationary period for a promotional position, provided a vacancy exists for which the employee being demoted is qualified. Successful completion of this probationary period does not alter the ongoing at-will nature of employment.

Written performance evaluations are conducted on all employees at the end of the initial six-month probationary period and then at least annually. The evaluation bears a direct relationship to the skills, knowledge areas, aptitudes and personal characteristics defined in the job analysis and the duties and responsibilities listed in the job descriptions.

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Evaluations are utilized by PHA to determine proficiency, employee incentives, promotional qualifications, job assignment, and continued tenure. For those reasons, the evaluation process is a formal one.

The evaluation process is only beneficial if it is consistent, impartial and candid. Evaluations which only accentuate the positive and ignore the negative are not beneficial to anyone. The reverse is also true.

Supervisors ~~are expected~~must ~~to~~ evaluate employees candidly and consistently and ~~to~~ ignore personal likes, dislikes, and biases. Supervisors are encouraged to involve the employee in the evaluation process whenever possible. Supervisors who evaluate subordinate employees will themselves be evaluated on the quality of the reviews that are prepared for subordinates.

Failure of supervisory personnel to complete evaluate evaluations ~~does~~ not diminish the responsibility of the employee to properly perform basic duties as outlined in these policies nor does this failure negate disciplinary action.

Supervisors are responsible for submitting evaluations on their employees prior to the end of the six-month probationary period and every 12 months thereafter. All evaluations shall be provided to the Executive Director for review and then to the employee's personnel file.

An employee may request review of the results of his/her~~the~~ evaluation in writing to the Executive Director. The request shall indicate those areas of the evaluation in which the employee disagrees, the basis for the disagreement, and the requested remedy. The Executive Director's decision shall be final.

An employee may provide a response, rebuttal, -or correction to an employee's evaluation that will be maintained in the employee's personnel file with the evaluation.

Commented [A12]: Consistent with RCW 49.12.250(3)(1).

#### E. CORRECTIVE ACTION

PHA may take corrective action whenever it believes such action is in PHA's best interests. Corrective action may include, without limitation: verbal warning; written warning; performance improvement plan; final warning; probation; suspension with or without pay; demotion or reassignment; or discharge, with or without prior notice. Suspension may be used for several purposes, which include without limitation: ~~as~~ a corrective measure; to permit an investigation; to allow PHA time to determine what corrective action will be applied; or to remove an employee from the premises for a period of time. Benefits such as annual leave, paid time off (PTO) and compensatory time may not be used during a period of suspension or probation, unless previously approved in writing by the Executive Director. Absent prior written approval of the Executive Director, employees on suspension or probation are also not eligible for pay increases.

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The goal of PHA’s corrective action policy is to correct unsatisfactory behavior or performance. To that end, it is PHA’s policy, generally, to apply less severe corrective action initially and more severe measures if the problem persists. This is only a guideline, however, not a promise of what action PHA may take. PHA may, in any circumstance, apply the corrective action it decides is appropriate, up to and including immediate discharge, without prior corrective action or notice.

## F. SEPARATION FROM EMPLOYMENT

~~1. **Resignation.** An employee may resign by giving written notice of resignation to the Executive Director. The letter of resignation should state the employee’s reason(s) for leaving and the requested final day of work. PHA requests at least two (2) weeks’ advance notice to assist PHA in maintaining adequate staffing. Employees who fail to give two (2) weeks’ notice will be ineligible to receive payment for accrued, but unused paid leave or time off benefits and will be ineligible for rehire. After providing notice of resignation annual leave, PTO, or previously scheduled sick leave may still be taken, with supervisor approval. Employees who use more than three consecutive days of sick leave during their notice period will need to obtain a doctor’s note. Any sick leave not scheduled prior to notice given must be accompanied by medical certification of need.~~

~~1.~~ Even after providing notice of resignation, the employee remains at will, and PHA may terminate employment before the final date requested by the employee. Except for early dismissal due to egregious misconduct, should PHA terminate an employee who has given at least two (2) weeks’ advance notice, the employee will be compensated through their originally-stated last day of work.

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If an employee fails to report for work as scheduled without notifying the supervisor, or if an employee fails to return to work after PHA informs the employee that an absence is not authorized, or fails to return after a leave of absence, the employee may be treated as having voluntarily resigned without advance notice.

**2. Termination.** PHA may terminate employment at any time, with or without cause. A terminated employee may be ineligible for rehire.

**3. Exit Interview.** On the last day of work, departing employees are encouraged to participate in an exit interview. The subjects to be covered in the exit interview include (a) return of all PHA property, including keys, PHA issued cell phones, and credit cards; (b) review of the employee’s confidentiality obligations; (c) review of any outstanding debts; (d) discussion of the status of fringe benefits; and (e) schedule for final paycheck. The employee’s supervisor or Human Resources will schedule the exit interview.

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**G. PERSONNEL RECORDS**

At least annually upon request, an employee may review ~~his or her~~ the employee's own personnel file in the presence of a representative of Human Resources at a reasonable time as provided by RCW 49.12.250 as amended. Any concerns an employee has regarding completeness or accuracy of the information in the file should be discussed with Human Resources.

Pursuant to RCW 49.12.250, PHA shall also provide copies of personnel files when requested by either an employee, a former employee who separated from PHA within three years of the request, or the employee's designee in accordance with the procedures and requirements set forth in the Washington State Public Records Act, Chapter 42.56 RCW.

Each employee (even those on leave of absence) must notify Human Resources as soon as possible of any changes to the employee's name, address, telephone number, Form W-4, immigration status, insurance beneficiaries, marital status, dependents affecting insurance coverage, or person to notify in case of emergency.

**Commented [A13]:** RCW 49.12.250 was updated in 2025 to add the following:  
Any employer subject to the requirements under chapter 42.56 RCW shall provide a copy of personnel file(s) when requested by the employee, former employee, or their designee in accordance with the procedures and requirements set forth in chapter 42.56 RCW. This subsection (2) does not limit or modify disclosure requirements under chapter 42.56 RCW.

**H. EMPLOYMENT VERIFICATIONS AND REFERENCES**

All requests for employment verifications and requests for references must be forwarded to Human Resources for response. PHA responds to employment verifications and reference checks by providing only the dates of employment, current or last position held and a description of the corresponding duties and responsibilities, ~~and by confirming current or last salary or wage rate.~~

**Commented [A14]:** Under RCW 49.58.100, an employer cannot ask about prior salary.

**I. ACCESS TO PHA PREMISES**

PHA's premises are intended solely for business purposes, and all areas on its premises are the property of PHA. PHA may access all areas on its premises at all times. This includes areas that are assigned to individual employees, such as desks or lockers. PHA also has the right to access all information stored or created using PHA equipment, including e-mail and documents stored on any PHA computer. Items that an employee considers to be private and confidential should not be brought onto PHA premises.

**J. GENERAL RULES OF CONDUCT**

All employees should act professionally and in the best interests of PHA at all times. Violations of our standards of conduct, rules, regulations and expectations of performance and conduct are unacceptable and may result in discipline, including, immediate discharge.

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The following are *some* examples of conduct that may lead to discipline or discharge. They merely illustrate, and do not limit, the types of conduct that PHA may consider unacceptable.

- Tardiness, absenteeism or failure to report absence or tardiness.
- Reporting to work under the influence of, or smelling of, alcohol, [marijuana](#), or an illegal controlled substance, ~~including marijuana~~.
- Possessing, consuming or using alcohol while at work or on duty (except at PHA authorized functions).
- Possessing, consuming or using [marijuana or](#) an illegal controlled substance ~~(including marijuana)~~ while at work or on duty.
- Inappropriate dress or poor grooming.
- Using work time or supplies for personal activities.
- Performance that does not meet our requirements or expectations.
- Abusive language or unprofessional conduct toward another person, including co-workers, supervisors and customers.
- Insubordination or deliberate failure to carry out instructions.
- Unauthorized use or release of confidential information.
- Misusing, destroying, or purposely damaging PHA property or property of an employee.
- Destruction of any documents involved in an ongoing investigation.
- Theft of PHA property or property of an employee [or client](#).
- Dishonesty, including falsifying or inappropriately completing records, including employment applications or time sheets.
- Harassment or discrimination of any nature.
- Violation of our policies

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This policy is not intended to be a complete list of all circumstances that may result in discipline or discharge. The rules set out in this Handbook are intended only as guidelines and do not give any employee a right to continued employment or to discharge only for cause. All discipline decisions remain at PHA's discretion. Consistent with its policy of employment at-will, PHA has the right, in all circumstances, to apply the discipline it determines to be appropriate, up to and including immediate discharge, without prior discipline or notice.

**K. ATTENDANCE AND PUNCTUALITY**

Regular, predictable attendance is an essential function of every position at PHA. Absenteeism and tardiness are costly, can affect client relations, and often cause problems for employees who cover for, or depend on, the work of the absent or late employee. Unauthorized absenteeism or patterns of absenteeism or tardiness, which includes arriving late and leaving early, will affect the performance evaluation and will result in discipline, up to and including discharge. If an employee fails to report for work as scheduled without notifying the supervisor, fails to return to work after PHA informs the employee that an absence is not authorized, or fails to return after a leave of absence, he or she may be treated as having voluntarily resigned without advance notice.

**L. PERSONAL APPEARANCE**

PHA expects an employee to dress and groom in a neat and businesslike manner consistent with the employee's position. An employee is expected to use good judgment in selecting appropriate clothing, jewelry and other accessories. Specific standards may vary from position to position due to such factors as the type of work and amount of public contact involved. Please refer to Appendix C of this Handbook for specific dress code guidelines.

If an employee comes to work dressed inappropriately, PHA may instruct the employee to return home and change ~~his or her~~ clothes. Non-exempt employees will not be compensated for this time away from work. If the employee continues to report to work dressed inappropriately, he or she may be subject to disciplinary action.

**M. MEALS FOR MEETINGS**

On rare occasions, non-alcoholic beverages, light refreshments, and/or meals may be authorized for employee meetings, board meetings and/or training as determined necessary by the Executive Director.

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**N. DRUG- AND ALCOHOL-FREE WORKPLACE**

PHA is a drug- and alcohol-free workplace. We believe the unlawful or unauthorized use of controlled substances or alcohol by our employees adversely affects our commitment to provide quality services. It also exposes PHA to potential liability, leads to violations of business conduct standards, detracts from a well-earned reputation in the community, and causes the loss of public and business community esteem. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their job functions or jeopardizes the health and safety of themselves or others.

Employee’s signature is required as acknowledgement of PHA’s Drug and Alcohol Free Workplace policy and continued employment at PHA is conditioned upon the provisions as set forth in Appendix A to this Handbook.

Employees who violate PHA’s Drug and Alcohol-Free Workplace Policy will be subject to discipline, up to and including discharge.

**O. ~~SMOKE-FREE~~TOBACCO WORKPLACE**

PHA maintains a ~~smokey~~tobacco-free workplace. Smoking, vaping, and using smokeless tobacco is not permitted anywhere in PHA’s buildings or vehicles or on any PHA property that has been designated as ~~smoke-tobacco~~ free. If an employee chooses to smoke, vape, or use smokeless tobacco, it must be done outside PHA’s offices and at least 25 feet from entrances, exits, windows that open, ventilation air intakes and outside any PHA vehicles.

**P. GIFTS; CONFLICTS OF INTEREST**

All employees are to avoid placing themselves in a position that may create or lead to an actual or perceived conflict of interest. Employees are prohibited from engaging in any outside business activity, financial relationship or investment that may conflict with PHA’s interests, compete with PHA, or interfere with the employee’s responsibilities to PHA. Employees may not directly or indirectly (whether personally or through family members, friends or others) solicit or accept personal fees, commissions, gifts, gratuities or favors of any kind from any resident, or group of residents of a property owned or assisted by PHA, or any other person who has a business or contractual relationship with PHA, or has made application or anticipates doing business with PHA.

Employees are also prohibited from having any direct or indirect personal interest (whether personally or through family members, friends or others) in any transaction with PHA. For example, no employee may acquire any interest, direct or indirect, in any housing project or transaction, any property included or planned to be included in any project or transaction, or any

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contract or proposed contract for materials or services to be furnished or used in connection with any housing project or transaction. If any employee of PHA owns or controls such an interest, he or she must immediately disclose the same in writing to PHA.

Employees are required to promptly disclose any potential conflict of interest to their supervisor. Upon disclosure, the potential conflict may be addressed and resolved.

**Q. EMPLOYMENT OF RELATIVES**

To be an effective member of PHA, each employee must avoid actual, potential, or perceived conflicts of interest, complaints of favoritism, discrimination, or concerns about possible managerial unfairness. Therefore, PHA does not permit any employee to directly supervise, or, because of the employee’s position in the organizational “chain of command,” have the practical power of supervision over a relative; or to appoint, remove, discipline, evaluate, or control any other matters affecting the employment of a relative.

We also prohibit the employment of relatives of policy level officers of customers, competitors, regulatory agencies and others with whom we deal, where necessary to avoid the reality or appearance of improper influence or favor, or to protect our confidential information.

If two employees are in a situation that conflicts with this policy after becoming related (typically by marriage), one of the employees must transfer to another open position for which the employee is qualified and which is suitable under this policy. If such a position is not available, one or both of the employees may be asked to seek other employment. Relatives within the meaning of this policy include:

- Spouses;
- Domestic partners;
- Brothers or sisters (including brothers and sisters in-law);
- Parents (including mothers and fathers in-law) and grandparents;
- Children (including sons and daughters in-law) and grandchildren;
- Nieces and nephews; and
- First cousins

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We also prohibit the employment of persons who are members of the immediate family of a current Board Commissioner when necessary to avoid the reality or appearance of improper influence or other actual or reasonably foreseeable conflicts of interest. "Immediate family member" for purposes of this policy means spouses, domestic partners, children, parents and siblings.

**R. OUTSIDE EMPLOYMENT**

Employees must ensure that their outside activities do not negatively affect their job performance and are not contrary to the interest of PHA. Because of the demanding nature of our work, full-time employees are encouraged not to seek or accept outside employment. Outside employment may be acceptable, however, if it does not adversely affect the employee's performance, create an actual or perceived conflict of interest, or otherwise conflict with PHA's interests. We encourage employees to discuss outside employment with Human Resources to ensure that their outside employment will not create any conflicts.

**S. CONFIDENTIAL INFORMATION**

PHA considers to be confidential all information that is allowed by law about PHA's operations, PHA's employees, and PHA's residents that is not generally known to the public. All employees must sign a confidentiality acknowledgment at the time of hire. Employees are reminded of their duty to keep all of this information confidential and to not use this confidential information except as directed by PHA and for PHA's benefit.

**Commented [A15]:** We want to be compliant with the public records act, silent no more act, and other laws that limit our ability to keep some information confidential.

**T. PERSONAL USE OF TELEPHONES, CELLULAR PHONES, EQUIPMENT AND SUPPLIES**

PHA's computers, networks, email, intranet, internet, other communications systems, copiers, postage, supplies and the like are for business use and should not be used for personal matters. PHA's telephones are intended for business use, so employees should limit personal phone calls to emergencies or essential personal business and keep them as brief as possible. The same limitation applies to the use of PHA provided cell phones.

PHA employees may not use personal electronic devices while operating a vehicle on duty, whether a PHA vehicle or a personal vehicle. If an employee needs to use a personal electronic device while driving, he or she must first pull safely to the side of or off the roadway. Attention to the road and safety should always take precedence over conducting business over the phone. The only exception is for using a personal electronic device to contact 911 or other emergency services.

Safe use of personal electronic devices is only one part of safe driving. While traveling on business, employees are expected to behave in a safe and legal manner.

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**U. DISPOSAL OF ABANDONED PROPERTY**

No property or tangible things found in any PHA-owned housing vacated by a tenant may be removed by employees for their personal use. Unless otherwise required by state law, disposal of abandoned property will be handled as follows:

- If usable items are released in writing by a tenant, they will be donated to a Resident Council or charitable organization.
- Usable items that have not been released by the vacating tenant will be inventoried and stored or disposed of in compliance with state law. Unusable property must be [properly](#) disposed of.
- Recyclable materials will be either sold or donated to Resident Councils or a charitable organization. The Property Manager is responsible for determining whether items are usable.

**V. TELEPHONE CONDUCT**

Remember that callers receive a lasting impression of PHA from the way you handle their calls. Always be courteous, and do not keep callers on hold longer than necessary.

If you take calls for others at PHA, please follow these rules of telephone conduct. Answer all calls either as your supervisor has requested or, simply, "Good Morning, Housing Authority." Be sure messages are accurate. If you have been asked to screen calls, do not make the caller uncomfortable. Instead of simply asking to take a message, say, "She is unavailable, but I will be happy to take a message and have her return your call" or, "He is in conference, may I ask him to return your call?" If the person for whom you take calls is in conference, try to find out in advance whether he or she will take calls, and from whom. If the person for whom you take calls is out of the office, find out to whom you can refer calls, and to whom you should give numbers where he or she can be reached. Be as helpful as you can without putting anyone in an awkward position or divulging information that might cause a problem.

**W. SOLICITATION**

Individuals who are not PHA employees are not permitted to solicit or distribute materials at our offices at any time, for any purpose. An employee is not permitted to solicit visitors in PHA offices at any time, for any purpose.

Reasonable forms of solicitation are permitted among employees during periods when both those soliciting and those being solicited are not on work time (such as before or after work or

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during break or meal periods), provided such employee-to-employee solicitation occurs in non-work areas (such as the employee break room) and without coercion. No employee may solicit in a manner that violates PHA’s workplace policies, including its equal employment opportunity and harassment policies, or creates excess litter.

A bulletin board for use by employees is provided by PHA on the common hall wall or break room. All other bulletin boards are reserved for PHA use, for official PHA communication, or for posting legally-required notices. Notices on the employee bulletin board will be removed on a periodic basis. Notices that violate any of PHA’s workplace policies, including its equal employment opportunity and harassment policies, may not be posted and, if posted, will be removed, and the employee may be subject to disciplinary action.

## X. WHISTLEBLOWER POLICY

1. **Whistleblower Rights and Protection.** PHA strives to conduct its business with integrity and in strict accordance with all applicable federal, state, and local laws. Accordingly, employees are encouraged to bring to PHA’s attention any improper actions of PHA officers or employees in accordance with the procedures outlined below. PHA will not retaliate against any employee who makes a complaint of improper actions in good faith and in accordance with the procedures set out in this policy.

2. **Reporting Procedure.** As used in this policy, “improper actions” are actions undertaken by an officer or employee in the performance of official duties, whether or not the action is within the scope of the individual’s employment, that: (a) violate any federal, state or local law or rule; (b) are an abuse of authority; (c) are of substantial and specific danger to public health or safety; or (d) are a gross waste of public funds. “Improper actions” do not include personnel actions such as employee grievances; complaints; appointments; promotions; transfers; assignments; reassignments; reinstatements; restorations; reemployments; performance evaluations; reductions in pay; reprimands; dismissals; suspensions; demotions; alleged violations of the local government collective bargaining and civil service laws; or alleged labor agreement violations.

Improper actions may be reported internally using this policy or may be reported to the office of the Washington State Attorney General, the Washington State Auditor or the Clallam or Jefferson County Prosecuting Attorney. Before you provide information about a possible improper action to anyone who is not a public official or listed in the preceding sentence, you must first raise your concern with PHA and fully exhaust the reporting and reconsideration procedures set out in this policy. Because most concerns can effectively be addressed internally, it is strongly suggested that concerns regarding improper actions be reported first to the Executive Director or to a member of the Board.

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To report improper actions, the employee should submit their concern and related information (“Complaint”) in writing to the Executive Director. If the Complaint concerns the Executive Director, the employee should submit the Complaint to the Board. The employee’s identity will be kept confidential, to the extent possible under law and consistent with PHA’s need to investigate the Complaint, unless the employee provides written authorization for disclosure. The employee may report under this policy through a representative or attorney.

PHA will have ten (10) working days to address the Complaint and provide a written response that identifies: the alleged improper action at issue; describes the scope and findings of PHA’s investigation; states what, if any, action will be taken against the allegedly offending officers or employees; and explains why that action is appropriate.

If the employee is not satisfied with PHA’s investigation or resolution of the Complaint, the employee may request reconsideration in writing within five (5) working days of receipt of PHA’s written response. Written requests for reconsideration must be submitted to the Board and must identify the specific elements of the investigation or written response that the employee finds unsatisfactory. The Board has three (3) working days to advise the employee, in writing, whether reconsideration will be granted. Any reconsideration will be limited to examination of the specific issues the employee raised in ~~his or her~~the written request. If reconsideration is granted, PHA has five (5) working days from the date reconsideration is granted to complete additional investigation and give the employee a written response.

All employees must strictly follow this policy. Employees who comply with this policy will not be subject to discipline or discharge for reporting, disclosure, or other activities performed pursuant to this policy. Going outside this reporting and reconsideration policy is permitted only in those rare cases in which persons or property will be damaged if the alleged improper conduct is not immediately addressed. Nothing in this policy prohibits an employee from contacting the police or other first responders to avoid immediate threats to persons or property.

**3. Protections Against Retaliation.** PHA prohibits retaliation against an employee who makes a report or registers a complaint in good faith in accordance with this policy. If an employee has reason to believe that he or she has been subjected to retaliation, the employee must immediately report such matters, within 30 days of the time they arise, using the process outlined above.

PHA’s equal employment opportunity, workplace harassment, and workplace violence policies require employees to report potential violations of those policies. Such reports must be made using the procedures in those policies.

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**Y. COMPUTER USE**

**1. General Rules.** Employees are given access to PHA computer and communications network to assist in performing their job. This network includes, without limitation, PHA computers, servers, routing devices, data storage devices, email, intranet, telephones, internet, and all other PHA computers, electronic devices and communications systems. The computer and communication network is owned and operated by PHA and are to be used for the business of PHA. Employees should not have an expectation of privacy in anything created, stored, sent, or received on the computer and communications network, regardless of the content or the intent of the sender or recipient. Without prior notice, PHA may review, use and disclose any material created, stored, sent, or received on its network or through the Internet or any other computer network.

Employees are not allowed to remove any PHA computer or computer equipment, including laptops, from PHA premises without express written permission from the Executive Director. This includes taking a PHA computer home to perform PHA-related work. If an employee is provided permission by the Executive Director to take a PHA computer home or off PHA premises to perform PHA work, the employee may be required to document the amount of time spent working on the computer away from PHA, including the amount of time spent performing PHA-related business and any personal use of the computer.

Use of computer resources for any of these activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, offensive, discriminatory, defamatory, or otherwise unlawful or in violation of PHA policies or procedures;
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, or destructive programs (that is, viruses or self-replicating code);
- Wasting computer resources by, among other things, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, or engaging in online chat groups;
- Using or copying software in violation of a license agreement or infringing on copyright material;
- Violating any applicable local, state, federal, or international law.

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Employees who become aware of someone using computer resources for any of these activities are obligated to report the incident immediately to their supervisor.

2. **Email and Internet Usage.**

a. **E-mail and Internet Use Are For Business Use.** Our electronic mail and Internet systems are for official business only.

b. **E-mail and Internet Use Are Not Private.** We expect you to honor our password protection system and not to read other people's e-mail or Internet content. Everyone should understand, though, that e-mail and Internet data are not private or confidential. Any message you send can be forwarded to anyone else. Even after e-mail has been deleted, it can still be possible to retrieve and read it. Also, all messages are PHA records and are the property of PHA. We reserve the right to read, use and disclose e-mail messages. For these reasons, you should not use the e-mail or Internet system for any information that you consider personal or private. All communications ~~may~~ should be considered public records and be disclosed according to law.

c. **E-mail and Internet Use Decorum and Content.** When using the e-mail and Internet systems, keep in mind that you are using PHA property. You should use the same care and discretion that would apply if writing an internal memo, report, or letter. All messages and documents should be composed with the expectation that they could be made public. Please take special care to avoid jokes or comments that would violate our policies, including our harassment policy.

- ***Duty not to waste computer resources.*** An employee must not deliberately perform acts that waste or unfairly monopolize computer resources. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, or engaging in online chat groups. Because audio, video, and picture files require significant storage space, files of this sort may not be downloaded unless they are business related.
- ***Monitoring of computer usage.*** PHA has the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by an employee on the Internet, monitoring chat groups and newsgroups, reviewing materials downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.
- ***Blocking of inappropriate content.*** PHA may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by PHA's networks. In the event that you encounter inappropriate or sexually explicit material while using the

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Internet, immediately disconnect from the site, regardless of whether the site was subject to PHA's blocking software.

- **Games and entertainment software.** An employee may not use PHA's Internet connection to download games or other entertainment software, including screen savers, or to play games over the Internet.
- **Illegal copying.** An employee may not copy material protected under copyright law or make that material available to others for copying. An employee is responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material he or she wishes to download or copy. An employee may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Executive Director.
- **Accessing the Internet.** To ensure security and avoid the spread of viruses, an employee accessing the Internet through a computer attached to PHA's network must do so through an approved Internet firewall.
- **Virus detection.** Files obtained from sources outside PHA, including disks brought from home, flash drives brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by clients, tenants or vendors, may contain dangerous computer viruses that may damage PHA's computer network. An employee should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-PHA sources, without first scanning the material with PHA-approved virus checking software. If an employee suspects that a virus has been introduced into PHA's network, notify the Executive Director immediately.
- **Use of encryption software.** An employee may not install or use encryption software on any of PHA's computers without first obtaining written permission from the Executive Director. An employee [who is given permission to use or install encryption software](#) must not use passwords or encryption keys [for that software](#) that are unknown to ~~his or her~~[the employee's](#) supervisor.

Violations of this policy may result in disciplinary action up to and including discharge.

## Z. SOCIAL MEDIA

### 1. Using Social Media Away From Work

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PHA respects the right of its employees to use social media in various ways during their personal time and using their own personal equipment. “Social media” is an expanding term that includes multi-media and social networking sites (such as YouTube, Facebook, Twitter and Instagram), blogs (such as Tumblr), and wikis (such as Wikipedia or any other site where text can be posted).

The same principles and guidelines found in PHA’s policies apply to employee activities online. Employees should carefully read the Computer Use Policy and the Workplace Harassment Policy, and ensure postings are consistent with these policies.

PHA requires that employee use of social media comply with law and respect the rights of fellow employees and PHA clients. Ultimately, employees are responsible for what they post, should use care and discretion in their online activities, and should remember that social media communications are not private.

Employees should respect copyright, trademark, trade secret, fair use and other intellectual property laws governing material owned by others, including PHA’s own copyrights, trademarks, trade secrets and proprietary information. In addition, employees should protect PHA clients and clients’ private information at all times.

Postings (including statements, photographs, images, video or audio) that include discriminatory remarks, harassment, and threats of violence or similar unlawful conduct are prohibited.

Employees should not use PHA email addresses to register on social networks, blogs or other online tools utilized for personal use.

## 2. Using Social Media at Work

Employees may not use social media while on work time or on equipment provided by PHA, unless it is work-related as authorized by a manager or consistent with PHA’s Computer Use Policy.

Internal social media may consist of a variety of internal tools or media used to enhance communication, share knowledge, and locate resources. Content should be work-related, and all postings are considered proprietary and are only for internal use. Postings are not private.

Employees using internal social media also should follow all the guidelines for using social media away from work, as described above.

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3. Violations

Violations of this social media policy may result in discipline up to and including termination of employment.

V. PAY AND BENEFITS

A. TIMEKEEPING AND OVERTIME

1. **Exempt Employees.** An exempt employee receives a fixed salary for all hours worked and does not receive overtime pay. An exempt employee is expected to spend sufficient time each week to fulfill their job functions.

Exempt employees may be asked to record the number of hours worked for workers' compensation reporting, billing, or other purposes and for keeping track of full days taken as paid time off (PTO).

2. **Non-Exempt Employees.** A non-exempt employee is paid on an *hourly* (Hourly Employee) or *salary* (Salaried Non-Exempt Employee) basis and will be paid overtime at the rate of one and one-half (1½) times ~~his or her~~ the employee's regular rate of pay for actual hours worked beyond forty (40) hours in any workweek. Unless otherwise specified in a collective bargaining agreement, holidays, annual and sick leave, PTO (Paid Time Off), and other time not worked- paid or unpaid - are not counted as overtime hours or included in the calculation of overtime pay.

Non-exempt employees may take compensatory time off in lieu of overtime pay. The choice is entirely at the employee's discretion. If an employee chooses compensatory time off in lieu of overtime pay, the employee must sign an authorization form. Compensatory time, if elected, will accrue at the rate of one and one-half (1½) hours of compensatory time for each hour (1) of overtime worked. Employees who so elect may accrue up to a maximum of eighty (80) hours of compensatory time. PHA will pay employees for any overtime worked in excess of this maximum, so long as previously authorized.

If you are a non-exempt employee, you must accurately record the number of regular and overtime hours that you work each workweek and certify that you have properly accounted for all such hours. Falsifying timecards, completing the timecard of another or working without recording your time (working "off the clock") is strictly prohibited and will result in corrective action.

For overtime calculation purposes, a new workweek begins at 12:01 a.m. each Monday or as designated by PHA.

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**B. PAYROLL**

Paychecks are issued monthly by the 5<sup>th</sup> of the month following the end of the pay period. Employees may submit a written request to receive up to two (2) draws per month. One mid-month draw and/or a draw on the last business day of the month. Regular and temporary full-time and part-time employees are paid for the current month. PHA will make deductions from your gross pay as required or authorized by law or as authorized in writing by the employee.

Although PHA tries to be accurate in its payroll records, occasionally an employee may be paid more or less than he or she should be paid. An employee is encouraged to review paycheck stubs for accuracy. If an employee discovers an error, he or she must immediately report it to Human Resources. If PHA discovers an error, it will notify the employee.

If a paycheck is less than it should be, it will be corrected in the following pay period, or earlier if the shortage is significant. If a paycheck is more than it should be, the employee will be asked by PHA to repay the amount either by payroll deductions or by agreement, consistent with applicable laws. An employee who knowingly fails to report an error on ~~his or her~~ the employee's paycheck may be disciplined, up to and including discharge from employment.

We do not advance pay or benefits under any circumstances.

**C. IMPROPER DEDUCTIONS PROHIBITED**

PHA requires that all employees be paid in accordance with law. PHA prohibits unlawful deductions being taken from the salary or wages of employees. Except in certain situations recognized by law, a salaried exempt employee must receive full salary for any week in which they perform any work without regard to the number of days or hours worked. If the employee is ready, willing and able to work, deductions may not be made for time when work is not available. Exempt employees need not be paid for any workweek in which they perform no work and deductions from the compensation of exempt employees may be made for:

- Absence of a full day or more for personal reasons;
- Absences of one or more full days occasioned by sickness or disability, consistent with PHA policy;
- Offsets for jury fees, witness fees or military pay;
- A penalty imposed in good faith for infractions of safety rules of major significance;

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- Unpaid disciplinary suspension imposed in good faith for infractions of workplace conduct rules; and
- Partial work weeks in the initial or terminal week of employment.

If any employee believes that there has been an improper deduction of wages from ~~his or her~~ the employee's paycheck, the employee must immediately report the situation to either the supervisor or Human Resources. If PHA determines that any deduction is improper, it shall promptly take corrective action, including paying the withheld amount. PHA prohibits retaliation against any employee who reports such a matter in good faith.

#### D. PAY ADMINISTRATION

1. **General.** PHA's pay structure is intended to provide all employees with compensation appropriate to the experience, training and responsibility required by each job. PHA attempts to keep its compensation ranges in line with the industry as a whole. Your compensation will be reviewed from time to time and may be adjusted according to the quality of your work and changes in the local job market, among other factors. Promotions are another way your compensation may increase. Compensation adjustments do not take effect until confirmed in writing by the Executive Director.

2. **Base Rates of Pay.** For all nonunion employees, appropriate base rates of pay and adjustments, if any, will be determined by the Board. A salary range will be established for each position, and the rate of pay for each employee will be within the range established for the position. In other words, the base compensation of a regular, full-time employee will not be less than the minimum of the range set for the employee's job title, as determined by the Board. Regular part-time employees will be compensated on a pro rata basis utilizing the wage/salary rate of a similarly situated regular full-time employee and the actual number of hours worked by the part-time employee. An employee who is promoted or transferred to another position in a higher pay grade will be paid not less than the minimum of the range for the new position or the employee's rate before promotion, whichever is greater. Regardless of any other provision of this policy, PHA will not pay more than the maximum of the range for any job title.

The current schedule of rates of pay for nonunion employees is available for review in Human Resources.

3. **Bonuses.** No bonus payments in cash, or any other form, will be made.

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**E. EMPLOYEE BENEFIT PLANS**

**1. Health and Other Insurance Benefits.** The current insurance or other employee benefits that we provide are described in summary plan descriptions that are provided to you and that are available from Human Resources. The exact terms and conditions of our benefit plans are governed by the plan documents themselves. The plan documents control over any inconsistent statements or descriptions in this Handbook, or any other summary or communication, written or oral. *In case of a conflict between the terms of an employee benefit plan document and the terms of any summary, the terms of the plan document will control.*

PHA does not promise that any particular kind, or level of, benefits will continue in the future. PHA reserves the right to terminate or modify the benefits PHA provides at any time, at PHA's discretion, with or without advance notice.

**2. Group Insurance.** To the extent approved by the Board, PHA offers group health, dental, vision and life insurance coverage to eligible regular full-time and part-time employees and their dependents, in accordance with the terms and conditions of the benefit plans.

Depending upon the group and/or benefit plan in which an employee participates, monthly premium deductions for the subsequent calendar year will be determined and communicated on an annual basis. These deductions will be based on Employee monthly premiums as set for the upcoming year, selected plan and coverage, less employer contributions as determined. Personal surcharges and/ or additional elective deductions will be the full responsibility of the individual participant. Any deviation from the determined total monthly premium cost throughout the year due to changes in enrollment, staffing levels, etc. will be absorbed by PHA.

If you are covered by a group health, dental or vision insurance plan, you are entitled under federal law to continue the coverage for a period of time after your employment ends, but you are responsible for paying the premiums. You will receive notice of this option at the time of employment separation.

**3. Retirement Plan.** Regular full-time and regular part-time employees in eligible positions must participate in the Washington Public Employees Retirement System.

**4. Government Employment Insurance.** PHA pays premiums for workers' compensation (Washington Industrial Insurance and Medical Aid) and unemployment insurance in compliance with applicable law for all employees.

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**F. EMPLOYEE ASSISTANCE PROGRAM**

PHA believes in assisting employees through the difficulties associated with personal problems that may affect their work performance. Accordingly, PHA offers all employees and members of their immediate families the services of an employee assistance program (EAP) to handle assessment and referral to local community treatment sources.

All employees are strongly encouraged to use the program. From time to time, PHA itself may urge an employee to seek assistance. Employee visits to the EAP will be kept confidential to the fullest extent possible.

It should be noted that while employees seek assistance from our EAP, they are expected to continue to meet performance expectations. Participation in the EAP does not necessarily prevent PHA from taking disciplinary action against an employee for performance problems that occur before, during or after the employee seeks such assistance.

**VI. TIME OFF**

**A. HOLIDAYS**

Paid holidays are available to all full-time employees. A part-time employee will receive holiday pay if he or she is regularly scheduled to work on the day in which the holiday falls (pro-rated). Holiday pay will not exceed 8 hours of compensation per holiday. PHA’s normally scheduled holidays are:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Day
- One day before or after Christmas as designated by PHA

In addition, all regular full-time and part-time employees who have successfully completed their initial evaluation period are entitled to two (2) floating holidays each calendar year. A floating holiday must be taken in a full day increment, not to exceed 8 hours, and must be scheduled

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with the approval of your immediate supervisor. A floating holiday must be used in the calendar year in which it is awarded; otherwise, it is forfeited. Under no circumstances will PHA provide cash payment in lieu of a floating holiday.

If a PHA recognized holiday falls on a Saturday or Sunday, PHA will observe it on either the preceding Friday or the following Monday.

Non-exempt regular employees who work the normal workdays before and after a holiday will be paid for the holiday, not to exceed 8 hours. Holiday pay will not result in an employee being paid for more hours in a holiday week than the employee's regularly scheduled hours. Holiday pay is intended to ensure that employees who miss a regular work day due to holiday closure will still receive their regular pay for that week, not extra pay. Non-exempt employees who are asked to work on a holiday will be paid holiday pay in addition to their regular wages for the hours actually worked.

Exempt salaried employees will have their salary continued during the holiday.

A holiday occurring during an employee's scheduled vacation or paid time off (PTO) will not be charged against accrued vacation or paid time off (PTO).

**B. ANNUAL AND SICK LEAVE FOR NON-EXEMPT EMPLOYEES**

1. **Annual Leave.** Regular non-exempt full-time employees receive paid annual leave. However, non-exempt employees are not eligible to take annual leave until after completion of ninety (90) days of continuous employment.

Regular non-exempt full-time employees accrue annual leave at the following rates:

<u>Months of Service</u>	<u>Days Per Month</u>	<u>Per Year Maximum</u>
0 thru 36 (0-3 yrs)	1	12
37 thru 96 (3-8 yrs)	1.25	15
97 thru 156 (8-13 yrs)	1.5	18
157 thru 192 (13-16 yrs)	1.75	21
Over 192 (over 16 yrs)	2.08	25

<u>Months of Service</u>	<u>Days Per Month</u>	<u>Per Year Maximum</u>
0 thru 24 (0-2 yrs)	1	12
25 thru 60 (2-5 yrs)	1.25	15
61 thru 120 (5-10 yrs)	1.5	18
121 thru 180 (10-15 yrs)	1.75	21

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A regular, non-exempt part-time employee accrues annual leave pro rata on the basis of hours actually worked and a standard work year of 2080 hours.

a. **Maximum Accrual.** Our annual leave policy is designed to refresh and invigorate our employees with time away from the job, and we encourage you to use your annual leave every year. At minimum, once a year, annual leave should be taken in a one- or two-week block. This practice ensures that employees take adequate time to relax and rest away from work. The maximum accrual for union employees is set forth in the appropriate collective bargaining agreement. Otherwise, unused annual leave, beyond the maximum allowed, is forfeited at the end of the calendar year.

b. **Availability to Use.** You may not use annual leave before you actually earn it. Annual leave schedules must be arranged between you and your supervisor.

c. **Annual Leave for Illness or Injury.** If you become ill or injured during your annual leave, you may request that the time be counted as sick leave, rather than charged against your accrued annual leave. Substitution of sick leave for annual leave must be approved by your supervisor and may be required to be confirmed by the employee’s healthcare provider.

If you are a non-exempt employee, you will be paid for your normally scheduled number of hours at your regular rate for each day of annual or sick leave.

d. **Payment Upon Separation.** Employees who have completed their initial evaluation period and resign with two (2) weeks’ written notice generally will receive payment for accrued but unused annual leave. In the case of death, PHA will pay the appropriate beneficiary the entire balance of accrued annual leave.

e. **Leave Cash-Out.** Employees with a total leave balance of at least 160 hours (combined sick, annual or compensatory) may, upon request given in writing to Human Resources, cash out up to 40 hours of annual leave, if available, per calendar year. This is a one-time per calendar year cash out and the request cannot exceed 40 hours of annual leave. Payment of annual leave cash out will be paid only as a direct deposit.

**Paid Sick Leave** PHA provides paid sick leave to non-exempt regular full-time and regular part-time employees. Non-exempt full-time employees accrue sick leave at the rate of one (1) day of sick leave for each month of employment. Non-exempt part-time employees accrue sick leave at the rate of one (1) hour for every forty (40) hours of compensated time.

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After completion of ninety (90) days of continuous employment, paid sick leave shall be used for (1) the employee’s own mental or physical illness, injury or health condition, (2) the mental or physical illness, injury or health condition of the employee’s family member, (3) the employee’s need for preventative medical care or the preventative care need of the employee’s family member, (4) domestic violence leave as provided in our Leave for Victims of Domestic Violence policy, ~~or~~ (5) a work or school closure by a public official for any health-related reason to limit exposure to an infectious agent, toxin, or hazardous material, or (6) allowing the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or the employee’s family member; or for any other purpose required or permitted by state or federal law. “Family member” includes the employee’s child (including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in as parent or legal guardian, regardless of age or dependency status), spouse, domestic partner, parent (including biological, adoptive, de facto, or foster parent, stepparent, or legal guardian), parent-in-law, grandparent, grandchild, or sibling.

**Commented [A17]:** This was an update to RCW 49.46.210 effective July 27, 2025.

Accrued sick leave need not be used during the calendar year in which it accrues. It may be carried over from year to year, up to a maximum accrual of 180 days (1440 hours).

f. Notice/Use. A non-exempt employee is authorized to use paid sick leave as provided under RCW Chapter 49.46 RCW.

**Commented [A18]:** RCW 49.46.210 also provides specific provisions regarding verification of leave for immigration proceedings. See section (1)(g). I thought the reference to 49.46 seemed sufficient but let me know if I should go back and add those verification requirements.

A non-exempt employee who is unexpectedly unable to report to work as scheduled must notify the employee’s immediate supervisor and the Human Resources Department as soon as possible under the circumstances, generally by no later than the start of the scheduled ~~work day~~ workday. If the need to use paid sick leave is known in advance, the employee must provide at least ten (10) days’ notice of the need to use sick leave. Any absence not reported as required by this subsection will be recorded as an absence without pay, although PHA, in its sole discretion, may waive this requirement for good cause shown.

**Commented [A19R18]:** By reference is fine.

g. Payment Upon Separation. In the event of the death of an employee, 25% of the non-exempt employee’s accrued, unused sick leave will be paid to the employee’s estate. If a non-exempt employee retires under the Public Employee’s Retirement System of the State of Washington, the employee will be paid 20% of his/her accrued, unused sick leave. A non-exempt employee who voluntarily leaves the employ of PHA, with two (2) weeks’ notice, and for any reason other than retirement, death or involuntary termination, will be paid 10% of his/her accrued, unused sick leave. Non-exempt employees who are involuntarily terminated, or leave without two (2) weeks’ notice, will not be paid any accrued, unused sick leave.

h. Certification. PHA reserves the right to require certification of Paid Sick Leave. In general, medical certification of the reasons for leave may be required for absences of more than three consecutive days. Medical certification confirming an employee’s ability to return

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to work and perform their job duties may be required if the absence is related to a serious health condition or illness, or when there are questions concerning reasonable accommodation or the ability to perform essential job-related functions. Certification must be provided in a timely manner. The employee is not required to provide any details concerning the specific nature of a health condition in order to use paid sick leave, unless otherwise required by law.

**C. PAID TIME OFF (PTO) FOR EXEMPT EMPLOYEES.**

Exempt full-time employees accrue Paid Time Off (PTO) in lieu of annual and sick leave. After the completion of ninety (90) days of continuous employment, PTO can be used for an exempt employee’s time off from work for personal reasons, including vacation, employee’s illness, to care for a family member or for any reason required under RCW Chapter 49.46 or other Federal, State or local law.

**1. Accrual Rate.**

<u>Months of Service</u>	<u>Days Per Month</u>	<u>Per Year Maximum</u>
<del>0 thru 36 (0-3 yrs)</del> 0 thru 24 (0-2 yrs)	2.25	27
37 thru 96 (3-8 yrs) 25 thru 60 (2-5 yrs)	2.67	32
97 thru 156 (8-13 yrs) 6 thru 120 (5-10 yrs)	3.09	37
157 thru 192 (13-16 yrs) 121 thru 180 (10-15 yrs)	3.50	42
Over 192 (over 16 yrs) Over 181 (over 15 yrs)	3.92	47

**Commented [A20]:** Adjusted to align with non-bargained employees.

**2. Maximum Accrual.** Exempt employees may accrue a maximum of 600 PTO leave hours. The maximum accrual is assessed only at fiscal year-end. In June of each year, any exempt employee with accrued hours in excess of the maximum will forfeit those hours. Employees are responsible for monitoring their own leave balances.

**3. Minimum Use of PTO.** It is important for all staff to take adequate time off to refresh and recharge; therefore, exempt employees with at least one year of service, will be required to use a minimum of two weeks of PTO each fiscal year.

**4. Notice and Availability to Use.** You may not take PTO before you actually earn it. PTO schedules must be arranged between you and your supervisor. PHA usually prefers that you take PTO for vacation or personal reasons with at least 7 days advance notice. An exempt employee who is unexpectedly unable to report to work as scheduled because of personal or family

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medical reasons must notify the employee's immediate supervisor and the Human Resources Department as soon as possible under the circumstances, generally by no later than the start of the scheduled ~~work day~~workday. If the need to use paid time off for personal or family medical reasons is known in advance, the employee must provide at least ten (10) days' notice of the need to use sick leave. An absence not reported as required by this subsection will be recorded as an absence without pay, although PHA, in its sole discretion, may waive this requirement for good cause shown.

**5. Certification.** PHA reserves the right to require certification of Paid Time Off for medical reasons. In general, medical certification of the reasons for leave may be required for absences of more than three consecutive days. Medical certification confirming an employee's ability to return to work and perform their job duties may be required if the absence is related to a serious health condition or illness, or when there are questions concerning reasonable accommodation or the ability to perform essential job-related functions.

**6. Paid Time Off (PTO) Cash Out.** Exempt employees with a PTO leave balance of at least 160 hours may, upon request in writing to Human Resources, cash out up to 80 hours of leave per calendar year, but may not reduce the remaining balance of PTO below 80 hours. This is a one or two time per calendar year cash out request. Cash out of leave does not count toward an exempt employee's required minimum use of PTO in the fiscal year.

**7. Payment Upon Separation.** Employees who have completed their initial evaluation period and resign with two (2) weeks' written notice generally will receive payment for accrued but unused PTO. In the case of death, PHA will pay the appropriate beneficiary the entire balance of accrued PTO.

#### **D. GIFTING LEAVE**

If an employee is about to or has exhausted all sick, annual or PTO leave as a result ~~of what Human Resources, or the Executive Director considers to be~~ a serious health condition that will result in the employee's extended absence, Human Resources, upon request, will send out a memo to all qualifying staff requesting donation of leave. Under no circumstance is an employee to approach co-workers directly for such requests. Employees may then submit their donation in writing if they choose to do so. Employees may donate their accrued annual leave, compensatory time, sick leave, or PTO (but not holidays) to other employees who have exhausted their sick, annual and PTO leave time resulting in the other employee being on leave without pay. An employee may donate sick leave only if he or she has accrued more than 160 hours of sick leave and the donation does not cause their sick leave account to fall below 160 hours. An employee may donate annual or PTO leave only if he or she has accrued more than 160 hours of annual or PTO and the donation does not cause their annual or PTO account to fall below 160 hours. There is no minimum balance needed to donate compensatory time. An employee may not donate any

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excess vacation or sick leave above the collective bargaining agreement or this policy's limits that the employee would otherwise be unable to use because of an approaching anniversary date.

An employee may not receive more than 65 days of gifted leave during their tenure with the agency. The agency may authorize gifted leave in excess of 65 days in extraordinary circumstances for an employee qualifying for gifted leave because the employee is suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature. Any gifted leave unused will be returned to the donor(s). Under no circumstances will the recipient be eligible to cash out any gifted leave.

### E. FAMILY AND MEDICAL LEAVES

1. **General Medical Leave.** PHA provides a medical leave of absence when an employee must be absent from work due to his or her own health condition. Medical leave is paid so long as paid sick leave, paid time off (PTO), annual leave or compensatory leave is available. Medical leave is unpaid after paid leave is exhausted, although employees may be eligible for income replacement through Washington Paid Family and Medical Leave.

We require a medical certification to support a request for medical leave whenever the proposed leave is expected to extend beyond three (3) consecutive working days. We may require additional medical opinions, at our option and expense.

During medical leave, employees are expected to keep their supervisors apprised of the status of their condition and any changes in their anticipated date of return.

~~Medical leave ordinarily is available for a maximum period of 30 days. Thereafter, PHA may elect to fill the employee's position, and the employee will be eligible to apply for any open position.~~ After the leave ends, we may require a medical certification of fitness for duty to return to work.

**Commented [A21]:** Because PFML allows up to 12 weeks of leave, I removed this.

2. **Pregnancy Disability Leave.** ~~PHA provides pregnancy disability leave to all female employees for the period of actual disability associated with pregnancy and childbirth. Pregnancy disability leave is for the period of disability that is medically necessary, and not for child rearing after the disability ends. Like any other medical leave, PHA may require medical certification to support a request for leave. While leave is unpaid, employees may elect to use paid sick, vacation, or other accrued paid time off while on leave. Please consult the Human Resources if you have questions.~~

**Commented [A22]:** Is this separate from the extra leave under PFML that you get for pregnancy disability.

**Commented [A23R22]:** I took it out since it will be covered by PFML.

3.2. **Washington Family Care Act.** In compliance with the Washington Family Care Act, PHA permits an employee who has available vacation, paid time off (PTO), and/or paid sick leave to use that time for the following family care purposes:

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- To care for a child of the employee with a health condition that requires treatment or supervision; or
- To care for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.

The Washington Family Care Act defines a “child” as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in for a parent of a child who is (a) under 18 years old; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.

An employee may not take vacation, paid time off (PTO) and/or sick leave for any purpose, including family care, until the vacation, paid time off (PTO) and/or sick leave benefit has been accrued or earned and is otherwise available for the employee’s use. An employee, who takes leave for one of the above family care purposes, must comply with the terms of PHA’s policies applicable to the leave.

**4.3. Child Care Leave.** Regular full-time employees who have completed six (6) continuous months of employment, regardless of gender, are provided with unpaid leave of up to twelve (12) weeks in any twenty-four (24) month period to care for a newborn child or newly adopted child who is under the age of six (6) at the time of placement for adoption. Child care leave to care for a newborn is in addition to leave for disability resulting from pregnancy or childbirth, which is treated under our pregnancy disability leave policy.

Child care leave must be taken within twelve (12) months following the child’s birth or placement for adoption. If you wish to take child care leave, you must provide the Human Resources with at least thirty (30) calendar days prior written notice.

**5.4. Leave for Victims of Domestic Violence and Their Family Members.**

Employees who are victims or whose family members are victims of domestic violence, sexual assault, ~~or~~ stalking, or a hate crime may take reasonable unpaid leave from work for any one of the following permitted purposes:

**a. Permitted Purposes:**

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s family members, including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, stalking, or hate crime. ~~civil or criminal legal proceedings.~~

**Commented [A24]:** This leave also applies to if an employee’s family member is a victim.

**Commented [A25]:** This was an update to RCW 49.76.030 effective January 1, 2026.

**Commented [A26]:** Changed the language in this section to more closely align with the language in RCW 49.76.030.

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- To seek ~~medical~~ treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, stalking or hate crime.
- To attend to health care treatment for a victim who is the employee’s family member.
- To obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, stalking, or hate crime.
- To obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault, or hate crime, in which the employee or the employee’s family member was a victim of domestic violence, sexual assault, stalking, or hate crime~~services from a domestic violence shelter, rape crisis center, or other social services program or mental health counseling.~~
- To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee’s family members from future domestic violence, sexual assault, stalking, or hate crime~~relocate or participate in safety planning.~~

Employees may take unpaid leave to help a victimized family member obtain treatment or seek help. “Family member” includes: (a) spouse, parent, parent-in-law, grandparent, and child; or (b) a person with whom the employee has a dating relationship.

PHA may request verification of family relationship. If requested, family relationship may be determined by a birth certificate, court document, or other similar documentation such as a signed written statement from the employee.

For definitions of domestic violence, sexual assault, stalking, or hate crime, please refer to RCW 49.76.020.

While leave is unpaid, employees may elect to use paid sick, vacation, or other accrued paid time off while on leave. Leave may also be taken on an intermittent or reduced schedule basis.

**b. Notice Requirements.** Employees must give as much advance notice of the need for leave under this policy as is possible. However, if the employee cannot do so because of emergency or unforeseen circumstances, the employee or the employee’s designee must notify their direct supervisor and Human Resources of the need for leave no later than the end of the first day the employee takes the leave.

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**Commented [A27]:** Not sure if this is needed but thought it may be good to include?  
**Commented [A28R27]:** Agreed.

c. **Requests for Leave.** Leave requests must be supported with one or more of the following:

- A police report indicating the employee or employee’s family member was a victim.
- A court order providing protection to the victim.
- Documentation from a healthcare provider, advocate, clergy, attorney, or other professional from whom the employee or family member sought assistance.
- An employee’s signed written statement that the employee or the employee’s family member is a victim and that leave was taken for a permitted purpose.

**6.5. Washington Spousal Military Leave For Deployment Or Leave From Deployment.** During ~~periods~~ times of military conflict, as defined by RCW 49.77.020 ~~declared by the President or Congress~~, an employee who is the spouse of a military family member may be eligible for unpaid leave. The employee must work an average of twenty (20) or more hours a week and must be a spouse of a member of the armed forces, National Guard, or reserves. An eligible employee may take up to fifteen (15) days of unpaid leave after the military spouse is notified of an impending call or order to active duty and before deployment, or when the military spouse is on leave from deployment. While leave is unpaid, employees may elect to use paid sick, vacation, or other accrued paid time off while on leave.

An employee must provide Human Resources with notice of ~~his or her~~ the employee’s intent to take leave within five (5) business days of receiving official notice that the employee’s spouse will be on a leave from deployment or of an impending call to active duty.

Consult Human Resources for further details about these policies.

**6. Leave for Volunteer Firefighters, Reserve Officers, and Civil Air Patrol Members.** Pursuant to RCW 49.12.460, PHA may not discharge from employment or discipline (a) a volunteer firefighter or reserve officer because of leave taken related to an alarm of fire or an emergency call; or (b) a civil air patrol member because of leave taken related to an emergency service operation. In order for an employee to qualify as a volunteer firefighter under RCW 49.12.460, the employee must have (1) notified PHA of their firefighter status and their intent to serve as a volunteer if already at PHA when called to serve as a volunteer or (2) if they are not already at PHA when called to serve as a volunteer, they must have been ordered to remain at their position by the commanding authority at the scene of the fire. For further rules and definitions applicable to leave for volunteer firefighters, reserve officers, and civil air patrol members, please see RCW 49.12.460.

**Commented [A29]:** RCW 49.76.115(3) also provides that employers cannot refuse to make reasonable safety accommodations requested by an individual who is a victim of domestic violence, sexual assault, or stalking, unless the employer can demonstrate that the accommodation would impose an undue hardship on the operation of the business of the employer. Not sure if that should be inserted here or if there is a more appropriate place for such information.

**Commented [A30]:** This definition of “period of military conflict” also included periods in which a member of a reserve component of the armed forces is ordered to active duty pursuant to either sections 12301 and 12302 of Title 10 of the USC of Title 32 of the USC. However, that was kind of long so I thought just referencing the RCW here would be more effective.

**Commented [A31]:** RCW 49.77.030 also contains rules regarding job restoration. I included such requirements for PFML since there were changes in those requirements but did not know if that is necessary here.

**Commented [A32]:** This applies to employers who had twenty or more full-time equivalent employees in the previous year and thus would apply to PHA so I added it.

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**7. Washington State Paid Family and Medical Leave.** Employees may be eligible to receive Paid Family and Medical Leave (PFML) benefits under Washington State law. This benefit is administered by the Washington Employment Security Department and if an employee wants to use this benefit, they must apply as outlined at [www.paidleave.wa.gov/workers](http://www.paidleave.wa.gov/workers). PHA does not approve, deny or administer benefits under the Washington Paid Family and Medical Leave. If an employee meets the eligibility requirements and is approved, the employee will be paid by the State a percentage of the employee's weekly wages, up to 90 percent of the state average weekly wage. \$1,000.

At its discretion, PHA may offer the option of using accrued and unused sick leave, annual leave, or PTO as a supplement to PFML State benefits, and an employee may choose to accept that offer of supplemental use on the terms offered by PHA.

Under PFML, employees that began employment with PHA at least 180 calendar days before taking leave are entitled to employment restoration upon either returning from PFML.

An employee forfeits the right to employment restoration if the employee does not exercise it upon the earlier of:

- The first scheduled work day following the period of leave; or
- The first scheduled work day following a continuous period of, or combined intermittent periods of a total of, 16 typical workweeks of leave taken during a period of 52 consecutive calendar weeks, except this period is extended to 18 typical workweeks of leave during a period of 52 consecutive calendar weeks if any of the leave was taken as a result of a serious health condition with a pregnancy resulting in incapacity.

To the maximum extent allowed by law, leave that is compensated under the Washington Paid Family and Medical Leave Act will run concurrently with all other applicable paid or unpaid leave types that are available as a benefit from PHA or under applicable law.

**F. OTHER TYPES OF LEAVE**

**1. Bereavement.** We provide regular, full-time and part-time employees who have completed six (6) months of continuous employment with paid leave for up to ~~three (3)~~ **five (5)** working days in the event of a death in the employee's immediate family. Immediate family shall

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Commented [A33]: Under RCW 50A.15.020(6)(a) it states that:

"The maximum weekly benefit for family and medical leave that occurs on or after January 1, 2020, shall be \$1,000. By September 30, 2020, and by each subsequent September 30th, the commissioner shall adjust the maximum weekly benefit amount to 90 percent of the state average weekly wage. The adjusted maximum weekly benefit amount takes effect on the following January 1st." Therefore, I adjusted the language to be "90 percent of the state average weekly wage." I could not find where to find what the current number is though.

Commented [A34R33]: RCW 50A.15.020 was also amended so that the minimum claim duration payment is 4 consecutive hours of leave. However, this policy did not previously provide the minimum claim duration so I was not sure if it should be added?

Commented [A35]: Under RCW 50A.20.020 it requires that employers post and keep posted, in conspicuous places on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice, to be prepared or approved by the commissioner, setting forth excerpts from, or summaries of, the pertinent provisions of this title, including, but not limited to: Eligibility requirements, possible weekly benefits, application processes, employment protection rights, nondiscrimination rights, and other protections, and information pertaining to the filing of a complaint. Any employer that willfully violates this section may be subject to a civil penalty of not more than \$100 for each separate offense. Any penalties collected by the department under this section shall be deposited into the family and medical leave enforcement account.

Not sure if we need to include anything about that in this policy, but might be good to check with the client to make sure they have done this?

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Commented [A36]: Added these new requirements from RCW 50A.35.010.

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mean persons for whom the employee is, or has been, financially responsible or who are related by blood, whether whole or half, marriage, adoption or registered domestic partnership in the following relationship: spouse, registered domestic partner, child, grandchild, grandparent, parent, sibling, or relative living in the employee's household. In the instance a death is the employee's spouse, registered domestic partner, or child up to ten (10) days of bereavement leave will be allowed. No more than three (3) working days bereavement leave shall be allowed per occasion. Bereavement leave may not be accumulated. In addition, we shall grant the time needed, with pay, due to travel in excess of 500 miles one way, not to exceed two (2) calendar days, provided the travel is to attend a memorial service. The Executive Director has the discretion to allow bereavement leave on a case-by-case basis for other relationships not mentioned above.

**2. Jury Duty.** We provide all regular full-time and part-time employees paid leave for the full period of jury duty service. Payment provided by the courts during periods of paid jury duty leave must be paid over to PHA, excluding expense reimbursements, such as mileage. You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your supervisor with proof of jury service. Day shift employees whose jury service on any day ends in time to permit at least four (4) hours of work during their regular shift are required to call PHA to determine whether they need to return to work. Generally, no employees will be required to report to work on any day during which they have performed jury duty for more than one-half (1/2) day.

**3. Witness Duty.** All employees summoned to testify in court are allowed unpaid time off for the period they serve as witnesses. The time off will be paid if the employee is requested by PHA to be a witness on behalf of PHA in a legal action.

**4. Military Service.** We provide leave to all employees performing military service in accordance with federal and state law. Compensation during leave for military service will be determined in accordance with state and federal law. Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.

**5. Other.** PHA will allow unpaid leave in compliance with applicable federal, state and local laws.

**G. GENERAL RULES APPLICABLE TO ALL LEAVES OF ABSENCE.**

**1. Concurrent Use.** To the maximum extent allowed by law, different leave types discussed in PHA policy or required by law will run concurrently when they would independently

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apply to a leave. If you have questions about the interaction among the different types of available leave, please contact Human Resources.

**2. Periodic Reporting.** During all periods of leave, an employee is expected to keep the immediate supervisor apprised of the status of ~~his or her~~ the employee's condition and any changes in the anticipated date of return. PHA may require that an employee report ~~his or her~~ the employee's status to PHA on a fixed, regular basis, and a failure to do so may lead to disciplinary action, up to and including discharge.

**3. Returning From Leave.** PHA complies with all applicable federal and state laws related to reinstating an employee after periods of leave.

When an employee has been absent for three (3) consecutive scheduled ~~work days~~workdays for an employee's illness or injury, PHA may require a health care provider's statement regarding the employee's fitness to return to duty, including whether any conditions or accommodations are needed.

An unauthorized failure to return promptly to work at the conclusion of a leave of absence, acceptance of any other employment during a leave, or an application for unemployment compensation while on leave (which would indicate availability for work), may be treated as a voluntary resignation.

**4. Continuation of Benefits During Leave.** All employee benefits continue during periods of paid leave, subject to the requirements of the applicable plan or policy. During all periods of unpaid leave:

- Employee benefits that operate on an accrual basis (such as annual, paid time off (PTO) and/or sick leave) do not continue to accrue, unless a written employee benefit plan provides otherwise.
- We do not pay for group health or other insurance benefits (unless required by law), but you may continue those benefits at your expense during the leave to the extent allowed by our benefit plans and by law.
- No other benefits are provided.

All periods of authorized leave, whether paid or not, are included when calculating an employee's length of service with PHA.

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**H. INCLEMENT WEATHER**

It is the policy of PHA to maintain normal hours of operation, which make the best use of people and resources in serving the needs of the public. However, inclement weather conditions or other emergency situations may, from time to time, necessitate the closure of PHA. Closure of PHA shall be at the discretion of the Executive Director or ~~his or her~~ designee after consideration of all facts presented. The welfare of the public and PHA employees is the main concern. Closure of PHA and/or specific departments shall only be allowed with the prior knowledge and approval of the Executive Director or ~~his or her~~ designee.

At the discretion of the Executive Director or ~~his or her~~ designee, PHA may be closed due to snow or other emergency conditions. Employees will be allowed to stay home or return home if they have reported to work. In such cases, regular employees working at least 15 hours per week shall suffer no loss of pay (up to 8 hours per day) nor shall accrued leave banks be reduced unless an employee is regularly scheduled to work more than 8 hours per day. Permanent, non-exempt employees who *are required* to work (as determined by the Executive Director or ~~his or her~~ designee) in order to abate the emergency conditions (i.e., snow removal, etc.) shall be paid at the rate of time and one-half of the employee’s basic hourly rate. Temporary employees or employees working less than 15 hours per week will not be compensated or accrue leave during an inclement weather or emergency closure.

If PHA is open and an employee is unable to make it into work due to inclement weather conditions, the employee’s time shall be charged against compensatory time, vacation time, paid time off (PTO), then leave without pay.

If an employee has elected not to come to work due to inclement weather conditions and PHA is open, but later closes, the employee’s authorized accrual bank shall be charged for the hours the agency was open and the employee did not report to work.

**I. DISASTER POLICY**

Webster defines “DISASTER” as “a sudden calamitous event bringing great damage, loss or destruction.” Disaster, catastrophe, calamity and cataclysm may all be used synonymously and shall mean an event or situation that is a terrible unforeseen ruinous and often sudden misfortune that happens either through lack of foresight or through some hostile external event.

If Clallam or Jefferson County, or a portion thereof in which an individual employee or employees reside, has been declared a “disaster area” by a governmental agency, and employees are unable to report to work due to such conditions, non-exempt employees will be paid only for time actually worked. Exempt employees shall be paid for any workweek in which work was performed; however, no payment of wages will be made for weeks in which no work has been

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performed. If an employee wishes to receive payment for such period of time not worked, use of accrued vacation leave or compensatory leave time would be appropriate.

Any non-exempt employee who reports to work because he or she was not notified that business operations were closed shall be paid the minimum reporting pay of two hours. An employee who does not report to work under such declared “disaster” conditions shall not be subject to discipline. An exempt employee who reports to work because they were not notified that business operations were closed shall be paid for such day of reporting.

When notified, employees shall make every effort to report their circumstances to their immediate supervisor or designee. Employees shall make every effort to report to work as soon as is reasonably possible under such conditions provided PHA is open and functioning.

## VII. COMMUNICATION

### A. JOB COUNSELING

If you want to talk about other job prospects within PHA, you may arrange for a counseling discussion with the Executive Director or the appropriate supervisor. The discussion will not jeopardize your employment with PHA.

### B. WORKPLACE DISPUTE RESOLUTION

Honest differences of opinion regarding working conditions or other matters will arise from time to time. When problems arise, PHA encourages employees first to bring them to their supervisor's attention or to the attention of Human Resources if their supervisor is part of the problem or is otherwise unable to assist. Most work-related problems can and should be resolved informally by the supervisor or Human Resources.

Nevertheless, we recognize that not all problems can be remedied on this informal basis. The following more formal procedure is available to address more difficult issues.

An employee may appeal disciplinary related decisions, including discharge, in writing directly to the Executive Director. Appeals must be submitted in writing not later than the tenth (10<sup>th</sup>) working day following receipt by the employee of written notice that disciplinary action has been taken or recommended. Appeals must specify the action desired by the employee, the reasons the employee feels the recommended action is not warranted, and available information to refute or explain the alleged violations. Absent special circumstances, within ten (10) working days of receipt of the written appeal, the Executive Director will respond or will defer final action for a period typically not to exceed thirty (30) working days to further investigate the situation. The Executive Director's decision shall be final.

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The process described in this policy does not apply to reports or complaints under the Equal Employment Opportunity, Workplace Harassment or Whistleblower policies contained in this Handbook. Instead, employees must use the procedures in those policies.

**C. EMPLOYEE PROTECTION LINE (EPL)**

As an employee of PHA, you are considered a valuable member of the team. PHA understands this and wants to provide you with the safest and most productive work environment possible. However, PHA understands that there may be situations where you do not feel comfortable coming forward internally, so PHA provides you with an alternative means of reporting workplace problems, grievances, and/or wrongdoing – the Employee Protection Line. The Employee Protection Line enables you to make a report without giving your name or identifying yourself in any way; however, you must give enough information to allow your concerns to be addressed.

You may access the Employee Protection Line by calling (800) 576-5262. Your Employee Protection Line organization code number is: 10196. For more information on how to use the Employee Protection Line please refer to the Employee Awareness Training Video, Poster or Manual which are located in the copier/facsimile room of PHA.

Once a report is received, it is forwarded to a Review Team that is comprised of PHA employees, the Executive Director, and the Chair of the Board. If the report concerns one of the members of the Review Team, that team member will be ineligible to receive the report and the other team members will review the issues and prepare a written recommendation for disposition of the matter. The Board will review the report and the Review Team Recommendations at the next regularly scheduled Board Meeting (in executive session to discuss personnel matters) and decide on a course of action. The Board will then notify the Review Team in writing of any action taken. The Review Team will insure that the Board's action is implemented appropriately.

**D. EMPLOYEE MEETINGS**

Meetings of all employees are held at least on a quarterly basis. The meetings are an attempt to keep all of us informed about PHA, its operations and the people who work here.

**E. CONTACTS WITH THE MEDIA**

Any contact on the part of a television, radio, or newspaper representative must be referred immediately to Executive Director. Employees are not authorized to speak on behalf of PHA.

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## VIII. SAFETY AND HEALTH

### A. WORKPLACE VIOLENCE PREVENTION

PHA strives to provide a safe environment for employees, clients, customers and visitors. All such persons should be treated with courtesy and respect at all times. Access to all PHA property is limited to those with a legitimate business interest.

PHA has a “zero tolerance for violence” policy. If an employee displays or threatens violence in the workplace or to a client, the employee may be subject to immediate discharge. No comments regarding violence or joking about violence will be tolerated.

PHA defines “violence” to include physically harming another person or him or herself, shoving, pushing, harassment, intimidation, coercion, brandishing weapons and threats or talk of violence. The possession of weapons (including knives, firearms, or dangerous substances) is prohibited.

An employee should report to the Executive Director or manager any incident that may involve a violation of this policy. Reports should be as specific and detailed as possible. Further, all suspicious individuals or activities should also be reported as soon as possible to a manager.

Threats or assaults that require immediate attention by local authorities should be reported first to the police. Any employee facing a situation that may result in violence should avoid confrontation. Instead, if possible, the employee should retreat to a safe location and report the incident to a manager or the police, as necessary under the circumstances.

Violation of this policy may result in disciplinary action, up to and including discharge.

### B. WEAPONS

Employees may not possess or use any weapon, at any time, while on any property owned, leased or controlled by PHA, including anyplace where PHA business is conducted, such as customer locations, client locations, trade shows, restaurants, and PHA event venues. Weapons include, but are not limited to: guns, knives or swords with blades over four inches in length, and related paraphernalia, such as ammunition, explosives, and any chemical whose purpose is to cause harm to another person. This policy applies even if an employee has a concealed weapons permit or is allowed by law to possess a weapon. Violation of this policy may result in disciplinary action, up to and including discharge.

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### C. SAFETY

PHA is committed to providing a safe and healthful work environment. More specifically, PHA's goal is to minimize the exposure of employees, residents, and the public to health and safety risks. Accordingly, PHA makes every effort to comply with relevant federal and state occupational health and safety laws and to develop operations, procedures, practices and programs that further this goal. All PHA employees are expected to work diligently to maintain safe and healthful work conditions and to adhere to proper operating practices and procedures designed to prevent injuries and [illnesses](#).

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The responsibilities of all employees in this regard include, but are not limited to:

- Exercising care and good judgment at all times to prevent accidents and injuries.
- Seeking first aid for all injuries, regardless of how minor, reporting the incident to the supervisor or the Executive Director, and completing an Incident Report Form.
- Reporting unsafe conditions, equipment, or practices to supervisors.
- Using required safety equipment at all times.
- Strictly adhering to all safety rules and regulations.
- Notifying their supervisor, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them, their coworkers or the public.

We also strictly adhere to an Accident Prevention Program and a Blood Borne Pathogens Exposure Control Plan. Copies of these programs are attached as Appendices G and D. Please review them carefully.

### D. USE OF PHA VEHICLES

The use of PHA vehicles is governed by the following rules:

- PHA vehicles may only be used with the permission of PHA. A request to use a PHA vehicle must be approved by the employee's immediate supervisor.

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- No smoking, including the use of e-cigarettes, is allowed while using a PHA vehicle.
- PHA vehicles are to be used only for official PHA business. Employees are expressly prohibited from any personal use of a PHA vehicle.
- PHA vehicles must be returned to PHA premises after their use.
- No drinking is allowed in PHA vehicles. No one with permission to use a PHA vehicle shall have consumed any alcohol the same or preceding day that the PHA vehicle is used.
- No passengers who are not employed by PHA shall be allowed in a PHA vehicle without permission. Permission may only be granted by the employee's immediate supervisor.
- Employees are required to have a valid Washington driver's license and be insurable by PHA's insurance carrier before they can use a PHA vehicle. PHA may check the status of employees' driver's licenses at any time. Any change in the driving license status of an employee shall be immediately reported to PHA.
- Employees must complete the mileage log in the vehicle for each trip.
- The receipt of any citation while driving a PHA vehicle shall be immediately reported to the employee's supervisor. Employees are personally responsible for all parking and moving violation citations issued in connection with their use of a PHA vehicle.
- Employees are directed to operate PHA vehicles in a safe manner at all times. Any employee involved in a collision or other type of accident, whether or not damage is sustained to the PHA vehicle or anything or anyone else, shall immediately report the incident to the employee's supervisor.
- PHA discourages employees from stopping on the side of the road except for emergencies such as an accident or mechanical problem.
- Employees are required to advise PHA of the current status of their personal auto insurance, if any, including the amount of their personal auto insurance policy. Employees are also required to advise PHA immediately of any change in their personal auto insurance policy.

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- Employees, whether as drivers or passengers, and all other passengers, are required to use seat belts and all other safety harnesses or other safety devices which are provided with the PHA vehicle at all times.
- Employees shall not use a personal electronic device such as a cell phone, tablet, laptop, two-way messaging device, or electronic game while operating a PHA vehicle.
- PHA's insurer, HARRP, has certain criteria which determine who are acceptable as drivers of PHA vehicles. All employees should familiarize themselves with these criteria which are included in this Handbook at Appendix E.

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**PENINSULA HOUSING AUTHORITY  
EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT**

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I have received a copy of the Employee Handbook for the Peninsula Housing Authority (“PHA”) dated [July 19, 2023](#). I have or will read the Handbook and follow the policies in it, including those in each Appendix.

I understand and agree that this Employee Handbook:

- REVOKES and supersedes any prior summaries or statements or representations of employment policies and procedures. However, it does not supersede the provisions of individual employment contracts signed by the Executive Director or PHA’s written policies, or state, federal, or local law. In the event of conflict between any of these sources and this Handbook, the terms and conditions of the employment contract, policy or law shall control.
- IS an evolving document, which PHA expects to revise and update from time-to-time. PHA policies and procedures, including the compensation and benefits PHA provides, are subject to changes and exceptions without advance notice, at PHA discretion. The policy of employment at-will cannot be changed, except in an express, written agreement signed by the Executive Director and the individual employee. All decisions regarding the application or interpretation of PHA policies and procedures are also in PHA’s sole discretion. This applies to all of PHA policies and procedures, whether formal or informal, and whether or not contained in this Handbook.
- DESCRIBES some of the benefits available from PHA. PHA has prepared benefit plan documents and summary plan descriptions for certain benefit plans, and if there is a discrepancy between a statement in this Handbook and a plan document, the plan document will govern. All PHA benefits are subject to amendment or elimination in PHA’s discretion.
- IS NOT my only source of information on employment-related matters. If I have additional questions regarding employment related matters, I should talk with my supervisor or the Executive Director.
- IS NOT a set of inflexible rules. PHA policies are not promises of specific treatment in specific situations.
- DOES NOT guarantee continued employment. My employment is “at-will” and may be terminated at any time, with or without cause, by either PHA or me. Nothing in this Handbook, or that is said or written any place else, should be construed as a promise of permanent employment, of employment for any particular length of time, of discharge only for cause, or of a right to any particular discipline or discharge procedures, unless the promise is in a written employment agreement signed by the Executive Director. No one has the authority to enter into any agreement for employment for a specified period of time, or to make any other representations or agreements inconsistent with this policy, unless it is in writing and signed by the Executive Director.

Please keep a copy of this receipt and acknowledgment for your records.

Date: \_\_\_\_\_

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Employee Signature

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APPENDIX A

**PENINSULA HOUSING AUTHORITY  
DRUG- AND ALCOHOL-FREE WORKPLACE POLICY**

PHA has a strong commitment to provide a safe workplace and to establish programs promoting high standards of employee health. Use of alcohol or other drugs by an employee can cause decreased efficiency and increased risk of injury to the employee, to the employee's coworkers, to PHA tenants/clients, and/or to the general public. The purpose of this policy is to identify PHA'S restrictions on the use of controlled substances, alcohol and medicines in order to maintain a healthy and drug-free workplace for all employees. This policy supplements and does not replace PHA's Employee Handbook.

**1. POLICY**

- 1.1 All PHA employees must, as a condition of employment with PHA, abide by the terms of this policy.
- 1.2 All employees are prohibited from using, possessing, manufacturing, distributing, dispensing or being under the influence of any controlled substance, including marijuana, in the workplace, during work hours, including the meal period, or while engaged in PHA business.
- 1.3 All employees are prohibited from manufacturing, distributing or being under the influence of alcohol in the workplace, during work hours, including the meal period, or while engaged in PHA business.

<a href="#">51435793.3</a>	<a href="#">Appendix A-1</a>
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<a href="#">51435793.3</a> {HLG4913-5132-6131;1/13213.000001/}	<a href="#">Appendix A-1</a>

- 1.4 All employees are prohibited from using, possessing, smelling of, or dispensing alcohol in the workplace.
- 1.5 Nothing in subsections 1.3 or 1.4 prohibits lawful conduct by employees within ~~his or her~~the employee's PHA dwelling unit or the PHA dwelling unit of such employee's family members or friends, provided such conduct does not occur during work hours or meal periods or otherwise violate the terms of this policy.
- 1.6 Any employee who is taking a drug or medication, whether or not prescribed by the employee's healthcare provider that may adversely affect that employee's ability to perform any job duty in a safe or productive manner is required to report such use to ~~his or her~~the employee's supervisor before commencing work. This includes drugs known or advertised as possibly affecting judgment, coordination, or any of the senses, including those that may cause drowsiness or dizziness. PHA will determine whether any work restrictions will be necessary. PHA may request documentation as necessary in making the determination.

**2. VIOLATIONS OF THE POLICY**

- 2.1 If PHA has reasonable grounds to believe that an employee has violated any of the policies of this statement, PHA may take any one, or combination of, the following actions:
  - a. Discipline the employee up to and including termination of employment;
  - b. Require the employee to submit to drug or alcohol testing on PHA time and expense at a certified laboratory or medical facility selected by PHA; or

[S1435793.3](#) [Appendix A-2](#)

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- c. Require the employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program.

2.2 Any employee convicted of any criminal drug statute violation occurring in the workplace, during working hours, or while engaged in PHA business must notify the Executive Director or designee in writing no later than five (5) working days after such conviction.

**Commented [A38]:** 34 CFR section 84.205(c)(2) states that a drug-free workplace statement has to let each employee know that, as a condition of employment under any award, he or she must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.

Within thirty (30) calendar days after receiving the notice of the conviction, PHA will:

- a. Take appropriate disciplinary action against such employee, up to and including termination of employment; and/or
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program.

**Commented [A39]:** 34 CFR section 84.225(b)(1) provides that when taking appropriate personnel action against the employee, they must do so consistent with the requirements of the Rehabilitation Act of 1973. For the purposes of the policy, I didn't think that was necessary to include but wanted to make sure they are aware of that.

### 3. SELF-REPORTING ALCOHOL OR DRUG PROBLEMS

3.1 It is the intent of this policy that an employee suffering from chemical dependency not have ~~his or her~~ the employee's job security or promotional opportunities jeopardized by a timely request for help. Therefore, PHA will not discharge an employee merely for seeking drug or alcohol rehabilitation, treatment or counseling. PHA also may reasonably accommodate an employee who voluntarily recognizes a substance dependency and seeks leave for treatment. However, PHA may discharge that employee for earlier violations of this policy or of other PHA rules. In addition, any employee seeking rehabilitation or treatment may be required to provide evidence of fitness to work, including negative test results, as a condition of continued employment.

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**4. INFORMATION AND REFERRAL**

- 4.1 Information about public or private drug counseling, rehabilitation, and employee assistance programs will be available on a confidential basis upon the request of any employee.
- 4.2 The Executive Director or designee shall establish a drug-free awareness program to educate employees about substance abuse. The program shall include:
  - a. Management and supervisory training;
  - b. Dangers of workplace substance abuse;
  - b. PHA's policy of maintaining a drug-free workplace;
  - c. Information concerning available drug counseling, ~~or~~ rehabilitative counseling alternatives, and employee assistance programs; and
  - d. Penalties for drug abuse violations.

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**Commented [A41]:** 34 CRF section 84.215(C) states that drug-free awareness programs must include "[a]ny available drug counseling, rehabilitation, and employee assistance programs. I changed the language to more closely mirror that language.

**5. NOTIFICATION TO EMPLOYEES**

- 5.1 All employees shall be notified of this policy. This policy shall be distributed to all new employees during orientation.

**6. POLICY STATEMENT DEFINITIONS**

- 6.1 "Alcohol" means any liquid that may be consumed and has an alcoholic content in excess of one-half percent by volume.

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- 6.2 “Controlled substance” means a substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and as defined in Chapter 69.50 RCW. This list includes, but is not limited to, marijuana, heroin, PCP, cocaine and amphetamines.
- 6.3 “Conviction” means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any court empowered to determine violations of the federal, state, or local criminal drug statutes.
- 6.4 “Criminal drug statute” means a criminal statute regulating manufacture, distribution, dispensation, use, or possession of any controlled substance.
- 6.5 “Being under the influence of a controlled substance” means being perceptibly affected by a controlled substance and/or having within one’s body any amount of a controlled substance.
- 6.6 “Being under the influence of alcohol” means being perceptibly affected by alcohol.
- 6.7 “While engaged in PHA business” means time during which an employee is actively on duty, is representing PHA, is presenting himself or herself as an agent of PHA (whether or not authorized to do so), or is attending or participating in any activities organized or sponsored by PHA or its resident groups or organizations.
- 6.8 “In the workplace” includes all PHA premises or vehicles, including those owned, leased, used, or controlled by PHA.

<a href="#">§1435793.3</a>	<a href="#">Appendix A-5</a>
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A COPY OF THIS POLICY WAS RECEIVED BY \_\_\_\_\_  
Name of Employee

THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**APPENDIX B**  
**PENINSULA HOUSING AUTHORITY**  
**TRAVEL POLICY**

**POLICY STATEMENT**

Employees of the Peninsula Housing Authority are required to travel in request to fulfill their duties. Therefore there is a need to establish procedures that govern travel and travel reimbursement that are fair, yet assures that employees are accountable for PHA travel funds. The following procedures are intended to establish the method of reimbursement, travel advance payments, and documentation required by the traveler. PHA will comply with the requirements and standards of OMB Circular No. A-87, as applicable.

**TRAVEL EXPENSES**

1. Advances
  - a. Completed Travel Authorization requests for in-state travel must be submitted to the employee's supervisor for review and then to the Executive Director for approval at least three weeks prior to the travel departure date.
  - b. Completed out-of-state Travel Authorization requests must be submitted to the employee's supervisor for review and then to the Executive Director for approval at least six weeks prior to the travel departure date.
  - c. The maximum amount of travel advance authorized for employees will be equal to the maximum allowable per diem for meals.

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d. Upon return, travelers shall submit receipts for reimbursement for parking, taxi fares, and any other travel expenses incurred. The receipts shall be attached to a completed Travel Authorization and Expense Reports.

e. If the traveler is unable to travel, any travel advances shall be paid back to PHA within 5 days of the cancellation.

f. If the traveler fails to pay any unused travel advances back to PHA within 5 days after the travel ended, the Executive Director shall take appropriate action including, if permissible, deducting the amount due from an employee's next paycheck.

## 2. Per Diem

a. The term "per diem" means a daily flat rate of payment for meals and incidental expense to an employee who is in travel status for more than twelve (12) hours and/or overnight travel. PHA shall use the current established Federal per diem rates/guidelines.

b. For overnight travel, the current Federal per diem rate shall be prorated and paid to the traveler on PHA-approved business.

c. On the day of departure and of return, an amount equal to ¾ of the per diem for the day will be allowed.

d. The most economical single room at the conference/training hotel must be requested for the traveler. The Executive Director may authorize lodging expense to be on a cost-reimbursable basis in lieu of per diem payments if per diem will not fully cover expenses. This must be approved by the Executive Director before the travel. Receipts must be provided for all lodging.

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e. Travel expenses paid in excess of the Federal Per Diem Schedule shall be paid for with non-federal funds.

3. Mileage

a. Mileage will be paid at on a per mile basis at the current rate established by the Federal government. Mileage will only be paid when the traveler submits an approved Travel Authorization and Expense Report.

b. When feasible, employees are required to use PHA-owned vehicles rather than their own vehicles. Personal vehicles will be used when travel requires that the vehicles will be left in a parking lot at the airport.

4. Airfare

a. The Executive Director shall designate an appropriate employee to arrange for all airline travel for PHA employees.

b. Airfare must be the most economical for the purpose of the travel and convenient arrival. Totally non-refundable fares will ordinarily be used. No fare should be above economy. Any fare above a non-refundable, economy class requires approval by the Executive Director.

c. If it is more cost effective to travel by air carrier to a destination rather than drive, the traveler should travel by air carrier. If the traveler chooses to drive when traveling by air carrier would be more cost effective, the traveler will only be advanced or reimbursed the cost of what the airfare would be. The Executive Director or designated PHA employee shall determine the

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most cost-effective means of transportation for PHA employees and members of the governing body.

## PROCEDURES

### 1. Form

a. A Travel Authorization and Expense Report form must be approved by signature of the appropriate department manager and the Executive Director for all travel completed by a PHA employee.

b. A Travel Authorization form shall be used for travel advance payments and travel reimbursement payments. Forms for advance payments shall have attached adequate documentation of the purpose of the travel. (For example, training workshop, meeting or convention brochures or announcements should be attached to the Travel Authorization form.)

c. Travel Authorization form shall be submitted to the Finance Department within five (5) working days after the return from travel. PHA shall maintain completed travel forms as part of its financial records.

d. PHA employees who fail to submit a completed Travel Authorization and Expense Report upon completion of travel will have the travel amount advanced deducted from their next payroll check, if permissible.

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2. Local Travel

- a. Local travel may be required for PHA business in PHA’s service area as determined by the Executive Director.
  - b. All local travel for business purposes should be pre-approved in writing by the appropriate department manager or Executive Director in a request for reimbursement for travel expenses to be paid by PHA. A blanket approval can be made for routine daily travel such as going to satellite offices or the post office.
  - c. Transportation expenses will be reimbursed at a per mile basis at the current rate established by the Federal government.
  - d. Vehicle rental is not allowed for local travel without the approval of the Executive Director.
  - e. PHA will not reimburse commuting expenses.
3. Outside of Locality Travel

All travel outside of PHA’s service area must be approved by the Executive Director prior to the travel. A Travel Authorization form must also be approved prior to travel.

**DETERMINING COMPENSABLE TIME**

**PHA will follow the Fair Labor Standards Act (FLSA) guidelines.**

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**APPENDIX C**  
**DRESS CODE GUIDELINES**

PHA’s objective in establishing a dress code is to allow our employees to work comfortably in the workplace, yet still project a professional image and maintain adequate personal hygiene for our clients, visitors and co-workers. Business casual dress is the standard for this administrative dress code.

- Acceptable pants include those made of cotton or synthetic material, wool and denim. All pants must be free of excessive wear, holes, frayed hems and must not be sheer. Inappropriate slacks or pants include sweatpants, shorts, overalls, or any which expose the bare mid-section of the body (defined as torso meaning chest, back or abdomen). Leggings are acceptable as long as worn with a top or dress which covers the hips.
- Casual dresses ~~and skirts,~~ and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public and move freely around your workspace and the workplace without exposure of undergarments. Short, tight dresses or skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, any skirt or dress that exposes the bare mid-section of the body (defined as torso meaning chest, back or abdomen), clothing that is sheer or see-through which exposes undergarments, any skintight dresses or skirts, dresses that expose cleavage, dresses that expose undergarments on the shoulder are inappropriate for the office (i.e. spaghetti straps).
- Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office if

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they violate none of the listed guidelines. Inappropriate attire for work includes midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; clothing that is sheer or see-through which exposes undergarments; tops that expose cleavage; tops that expose undergarments on the shoulder; skintight tops; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket or dress. The observable lack of undergarments and exposed undergarments (this does not include camisoles intended to cover cleavage or T-shirts) is also considered inappropriate.

- Conservative athletic or walking shoes, loafers, clogs, sandals, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Thongs, flip-flops, and slippers are not acceptable in the office.
- More casual attire is allowed on Fridays, which has been designated casual dress day. Casual attire can include sweatshirts, including sports team jersey's, t-shirts, or sweatshirts which meet the listed guidelines.

#### **Maintenance, Inspection and Construction Staff Attire Guidelines**

Due to the nature of their work, these employees should dress in a manner appropriate for the duties performed with safety as the priority, therefore no jewelry **except** watches, earrings, wedding band are permitted on the job.

Inappropriate attire for work includes midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; clothing that is sheer, or see-through which exposes undergarments; tops that expose cleavage; tank tops; spandex or other form fitting tops. The observable lack of undergarments and exposed undergarments. Closed toed shoes are required.

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Appendix D

# PENINSULA HOUSING AUTHORITY

## SAFETY POLICIES & PROCEDURES MANUAL

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Scaffold, Tool & Electrical Safety  
Excavation, Trenching & Shoring

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**SAFETY POLICY LETTER**

It is the company’s policy to ensure a safe and healthful workplace and to comply with all the rules and regulations for the safety of our employees. The purpose of this policy is to develop a high standard of safety throughout all operations of the Peninsula Housing Authority (PHA). The following Safety Plan includes requirements and recommendations for a safe working environment.

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given a top priority. PHA is committed to providing a safe workplace for all employees.

Employees are responsible to ensure for the safety and health of themselves, those persons in their charge and recognize the potential hazards around coworkers. By accepting mutual responsibility to operate safely, we will all contribute to the well-being of all PHA employees. Safety is your first job duty.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.

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Executive Director

I \_\_\_\_\_ have read and understand the PHA Safety Plan. I understand that disciplinary action may be taken if I do not adhere to the PHA Safety Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**SAFETY & HEALTH COMMITTEE**

Your Safety & Health Committee represents you, the employee. Please know that all staff are invited to attend the monthly safety meeting, currently held the first Tuesday of each month at 8:15 am in the Maintenance Conference Room.

If you are unable to attend, but have an issue that you would like to have reviewed by the Safety Committee, please bring it to the attention of one of the members of the committee.

**Basic information about the committee and its organization:**

- If you have 11 or more employees on the same shift at the same location, then you must establish a safety committee.
- Your committee must have both employer-appointed and employee-elected members.
- The number of employee-elected members must equal or exceed the number of employer-selected members. [Employees selected by the employees bargaining representative or union qualify as employee-elected.](#)
- [The term of the employee-elected members must be a maximum of one year, however, there is no limit to the number of terms a representative can serve.](#)
- [If there is an employee-elected member vacancy, a new member must be elected prior to the next scheduled meeting.](#)
- There must be an elected chairperson.

**Commented [A42]:** This was included in WAC 296-800-13020. Since you mentioned that some employees have a CBA, I thought it may be applicable to include.

**SAFETY & HEALTH COMMITTEE MUST:**

- Review safety & health reports to help correct safety hazards.
- Evaluate accident investigations conducted since last meeting to determine if there was an unsafe condition and, if so, was it identified and corrected.
- [Evaluate workplace accident and illness prevention program and discuss recommendations for improvement, if needed.](#)
- [Document attendance of the meeting.](#)
- [Write down subjects discussed at the meeting.](#)
- [Record the meetings.](#)
- Prepare and maintain minutes from each meeting for up to one year, making them available for review by safety and health personnel of the Dept. of Labor & Industries.

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## SAFETY PROGRAM OUTLINE

The PHA Safety Plan presented below is taken from Washington Administrative Codes and WISHA recommendations and requirements. It covers safety orientation, accident prevention and job-specific safety information.

### Safety orientation and self inspections

#### Each employee will:

- Receive a safety orientation by their immediate supervisor when first hired.
- At the beginning of each day on the job assess your work area for any hazard or safety concerns. If the concern needs immediate attention, contact your supervisor. Otherwise make a written note and give it to your supervisor or safety committee member.

### Basic safety rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this plan.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or Executive Director. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required or recommended by the product label.
- Obey all safety warning signs and required protective equipment on chemical and product labels as well as safe handling.
- Working under the influence of alcohol or drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies to their proper place after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents. Always take the time to clean up your workspace when you are finished. Never leave it thinking someone else will do it. **Your workspace is your responsibility.**

### Health

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PHA offers to provide each employee who enters tenant quarters with the Hepatitis B Vaccination Series. If you would like to receive this vaccine, please contact the HR Department for more information.

## FIRST AID EMERGENCY PROCEDURES

In Case of Medical Emergency:

- Call 911 – Make sure someone is standing by to meet and direct emergency personnel to injured worker(s)
- Contact Executive Director (or designee)
- Wait with injured individual until first responders are on-site and release you
- Complete injury report through HR department immediately (see next page)

Many PHA staff have received first-aid/CPR training; however we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.

**If first aid trained personnel are involved in a situation involving blood, they should:**

- Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
- Remove clothing, etc. with blood on it after rendering help. There is a shower in the maintenance restroom.
- Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
- Report such first aid incidents to the supervisors or Executive Director (time, date, blood presence, exposure, names of others helping).

First aid kits are located in the following areas:

- Administration – front desk and upstairs bathroom
- Maintenance office
- Development office
- Wildwood Terrace
- Lee Plaza
- The Manor, Villa, Terrace
- Sunbelt

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- Self-Help job site – job shack
- Forks offices
- Jefferson County office
- Company vehicles

If you do not have, but are interested in receiving your First Aid Certification, please contact Human Resources to find out about the next available training opportunity.

**INJURY/WORK-RELATED ILLNESS REPORTING**

- Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious.
- If you are injured or become ill on the job, report this to your supervisor or lead immediately. Fill out an accident report form (Available from your supervisor or the HR department) within your normal working hours on the day you were injured, or as soon as you determine you have had a job accident or injury.
- Your supervisor will then complete an accident investigation form to determine if there is recommended preventative action that can be taken to prevent a re-occurrence of the situation. This form will then be forwarded to the Safety Committee for further review.
- If you do require medical care, you will be responsible for establishing your Labor & Industries (L&I) claim through your care provider.

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**EMERGENCY EVACUTION PLANNING**

- Evacuation maps are posted in the administration office by the first floor copy machine and in the maintenance building by the first floor bathroom. All other locations have evacuation maps available in a central location on each floor. The maps show where to assemble outside as well as the locations of exits, fire extinguishers and first aid kits.
- If you discover a fire, call 911, alert all employees/clients in your building and exit immediately. Contact the Executive Director (or designee) as soon as possible.
- Go to the designated assembly point outside the building. Remain there until you have been excused by emergency response personnel or the Executive Director (or designee).

**EARTHQUAKE EMERGENCY:**

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, and telephone and electric lines.

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If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

**a. BLOODBORNE PATHOGENS – EXPOSURE CONTROL PLAN**

We are committed to providing a safe and healthful work environment for our employees, which includes the appropriate training to minimize and eliminate occupational exposure to bloodborne pathogens.

Bloodborne pathogens are pathogenic microorganisms, such as the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV), that are present in human blood and may cause disease in humans. Exposure to blood borne pathogens may occur by skin, eyes, mucus membrane, or potential contact (direct or indirect) with blood or bodily fluids.

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All employees are expected to follow the procedures outlined in our Exposure Control Plan at all times. Employees can review this plan at any time by contacting their supervisor or the Human Resources office.

The Director of Asset Management is responsible for the implementation of this plan, while the Human Resources office is responsible for:

- Maintaining, reviewing and updating the plan
- Plan availability to all staff, and WISHA (Washington Industrial Health & Safety Act) representatives
- Medical actions taken in a timely manner, including preventative care.

The following methods are used to control employee exposure:

- PPE (Personal Protective Equipment) such as gloves, masks, goggles, should be used whenever possible to prevent contact with blood and/or bodily fluids. These items can be found in the Maintenance Room at each site and a full description of the use of PPE is listed below.
- Use rigid, non-porous containers, referred to as “sharps” containers, for used needles, contaminated first-aid equipment and contaminated broken glass.
- Wash hands after all clean-up procedures.
- Contact Director of Asset Management to schedule proper disposal of all waste, which should only be placed in the appropriate containers.
- Contact maintenance staff for any clean up involving blood/bodily fluid spills.
- Contact the Director of Asset Management and your immediate supervisor if you are exposed to any bloodborne pathogens.

### PERSONAL PROTECTIVE EQUIPMENT:

Wear appropriate face and eye protection when splashes, sprays, spatters and/or droplets of blood pose a hazard to the eye, nose or mouth.

Wear gloves when you can anticipate hand contact with blood or any other contaminated surfaces or items.

Replace gloves if torn, punctured, contaminated or otherwise damaged.

Never wash or decontaminate disposable gloves for re-use.

Remove PPE after it becomes decontaminated and BEFORE leaving the work area.

Director of Asset Management will ensure that adequate PPE items are available to all staff.

### HEPATITIS B VACCINE:

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The Hepatitis B Vaccine is available to all staff upon hiring. We encourage all staff with occupational exposure (maintenance, property managers, housing assistants) to receive the vaccination, at the expense of Peninsula Housing Authority, unless:

- Employee has previously received vaccination and can provide documentation
- Antibody testing reveals that the employee is immune
- Medical Provider shows that the vaccine is contra-indicated

Any employee who chooses to decline the vaccination must sign a declination form at the time of hiring. They may request and obtain the vaccination at a later date, should they choose to do so.

### BLOODBORNE PATHOGEN TRAINING:

All staff who have occupational exposure will receive training upon hiring. Additionally, training will be required for all staff on an annual basis and/or when changes in tasks or procedures take place that affect occupational exposure. Training will include:

- Copy of WAC 296-823-120
- A general explanation of bloodborne pathogens and symptoms of the related diseases
- An explanation of the transmission of bloodborne pathogens
- An explanation of the PHA control plan and where copies of the plan may be obtained
- An explanation of how to recognize tasks that could involve exposure to blood and other potentially infectious materials
- An explanation of the procedures in place to limit exposure including equipment and safer medical devices, work practices, and PPE
- Information about PPE including the types of PPE, the proper uses and limitations of PPE, the selection of PPE, the location of PPE, how to put on and take off PPE, how to handle PPE, how to decontaminate PPE, and how to dispose of PPE. Equipment and PPE
- Information regarding the Hepatitis B vaccine, including information about its effectiveness, its safety, the method of administration, the benefits of being vaccinated, and that the vaccine is offered at no cost to the employee and options available to staff
- Information regarding what actions to take and persons to contact when exposure occurs outside the normal scope of work
- Incident reporting, medical action and follow up medical procedures
- An explanation of the signs and labeling or color-coding required by Chapter 296-823 WAC
- An opportunity for interactive questions and answers with the trainer at the time of the training session

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### POST-EXPOSURE EVALUATION:

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Following any exposure situation, all staff members involved must:

- Document the route of exposure and how it occurred
- Identify and document source individual, when possible

The Director of Asset Management and/or the Human Resources office will:

- Arrange for testing for source individual (upon approval) to determine infectivity
- Document all test results
- Provide the exposed employee with the test results from the source individual
- Provide the exposed employee with information about laws on confidentiality for the source individual
- Obtain consent and provide testing for the exposed employee in regards to HBV, HCV and HIV
- Provide the health care professional evaluating an employee after an exposure incident of a copy of WAC 296-823-160, a description of the job duties the exposed employee was performing when exposed, documentation of the routes of exposure and the circumstances under which exposure occurred, the results of the source person's blood testing, if available, and all medical records that are relevant to the appropriate treatment of the employee that PHA is responsible to maintain.
- Obtain and provide the employee a copy of the evaluating health care professional's written opinion within 15 days of the completion of their evaluation, unless (1) the health care professional provides the written opinion directly the employee or (2) the employee's personal health care professional completed the evaluation.
- Ensure that the health care professional's written opinion is limited to the following information: (1) that the employee has been informed of the results of the evaluation and (2) that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which need further evaluation or treatment.
- Ensure that all other findings or diagnoses remain confidential and are not included in the written report.

Commented [A44]: Added these requirements from 296-823-16025

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INCIDENT REVIEW:

A full review will be completed by the Safety Committee, with a written report to the Executive Director to determine:

- Controls in use at the time
- Work practices
- Description of device used
- PPE in use at the time

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- Location of incident
- Procedure being performed when incident occurred
- Training of employee for both task and most recent bloodborne pathogen training

RECORDKEEPING:

All training records will be maintained for not less than 3 years in the Human Resources office in the Safety Manual.

All medical records are maintained for every employee of PHA in the Human Resources office.

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# CHAPTER 2

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## MAINTENANCE GENERAL SAFETY WORK PRACTICES

### GENERAL SAFE WORK PRACTICES

- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade. Do not interfere with any form of accident prevention device or practice provided for your use, or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
- Do not use tools with splits, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.
- Use Personal Protective Equipment appropriately (see below).

### **PERSONAL PROTECTIVE EQUIPMENT:**

Gloves, including vinyl, latex, and leather, safety glasses, hard hat, ear plugs and muffs are available in the maintenance shop. Employees will be shown where to find these items. This protective equipment will always be available and provided to employees as needed.

- The maintenance supervisor will assess each area and task to determine the required or recommended protective equipment. If you are not sure what is required check with your supervisor, lead mechanic, or other knowledgeable maintenance mechanic before starting any task.
- Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.
- Hearing Protection: check and wear when near or around any loud equipment or high noises.

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### **All Maintenance Work Rules:**

- Do not distract other employees when they are using machinery of any kind
- Use Required PPE at all times
- Check power cords for cuts or exposed wires
- Clean equipment after use
- Always store materials safely, labeling as necessary tie down, cover, or support materials if necessary to prevent falling, rolling, or shifting. Loads must be secured in vehicles prior to moving them.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.

### **Tool Work Rules:**

- Do not operate any power tool or equipment unless you are trained in its operation.
- Use tools only for their designed purpose.
- Do not use any tools without the proper guards attached.
- Keep all tools sharp, clean, and ready for use.
- Check all power cords for cracks, cuts, fraying, etc. before using.
- Be sure all tools are properly grounded, or are of the approved double-insulated type.
- Be aware of your location and that of your fellow employees before using any tools.
- Disconnect/unplug any cords to the power tool before servicing.
- Do not use electrical cords and/or hoses for hoisting or lowering tools.
- Check all chisels, punches, etc. to ensure they are free from mushroom heads.
- Check all tools with wooden handles for cracks or splinters. Remove/replace as necessary.
- Tools belonging to employees must comply with L & I regulations and Company policies.

**It is your responsibility to clean up your own  
mess, never leave it for others.**

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### **BENCH GRINDERS:**

#### Required PPE:

- Eye protection: Goggles
- Recommended: (full-face shield and safety glasses under the shield).

#### Work Rules:

- Check that there is a gap between the tool rest and the wheel of no more than 1/8".
- Check that the upper wheel (tongue) guard has a gap of no more than 1/4".
- Check that the wheel edge is not excessively grooved. Dress the wheel if necessary.
- Do not grind on the face of the wheel.

### **HEDGE TRIMMERS:**

#### Required PPE:

- Eye protection: Goggles
- Recommended: Full-face shield and safety glasses under the shield
- Work Gloves
- Hearing protection
- Long Pants
- Chaps
- Recommended: A shoulder strap can help with the weight of the trimmer

#### Work Rules:

- Check trimmer before use to ensure that all safety features are functioning as they should and there are no loose parts.
- Make sure all screws, blades, or chains are secure. Vibrating equipment may loosen fasteners.

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- Make sure the fuel cap is tightly in place to avoid fuel spillage and fire.
- Do not refuel when the engine is hot.

### **SAWS:**

#### Required PPE:

- Eye protection: Goggles
- Recommended: (full-face shield and safety glasses under the shield).

#### Work Rules:

- Check that the guards are all in place and functional. Do not remove or pin back the guards.
- Check that the blade is at the proper height; approximately 1/8" deeper or higher than material cutting.

### **WELDING:**

#### Required PPE:

- Welding hood
- Gloves
- Apron

#### Work Rules:

- Check that the settings are matched for depth of weld and thickness of metal welding.
- Check that area is free of combustible material and have a fire extinguisher on hand, just in case.
- Suitable clothing must be worn; long pants, at least short-sleeved shirts and adequate foot wear.
- Protective chemical resistant gloves must be worn when transferring any cleaning chemical from bulk containers to another container & the new container must be labeled.

### **Motorized vehicles and equipment**

1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).

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3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your agency and supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.

### **Tractor and lawnmower safety**

Prior to performing work on or around tractors or lawn equipment, employees will receive training on the safety of tractors or lawn mowing/cutting equipment before employees are authorized to use this equipment. Some of the training may include:

- Tractor safety hazards.
- Types of tractors and equipment or attachments used.
- Tractor operations training requirements.
- Hearing and eye protection are required.
- Watch carefully for children playing, pedestrians and vehicles in the area as objects such as rocks, sticks and other lawn debris can become deadly hazards as they can be thrown from the mower blades.
- Do not let children follow behind or be very close while mowing.

### **Weed eating equipment**

- Hearing and eye protection are required while operating the weed eater.

### **Chain saw safety and required protection**

- Each employee must receive training from the maintenance supervisor or competent knowledgeable maintenance employee before operating the chain saw.
- Employees are required to wear a mesh face/head shield with approved safety glasses under the mesh face/head shield.
- Leather chaps over jeans must be worn.

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- Sturdy boots/shoes and gloves are recommended.

### **Pole saw safety**

- Hard hat, eye and ear protection required

### **Aerial bucket truck safety**

- Every employee must receive training from the maintenance supervisor or a competent, knowledgeable maintenance employee before operating the bucket truck.
- Review the bucket truck instructions and complete the safety check list that can be found in the holder on the wall by the MSDS book next to the restroom as you enter the maintenance shop.
- A walk around inspection must be completed and the safety checklist must be completed before using the bucket truck.
- Two employees must be working together to operate the bucket truck.
- Both employees are required to wear hard hats while the bucket truck is in operation.
- Any employee in the bucket must wear a tether and be tethered into the bucket.
- Do not operate a lift unless you have received proper training.
- Keep the lift controls clean and legible.
- Wear a full-body harness when using the bucket truck.
- Always close lift platform chains or doors.
- Stand on the floor of the bucket or lift platform. Do not climb on or lean over guardrails.
- Do not ride on bumpers.
- Do not exceed manufacturer's load-capacity limits.
- Use work-zone warnings like cones and signs if working near traffic.
- Do not modify an aerial lift without written permission of the manufacturer.
- Use proper personal fall protection.

### **To Prevent Electrocutio**

- Keep yourself and all objects at least 10 feet away from any conductors.
- Non-electrical workers must stay at least 10 feet away from overhead power lines.
- Electrical workers must insulate power lines. Use proper personal protective tools.
- Insulated buckets help protect against electrocution. However, you must make sure there is no other path for the electricity to ground. Never touch another wire.

### **To Prevent Falls**

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- On bucket trucks, wear a full-body harness and lanyard or a restraining device with a 2-foot lanyard. This will keep you inside guardrails.

### **To Prevent Tip-Overs**

- Do not drive with the lift platform elevated.
- Do not exceed vertical or horizontal reach limits.
- Do not exceed the specified load-capacity of the lift.
- On an elevated scissor lift, avoid pushing or pulling.

### **Review These Important Points**

- Always close lift platform chains or doors.
- Do not climb on or lean over guardrails, or ride on bumpers.
- Do not exceed load-capacity limits.

### **Electrical**

1. Use ground-fault circuit interrupters or the assured equipment grounding conductor program.
2. Never overload a circuit.
3. Covers and doors on breaker boxes must be in place once energized.
4. Charge batteries in a well-ventilated room to avoid build-up of dangerous gases.
5. Extension cords are not to be stapled, hung by nails, or hung by wire.
6. Doorways, walkways, etc. must be kept clear of cords, and/or wires to prevent a fall hazard.
7. If relocation of the electrical conductors is necessary, arrangements must be made with the owners of the lines for such relocation.
8. When fuses are installed or removed with one or both terminals energized, special tools insulated for the voltage must be used.
9. Equipment and circuits that are de-energized must be rendered inoperative, with tags and locked padlocks attached at all points where such equipment or circuits can be energized.
10. Use approved equipment only, no homemade extension cords for example.

~~10-11.~~ [For further rules regarding working with electrical equipment, tools, and appliances, see WAC 296-800-280.](#)

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### **Floor and Wall Openings**

1. All floor holes or openings must be guarded or covered
2. Guard all holes and openings using the standard guardrail system. Top rail at 39 to 45 inches, with mid rail and toe board. A flush hatch cover may be used also.
3. Covers must be able to support 200 lbs. (with a safety factor of four) and must be flush with the

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Commented [A48R46]: Agreed.

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surrounding perimeter of the opening.

4. Wall openings with a drop of more than 4 feet must be guarded using the standard guardrail system.
5. Windowsills less than 39 inches from the walking/working surface must have a guardrail system if the fall to the next level is more than 4 feet.

6. The cover must be secured by fastening devices to prevent unintentional removal.

~~6.7.~~ [Further rules regarding floor and wall openings may be found in Chapter 296-880 WAC](#)

### **Electrical Lock Out Tag Out Procedures**

- Lock out equipment before servicing: See procedure manual Lock out Tag out in maintenance dept.
- Ground-fault circuit interrupters (GFCI) will be used whenever possible.
- Electric cords will be inspected daily and repaired or replaced as necessary.
- Test for voltage before repairing any electrical devices & make sure no electricity is present.

## **EMERGENCY WASHING FACILITIES**

Emergency washing facilities shall be provided if conditions at a worksite dictate the requirement to protect workers from exposure to corrosives, strong irritants, or toxic chemicals.

1. Definitions: "Emergency washing facilities" means emergency showers, eyewashes, eye/face washes, hand-held drench hoses or other similar units.
2. Emergency washing facilities must be readily available and accessible. To be readily available and accessible, emergency washing facilities must be free of obstruction, ~~and~~ require no more than ten seconds to reach, [and function correctly](#). The travel distance should be no farther than 50 feet (15.25 meters).
3. Emergency eyewash shall be provided where there is the potential for an employee's eyes to be exposed to corrosives, strong irritants, or toxic chemicals. The emergency eyewash equipment must irrigate and flush both eyes simultaneously while the operator holds the eyes open. The on-off valve must be activated in one second or less and must remain on without the use of the operator's hands until intentionally turned off. The emergency eyewash equipment must deliver at least 0.4 gallons (1.5 liters) of water per minute for 15 minutes or more.
4. Personal eyewash units are portable, supplementary units that support plumbed units or self-contained units, or both, by delivering immediate flushing for less than 15 minutes. Such units must deliver potable water or other medically approved eye flushing solution. Personal

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eyewash equipment may be used to supplement emergency washing facilities; however, they must not be used as a substitute.

5. Hand-held drench hoses are single-headed emergency washing devices connected to a flexible hose and can be used to irrigate and flush the face or other parts of the body.

### **LADDER SAFETY**

#### **All Ladders**

- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.
- Keep all tools off of all steps, always on any ladder.
- Never jump from one ladder to another and do not move a ladder while it is occupied.
- Read the manufactures limitations for the ladder.
- Any ladder used for access to a higher level, must extend at least 36 inches above the landing surface. If this is not possible, due to the ladder's length, a grab rail shall be provided and the ladder must be secured at the top.
- No type of work shall be performed on a ladder over 25 feet from the ground or floor that requires the use of both hands to perform the work, unless a safety belt is worn and the safety lanyard is secured to the ladder.

#### **Stepladders**

- Do not place tools or materials on the steps or platform of a stepladder.
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.

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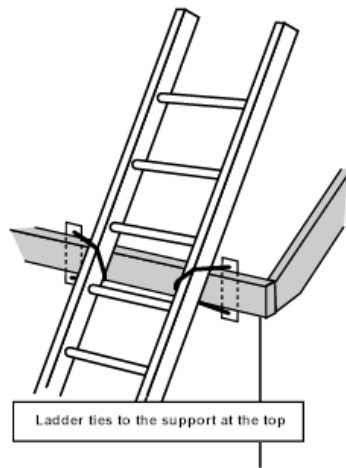
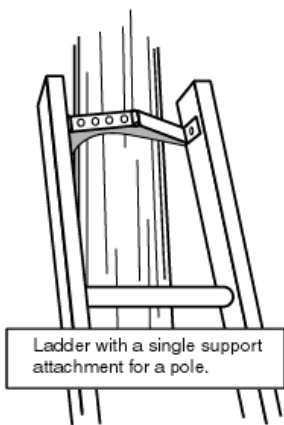
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- Do not use a stepladder as a straight ladder.

### **Straight type or extension ladders**

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.
- All ladders must be equipped with safety (non-skid) feet.



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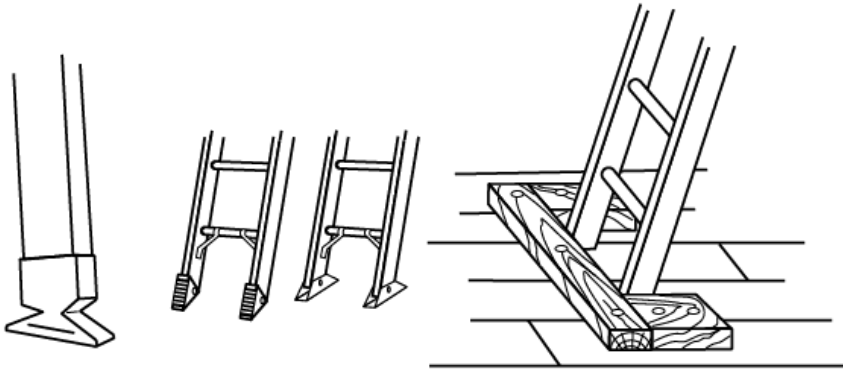
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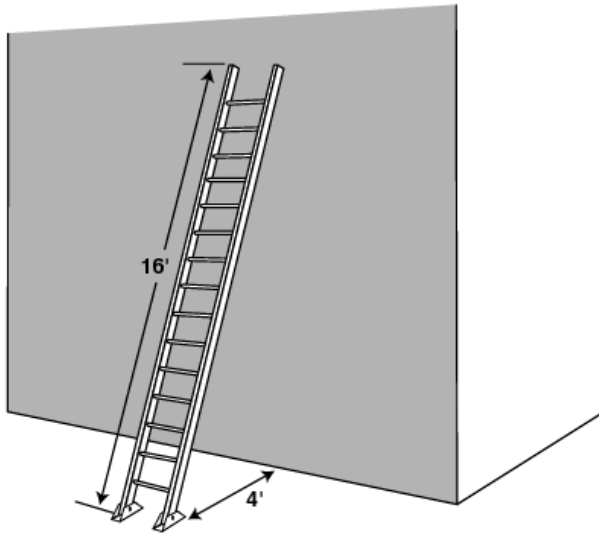
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Rubber Safety Feet	Spikes	Cleats Nailed to the Floor
Ladders with supports on the bottom.		

- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.



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For other rules and regulations regarding Fixed and Portable Ladders, please refer to Safety Standard, Chapter WAC 296-876 WAC. For other rules and regulations regarding Fixed Ladders & Stairways, please refer to Part J, of the Safety Standard Chapter WAC-296-155 WAC.

**Commented [A49]:** Under Part J of WAC chapter 196-155, it notes that requirements related to portable and fixed ladders have been moved to chapter 296-876 and Part J now just covers stairways.

**SCAFFOLD SAFETY RULES**

1. Before starting work on a scaffold, inspect it for the following:
  - a. Are guardrails, toe boards, and planking in place and secure?
  - b. Are locking pins at each joint in place?
  - c. Are all wheels on moveable scaffolds locked?
2. Do not mix/match any scaffold components with any other scaffold types.
3. Scaffolds must be erected and dismantled by a competent person.
4. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
5. Suspended scaffolds and scaffold components must meet the strength requirements set forth in WAC 296-874-30002, scaffolds and their components must be capable of supporting four times the maximum intended load.

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~~5-6.~~ Make sure that each supported scaffold and scaffold component can support, without failure, the total of its own weight plus at least four times the maximum intended load applied or transmitted to it.

~~6-7.~~ Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.

~~7-8.~~ Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required.

~~8-9.~~ The platform must be a minimum of 18 inches or a minimum of 12 inches for ladder and pump jacks and top plate brackets.

~~9-10.~~ Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening. The screen must be made of No. 18 gauge U.S. Standard wire, ½ inch mesh or equivalent protection.

~~10-11.~~ When persons are required to work or pass under the scaffold, hardhats must be worn in addition to falling object protection. Falling object protection may consist of toe boards, screens, guard rails, debris nets, catch platforms, or canopy structures that contain or deflect the falling objects.

~~11-12.~~ All scaffolds must be erected level and plumb and on a solid footing.

~~12-13.~~ Do not change or remove scaffold members unless authorized.

~~13-14.~~ Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.

~~14-15.~~ Do not alter any scaffold member by welding, burning, cutting, drilling or bending.

~~16.~~ Each employee on a scaffold more than 10 feet above a lower level must be protected from falling to that lower level.

~~15.~~ For other rules and regulations regarding scaffold safety standards, please refer to Chapter 296-874 WAC.

**Commented [A50]:** There were different requirements for suspended versus supported scaffolds in WAC 296-874.

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**STAIRWAY SAFETY**

1. A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 198 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
2. Stairs are to be installed between 30° and 50° from horizontal.
3. Stairways with four or more risers or rising more than 30 inches, whichever is less, will have at least one handrail and one stair rail system along each unprotected side.
4. Be sure all handrails are free of sharp edges or nails and can support a minimum of 200 lbs.
5. Keep stairway free of tools and/or other debris at all times.
6. A building having one or more points of access between levels, must keep at least one point of access clear at all times.
7. Ladderway floor openings or platforms must be guarded by standard railings with standard toe boards on all exposed sides, except at an entrance opening, with the passage through the railing either provided with a swinging gate or offset so that a person cannot walk directly into the opening.
8. Riser height and tread depth must be uniform and full.
9. Stairs must be in place before upper level stud walls go up.
10. Further rules regarding stairway safety standards may be found in Part J, Chapter 296-155 WAC.
9. —

**FALL PROTECTION**

1. Fall hazards less than 10 feet will be protected by covers, guardrails or other methods and will be addressed in our self-inspections and safety meetings.
2. Standard guardrails must be erected around all floor openings and open-sided surfaces. Contact your supervisor for the correct specifications.
3. A written fall protection work plan must be developed and implemented when work hazards are ten (10) feet or more in height. All employees must be familiar with the location and the contents of the written plan.
4. Inspect all fall protection systems before and after each use.
5. For fall arrest, only an ANSI approved Class III full body harness can be used. The body belt, chest harness, full body harness, and the suspension/position belt can be used in fall restraint.
6. The body harness system must be rigged to minimize free fall distance to within 6 feet, with no possible contact to any lower level.
7. Snap-hooks must not be connected to loops made in webbing-type lanyards.

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- 8. Snap-hooks must not be connected to each other.
- 8. For further rules regarding fall protection, see Chapter 296-880 WAC.

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Fall Protection Above 10 Feet

Fall Restraint

Fall on same work surface

Safety belt or full body harness

Anchors: 4 times intended load or greater

Warning line system (flat to 4:12)

Safety monitor (flat to 4:12)

Guardrails

Fall Arrest

Fall to a lower level

Full body harness

Anchors: 5,000 lbs./person

Anchors: 3,000 lbs./person less

than 2' fall

Commented [A51]: WAC 296-880-40025 says that a full body harness must be used and does not reference a safety belt

RESPIRATOR PROGRAM

WAC 296-62-07103

What are your responsibilities as an employer?

- (1) You must provide respirators, when necessary, to protect the health of your employees against recognized respiratory hazards including any exposures in excess of the permissible exposure limit.
- (2) You must provide NIOSH-certified respirators that are applicable and suitable for the purpose intended.
- (3) You must establish and maintain a written respiratory protection program that includes the requirements outlined in WAC 296-62-07111.

Commented [A52]: These WACs do not exist anymore as respiratory protection rules for general industry have been moved to 296-842 WAC.

WAC 296-62-07107

When is a respiratory protection program required?

- (1) In any workplace where respirators are necessary to protect the health of the employee or whenever you require respirator use, you develop and implement a written respiratory program with worksite specific procedures and specifications for required respirator use.

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(2) Upon request, you must provide a copy of your written respiratory protection program.

Respirator Requirements set forth in Chapter 296-842 WAC:

1. Before using respirators, PHA is required to evaluate respiratory hazards and implement control methods outlined in Chapter 296-841 WAC, regarding airborne contaminants.
2. Respirators are required whenever respiratory hazards are present.
3. Designate a program administrator unless employees only use filtering-facepiece respirators and do so only as voluntary use.
4. Ensure voluntary use of respirators is safe as set forth in WAC 296-842-11005.
5. Keep voluntary use program records as set forth in WAC 296-842-11010.
6. Develop and maintain a written program as set forth in WAC 296-842-12005.
7. Keep respirator program records as set forth in WAC 296-842-12010.
8. Select and provide appropriate respirators as set forth in WAC 296-842-13005.
9. Provide medical evaluations as set forth in WAC 296-842-14005.
10. Conduct fit testing as set forth in WAC 296-842-15005.
11. Provide effective training as set forth in WAC 296-842-16005.
12. Maintain respirators in a clean and reliable condition as set forth in WAC 296-842-17005.
13. Store respirators properly as set forth in WAC 296-842-17010.
14. Inspect and repair respirators as set forth in WAC 296-842-17015.
15. Prevent sealing problems with tight-fitting respirators as set forth in WAC 296-842-18005.
16. Ensure employees leave the use area before removing respirators as set forth in WAC 296-842-18010.
17. Provide standby assistance in immediately dangerous to life or health conditions as set forth in WAC 296-842-19005.
18. Ensure breathing air and oxygen meet established specifications as set forth in WAC 296-842-20005.
19. Prevent conditions that could create a hazardous breathing air supply as set forth in WAC 296-842-20010.
20. Ensure that compressors do not create a hazardous breathing supply as set forth in WAC 296-842-20015.
21. Keep labels readable on respirator filters, cartridges, and canisters during use as set forth in WAC 296-842-21005.
22. Use the medical questionnaire for medical evaluations that is set forth in WAC 296-842-22005.
23. Follow the fit-testing procedures for tight-fitting respirators set forth in WAC 296-

**Commented [A53]:** There were a lot of requirements in this chapter. I went through and listed the basic requirement and then cited to the specific provision that contains further details.  
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24. Follow the procedures for cleaning and disinfecting respirators established in WAC 296-842-22015.

25. Ensure employees follow the procedures for seal checking respirators established in WAC 296-842-22020.

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**TRENCHING AND EXCAVATING**

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:
  - a. Depth and/or cut/soils classification.
  - b. Possible variation in water content of the material while excavation is open.
  - c. Anticipated changes in materials from exposure to air, sun, water, or freezing.
  - d. Loading imposed by structures, equipment, or overlaying or stored material.
  - e. Vibration from equipment, blasting, traffic, or other sources.
2. Walkways or bridges with standard railings must be provided when employees or equipment are required to cross over excavations.
3. The walls and faces of all excavations in which employees are exposed to danger from moving ground must be guarded by a shoring system, sloping of the ground, or some other equivalent means.
4. No person must be permitted under loads handled by power shovels, derricks, or hoists.
5. Utility installations such as telephone, electric, sewer, water must be located before excavation can begin.
6. An exit of less than 25 feet in length, by means of a stairway, ladder, or ramp, must be in place in trenches more than 4 feet deep.
7. Employees working near vehicular traffic must wear reflectorized or high-visibility vests or other suitable clothing.
8. Excavations of 4 feet or more requires shoring, shielding or some other type of cave-in protection.
9. Individual members of support systems must not be subjected to loads exceeding that which they were designed to withstand.
10. No employee must be allowed under any loads being worked by power equipment.
11. Excavation material, equipment, or other material must be kept at least 2 feet from the edge of the trench or use some type of retaining device to prevent the material from falling into the trench.

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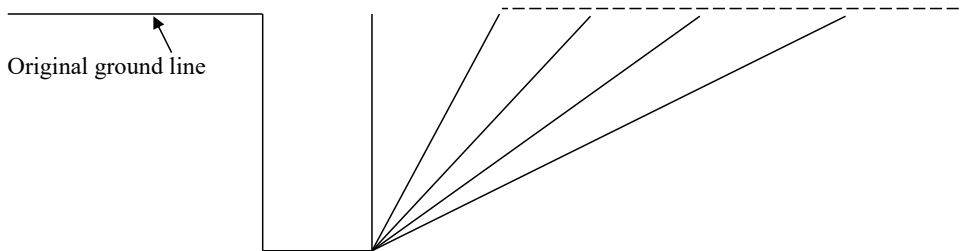
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44.12. Pursuant to WAC 296-45-195, trenching and excavation operations must comply with the provisions of Part N, chapter 296-155 WAC.

Approximate Angle of Repose  
For sloping of sides of excavations

Note: Clays, silts, loams or non-homogenous soil require shoring and bracing	Solid rock and compact shale (90°)	Compacted angular gravels, glacial till ½:1 (63°26')	Recommended slope for average soils 1:1 (45°)	Compacted sharp sand 1 ½:1 (33°41')	Well rounded loose sand 2:1 (26°34')
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The presence of ground water requires special treatment



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## **MUTUAL SELF-HELP CONSTRUCTION SAFETY**

### **First Aid Training and Certification**

1. PHA will have available at all worksites a person or persons holding a valid first-aid certificate.
2. All construction supervisors in direct charge of one or more employees will have a valid first-aid certificate.

### **First-aid Supplies**

1. All job sites must be equipped with first-aid supplies.
2. When practical, a poster must be fastened and maintained either on or in the cover of each first-aid kit plainly stating the worksite address or location and the phone numbers of emergency medical responders for the worksite.
3. First-aid supplies are to be readily available.
4. First-aid supplies shall be appropriate to the occupational setting of each worksite and the response time of the nearest emergency medical services.
5. First-aid supplies shall be easily accessible to all employees, stored in containers that protect them from damage, deterioration, or contamination. Containers must be clearly marked, not locked and easily moved to the location of an injured or acutely ill worker.

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**Weekly Supervisor/Crew Meeting Requirements**

1. The construction superintendent will conduct jobsite safety meetings at the beginning of each job and once each week thereafter. Meetings will be held at the jobsite office or at a place on the jobsite designated by the construction superintendent.
2. ALL PHA employees working at the jobsite will attend each meeting. Subcontractor personnel may be required/requested to attend if deemed necessary by the construction superintendent.
3. Worksite safety meetings shall address any or all of the following:
  - a. A review of any walk-around safety inspections conducted since the last safety meeting.
  - b. A review of any citation to assist in correction of hazards.
  - c. An evaluation of any accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
  - d. Topics for discussion may also be taken from preprinted outlines obtained from Safety Meeting Outlines, Inc., site specific or task specific safety measures to be taken, or from suggestions from any employee or crew.
  - e. Attendance shall be documented.
  - f. Subjects discussed shall be documented.
4. Minutes of each safety meeting will be prepared and a copy shall be maintained at the location where the majority of the employees of each construction site report for work each day.
5. Minutes of each safety meeting will be retained by the PHA for one year and will be made available for review by L & I personnel upon request.
6. PHA construction superintendents will conduct walk-around safety inspections as follows:
  - a. At the beginning of each job, and weekly thereafter, a walk-around safety inspection will be conducted jointly by the construction superintendent and one self-help crew member, elected by the participants, as their authorized representative.
  - b. The walk-around safety inspections will be documented and such documentation shall be available for inspection by L & I personnel upon request.
  - c. Records of walk-around inspections will be maintained by PHA until the completion of the job.

Commented [A54]: This was not included in the list in 296-155-110(5)but still could be good to include.

**PHA Mutual Self-Help Job Site  
SAFETY MEETING MINUTES**

Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Subject Discussed: \_\_\_\_\_

Minutes:

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- Trench/excavation: Any trench four feet or more must be sloped, shored or guarded.
- Guardrails: Any opening four feet or more above the ground.
- Standard guardrail: Top rail 39"- 45" above working surface, mid rail and toe board.
- Scaffolds: More than 10', standard guardrails, toe boards, and minimum 18" wide platform; 12" wide platform for ladder and pump jacks and top plate brackets.
- Stairs: Four or more risers must have handrails.
- Fall protection: Any exposure to the hazard of falling from elevations 10' or greater must be eliminated by some means of fall protection.
- Open belts and pulleys, chains and sprockets and points of operation must be guarded to prevent accidental contact. Air compressors and electric motor pulleys are the most common hazards.
- Radial saws: Cutting head must return easily to start position when released; blade must not extend past the edge of the worktable; off/on switch should be at front of the operator's position.
- Table saws: Upper hood guard; anti-kickback, push stick, belt and pulley guard.
- Circular saws: Blade guard instantly returns to covering position, no wedge or guard pin used.
- Chainsaw: Ballistic nylon leg protection; eye, ear, face protection; hardhat.
- Angle grinders: 180° guard required.
- Ladders: Extend 36" above landing and secure to prevent displacement.
- Articulating boom lift: Body harness and lanyard at all times.
- Floor holes/openings covered, secured; be sure no tripping hazards in area.
- Electrical hand tools/cords: Protected by GFI and/or assured equipment-grounding program. Check for cuts and strains on cords.
- PPE (Personal Protective Equipment): (A) Head, eye, ear, respiratory, and leg protection, high visibility vests when required. (B) Minimum short sleeve shirt, long pants and substantial footwear - no athletic style shoes.
- Hard hat readily accessible/worn when an overhead hazard is present.
- Oxygen/acetylene storage areas chained and separated.
- Housekeeping: area clear of debris.
- First aid kit - Fire extinguishers.
- Minimum one person at all times with valid first aid and CPR card.
- Accident prevention program.
- Crew leader meetings, weekly: tailored to each worksite.
- Hazard communication program.

Inspected by: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Fall Protection Work Plan**

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The PHA Mutual Self-Help construction program shall develop and implement a written fall protection work plan including each area of the work place where the employees are assigned and where fall hazards of 10 feet or more exist.

The fall protection work plan shall:

- a. Identify all fall hazards in the work area.
- b. Describe the method of fall arrest or fall restraint to be provided.
- c. Describe the correct procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used.
- d. Describe the correct procedures for the handling, storage, and securing of tools and materials.
- e. Describe the method of providing overhead protection for workers who may be in, or pass through the area below the work site.
- f. Describe the method for prompt, safe removal of injured workers.
- g. Be available on the job site for inspection by the Department of L & I.

**Commented [A58]:** These requirements come from WAC 296-880-10020.

Prior to permitting employees into areas where fall hazards exist PHA shall:

- Ensure that employees are trained and instructed in items (a) through (f) above.
- ~~Inspect fall protection devices and systems to ensure compliance with WAC 296 155 24510.~~

**Commented [A59]:** This section no longer exists.

Training of employees:

- PHA shall ensure that all Mutual Self-Help construction employees are trained as required. Training shall be documented and shall be available on the job site.
- "Retraining." When PHA has reason to believe that any affected employee who has already been trained does not have the understanding and skill required to comply with requirements of this section, the employee shall be retrained. Circumstances where retraining is required include, but are not limited to, situations where:
  - Changes in the workplace render previous training ~~out of date~~obsolete; or
  - Changes in the types of fall protection systems or equipment to be used render previous training ~~out of date~~obsolete; or
  - Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

**Commented [A60]:** Changed this language to better match language in WAC 296-880-10015(4).

Fall Protection Above 10 Feet

Fall Restraint	Fall Arrest
Fall on same work surface	Fall to a lower level
Safety belt or full body harness	Full body harness

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Anchors: 4 times intended load or greater  
Warning line system (flat to 4:12)  
Safety monitor (flat to 4:12)  
Guardrails

Anchors: 5,000 lbs./person  
Anchors: 3,000 lbs./person less than 2' fall

**RECORD OF FALL PROTECTION TRAINING**

~~WAC 296-880-10015155, Part C-1~~

As required by WISHA, the PHA construction employees of the Mutual Self-Help program must be trained in fall protection before allowing work to begin for any employee who may be exposed to fall hazards ~~above 10 feet.~~

**Commented [A61]:** Made various changes to this section since the WAC referenced no longer exists and now lives in a different chapter.

**Commented [A62]:** 296-880-10015 does not specify above 10 feet so I got rid of this reference.

\_\_\_\_\_ has been trained on \_\_\_\_\_ in the following subjects:

**Commented [A63]:** WAC 296-880-10015 requires that documentation of fall training include the dates of the training so I included a space above to record that information.

- ~~The nature of fall hazards in the work area~~ recognize the fall hazards in the work area.
- ~~When fall protection is required, To know the correct procedures for erecting, maintaining, disassembling, and inspecting, use and operation of: guardrail systems, personal fall arrest/restraint systems, safety net systems, warning line systems, safety monitoring systems, and other protection to be used. To properly follow manufacturers requirements on the installation, use, and dismantling of equipment.~~
- ~~The role of each employee in the safety monitoring systems that are used.~~ What fall protection is required.
- ~~The correct procedures for erecting, maintaining, assembling, disassembling, and inspecting the fall protection systems to be used~~ limitations of the safety monitor during roofing work on flat to 4:12 pitch.
- ~~The use and operation of fall protection systems used~~ correct procedures for the handling and storage of materials and equipment and the erection of overhead protection.
- ~~The limitations of fall protection systems used.~~ role of employees in the fall protection work plan(s).
- ~~The proper care, maintenance, useful life, removal from service.~~ standards of part C-1, chapter WAC 296-155.

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- [The requirements of Chapter 296-880 WAC.](#)

Every employee must be trained and understand the above-mentioned information and be retrained due to new regulation, equipment updates, or changes in company policy.

Trainer \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Per WAC 296-~~880-10015155-24505~~ (4) documentation of the employee training [may be stored electronically as long as it is available to safety and health personnel from the Department of Labor and Industries](#)~~shall be maintained and be available on the job site.~~

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**FALL PROTECTION WORK PLAN CHECKLIST**  
**TEN (10) FEET OR MORE**

**Worksite address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Commented [A64]:** Might be good to note that WAC 296-880-10020 requires the fall protection work plan to be available on-site for inspection by L&I

1) FALL HAZARD IDENTIFICATION

- max roof pitch
- skylight opening (location) \_\_\_\_\_
- maximum overhang height
- maximum ridge height
- scaffolding
- ladderjacks
- floor/wall openings
- OTHER \_\_\_\_\_

2) EXPLANATION OF FALL PROTECTION

Roof:

- anchors, 3,000 lb. (less than 2' fall)
- anchors, 5,000 lb.
- anchors, 10,000 lb.
- anchors, 15,000 lb.
- full-body harness
- shock-absorbing lanyard
- rope-grab

Ladderjacks:

- guardrails
- full-body harness
- shock-absorbing lanyard

Floor openings:

- cover
- guardrail
- no access area, roped off

Scaffolds:

- guardrails
- full-body harness
- shock-absorbing lanyard

Powered manlift:

- guardrails
- body belt
- full-body harness
- shock-absorbing lanyard

Wall openings:

- guardrails
- no access area-blocked off

Truss setting:

- indoor "sawhorse" scaffolding
- "J" hooks/bracket

3) EXPLANATION OF INSTALLATION

\_\_\_\_\_ will inspect all equipment at the beginning of each workday.

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\_\_\_\_\_ will check for any wear or damage.

\_\_\_\_\_ will set roof anchors in place.

Scaffolding will be set in place and disassembled by:

- company representative scaffolding is rented from.
- foreman or supervisor of this company.

\_\_\_\_\_ will set roof anchors in place before any work begins on the roof.

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4) STORAGE AND SECURITY OF TOOLS

- Small tools will be kept in the tool belt to allow both hands to be free when ascending or descending from the roof.
- larger tools and/or materials will be raised or lowered from the roof by:
  - crane
  - forklift
  - manlift (if manufacture allows)
  - pulley system
  - conveyor belt
  - other \_\_\_\_\_
- fall protection equipment will be stored in:
  - supervisor/foreman's vehicle
  - job shack
  - job box
  - other \_\_\_\_\_

5) OVERHEAD PROTECTION

- the area under the scaffolding will have a warning line installed to protect against other employees accidentally walking under it.
- a warning line system will be set up on the lower level to keep employees away from possible falling objects during truss setting operations.

6) RESCUE OPERATIONS

Roof rescue will be done by using:

- manlift
- ladders
- other \_\_\_\_\_

First-aid will be administered if the injury is minor. If the injury is serious, a designated person, \_\_\_\_\_, will call 911 or other local rescue unit request assistance.

DOCUMENTATION OF EMPLOYEES TRAINED IN ACCORDANCE WITH THIS PLAN

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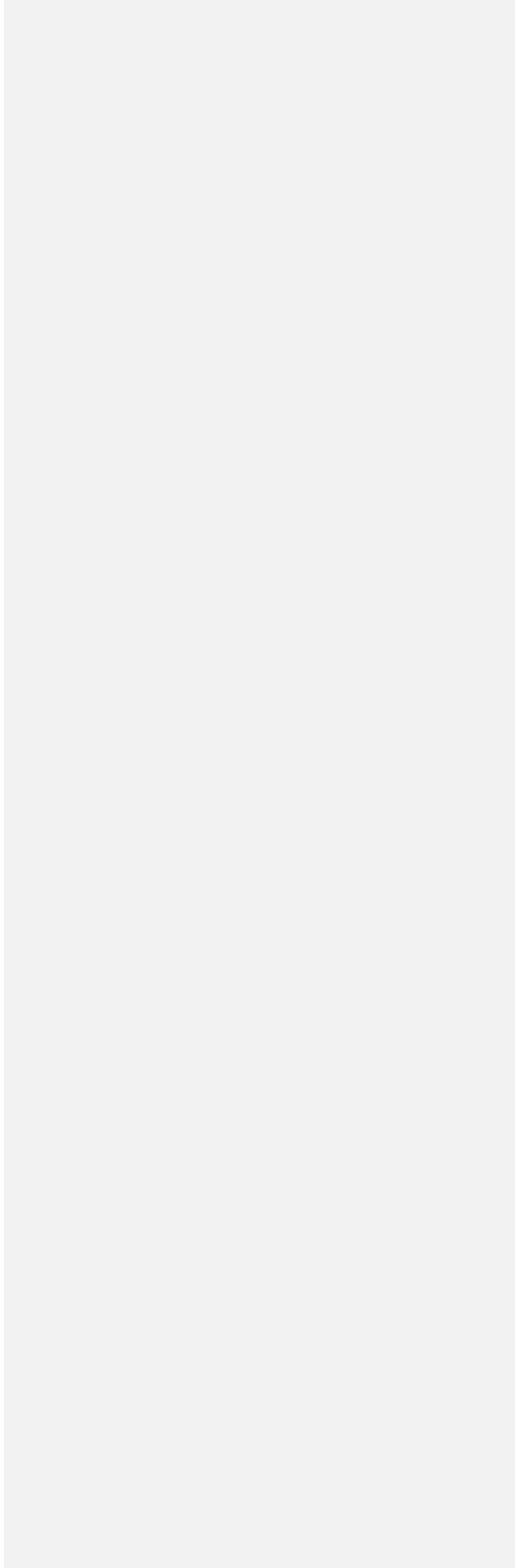
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Personal Protective Equipment (PPE)

Clothing

1. Suitable clothing shall be worn for the job. Sufficient and proper clothing shall be worn to assist in preventing scratches, abrasions, slivers, sunburn, hot liquid burns, or similar hazards. Loose or ragged clothing, scarves or ties shall not be worn while working around moving machinery.
2. PHA employees on any construction site shall wear no less than a short-sleeved shirt, long pants and shoes [that meet the foot protection requirements below](#).

Hardhats

1. PHA shall provide all Mutual Self Help employees on any construction site with an individual hard hat when required at no cost to the employees.
2. All employees must have their individual hard hats on site and readily available at all times.
3. All employees shall wear a hard hat on any construction site whenever there is a potential exposure to danger of flying or falling objects to persons working or occupying the area.

Protective Eyewear

Employees shall use eye and face protection equipment when machines or operations present potential eye or face injury from physical, chemical, or radiation agents.

Leg Protection

Employees whose duties require them to operate a power chain saw shall wear flexible ballistic nylon pads, sewn or otherwise fastened into the trousers, or other equivalent protection that will protect the vulnerable areas of the legs.

Foot Protection

1. Substantial footwear, made of leather or other equally firm material, shall be worn by employees where there is a danger of injury to the feet through falling or moving objects, or from burning, scalding, cutting, penetration, or like hazard. [The soles and heels of such footwear must be of a material that will not create a slipping hazard. Shoes made of leather or other firm material that have soft athletic-type soles which would protect employees from foot injuries and at the same time, provide soft and firm footing while working under specialty requirements or with specialty materials are acceptable if meeting safety shoe requirements established by OSHA or ANSI. Footwear that has deteriorated to a point where it does not provide the required protection must not be used.](#)
2. [Calks or other suitable footwear, which will afford reasonable protection from slipping, must be worn while working on logs, poles, pilings, or similar forest products.](#)
3. [Traditional tennis shoes, shoes with canvas tops, or thin or soft-soled athletic shoes, open toed sandals, slippers, dress shoes or other similar type shoes shall not be worn.](#)

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- 4. Soft or athletic-type soles with uppers of leather or other substantial material may be used where firm footing is desired and where minimal danger of injury to feet from falling or moving objects. Example, roofing operations.
- 3-5. Safety-toe footwear for employees must meet the requirements and specifications in American National Standard for Men’s Safety-Toe Footwear, Z41.1-1967.

**Commented [A65]:** Added additional requirements from WAC 296-155-212.

Hearing Conservation  
PHA shall make available to all employees at any jobsite sound attenuation devices to protect the hearing of its employees. PHA shall also follow requirements of Chapter 296-817 WAC regarding hearing loss prevention.

**Commented [A66]:** WAC 196-155-210 requires that the hearing protection requirements of chapter 296-817 WAC apply.

**General Safety Rules**

**Ladder Safety**

1. Do not use ladders for any purpose, other than that for which they are designed.
2. Inspect ladders regularly for any defects or needed repair. If defective, remove from service until repaired.
3. When using stepladders, be sure the spreaders are locked into position before using.
4. Be sure there is no grease and/or oil present on ladder and that the only paint allowed on a ladder is for numbering purposes.
5. When ascending or descending the ladder, always face forward.
6. Keep all tools in tool belt or other location to keep both hands free for ascent or decent.
7. Be sure all safety catches are locked and in place on extension ladders.
8. Keep all tools off of all steps, always, on any ladder.
9. One person on a ladder at a time.
10. Never jump from one ladder to another and do not move a ladder while it is occupied.
11. Read the manufactures limitations for the ladder.
12. When placing a ladder over a doorway, barricade that doorway to prevent accidental displacement.
13. Any ladder used for access to a higher level, must extend at least 36 inches above the landing surface. If this is not possible due to the ladder's length, a grab rail shall be provided and the ladder must be secured at the top.

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14. No type of work shall be performed on a ladder over 25 feet from the ground or floor that requires the use of both hands to perform the work, unless a safety belt is worn and the safety lanyard is secured to the ladder.

~~14.~~15. [Further rules regarding ladder safety may be found in Chapter 296-876 WAC.](#)

### Stairways

1. A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 18 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
2. Stairs are to be installed between 30° and 50° from horizontal.
3. Stairways with four or more risers or rising more than 30 inches, whichever is less, will have at least one handrail and one stair rail system along each unprotected side.
4. Be sure all handrails are free of sharp edges or nails and can support a minimum of 200 lbs.
5. Keep stairway free of tools and/or other debris at all times.
6. A building having one or more points of access between levels, must keep at least one point of access clear at all times.
7. Ladderway floor openings or platforms must be guarded by standard railings with standard toe boards on all exposed sides, except at an entrance opening, with the passage through the railing either provided with a swinging gate or offset so that a person cannot walk directly into the opening.
8. Riser height and tread depth must be uniform and full.

9. Stairs must be in place before upper level stud walls go up.

~~9.~~10. [Further rules regarding stairway safety standards may be found in Part J, Chapter 296-155 WAC.](#)

### Scaffolds

1. Inspect scaffolds regularly for any defect or repair needed.
2. Do not mix/match any scaffold components with any other scaffold types.
3. Scaffold planks are to extend over their end supports not less than 6 inches or more than 12 inches.
4. Scaffolds and their components shall be capable of supporting without failure at least 4 times the maximum intended load.
5. When persons are required to work or pass under the scaffold, hardhats must be worn in addition to providing falling object protection. Falling object protection may consist of toe boards, screens, guard rails, debris nets, catch platforms, or canopy structures that contain or deflect the falling objects.
6. Scaffolds must be erected and dismantled by a competent person.
7. The platform must be a minimum of 18 inches or a minimum of 12 inches for ladder and pump jacks and top plate brackets.

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~~8.~~ Each employee on a scaffold more than 10 feet above a lower level must be protected from falling to that lower level.

~~8-9.~~ [Further rules and regulations regarding scaffold safety standards may be found in Chapter 296-874 WAC.](#)

### Tools, Hand and Power

~~1.~~ [Maintain tools in a safe condition.](#)

~~4-2.~~ Use tools only for what they are designed for.

~~2-3.~~ Do not use any tools without the proper guards attached.

~~3-4.~~ Keep all tools sharp, clean, and ready for use.

~~4-5.~~ Check all power cords for cracks, cuts, fraying, etc. before using.

~~5-6.~~ Be sure all tools are properly grounded or are of the approved double-insulated type.

~~6-7.~~ Be aware of your location and that of your fellow employees before using any tools.

~~7-8.~~ Disconnect/unplug any cords to the power tool before servicing.

~~8-9.~~ Do not use electrical cords and/or hoses for hoisting or lowering tools.

~~9-10.~~ Check all chisels, punches, etc. to ensure they are free from mushroom heads.

~~10-11.~~ Check all tools with wooden handles for cracks or splinters. Remove or replace as necessary.

~~11-12.~~ Use only tools for which you are qualified and/or trained to use.

~~13.~~ Tools belonging to employees must comply with L & I regulations and Company policies.

~~12-14.~~ [Further rules and regulations regarding hand and power tools may be found in Part G, Chapter 296-155 WAC.](#)

### Electrical

1. Use ground-fault circuit interrupters or the assured equipment grounding conductor program.

2. Never overload a circuit.

3. Covers and doors on breaker boxes must be in place once energized.

4. Charge batteries in a well-ventilated room to avoid build-up of dangerous gasses.

5. Extension cords are not to be stapled, hung by nails, or hung by wire.

6. Doorways, walkways, etc. must be kept clear of cords, and/or wires to prevent a fall hazard.

7. If relocation of the electrical conductors is necessary, arrangements must be made with the owners of the lines for such relocation.

8. When fuses are installed or removed with one or both terminals energized, special tools insulated for the voltage must be used.

9. Equipment and circuits that are de-energized must be rendered inoperative, with tags and locked padlocks attached at all points where such equipment or circuits can be energized.

~~10.~~ Use approved equipment only, no homemade extension cords for example.

~~10-11.~~ [For further rules regarding working with electrical equipment, tools, and appliances, see WAC 296-800-280.](#)

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**Commented [A67]:** This is a general requirement found in WAC 296-155-350 that I thought would be good to include.

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### Excavation, Trenching, and Shoring

1. Utility installations such as telephone, electric, sewer, water must be located before excavation can begin.
  2. An exit of less than 25 feet in length, by means of a stairway, ladder, or ramp, must be in place in trenches more than 4 feet deep.
  3. Employees working near vehicular traffic must wear reflectorized or high-visibility vests or other suitable clothing.
  4. Excavations of 4 feet or more requires shoring, shielding or some other type of cave-in protection.
  5. Individual members of support systems must not be subjected to loads exceeding that which they were designed to withstand.
  6. No employee must be allowed under any loads being worked by power equipment.
  7. Excavation material, equipment, or other material must be kept at least 2 feet from the edge of the trench or use some type of retaining device to prevent the material from falling into the trench.
- [7.8. Pursuant to WAC 296-45-195, trenching and excavation operations must comply with the provisions of Part N, chapter 296-155 WAC.](#)

### Floor and Wall Openings

1. All floor holes or openings must be guarded or covered.
  2. Guard all holes and openings using the standard guardrail system. Top rail at 39 to 45 inches, with mid rail and toe board. A flush hatch cover may be used also.
  3. Covers must be able to support 200 lbs. (with a safety factor of four) and must be flush with the surrounding perimeter of the opening.
  4. Wall openings with a drop of more than 4 feet must be guarded using the standard guardrail system.
  5. Windowsills less than 39 inches from the walking/working surface must have a guardrail system if the fall to the next level is more than 4 feet.
  6. The cover must be secured by fastening devices to prevent unintentional removal.
- [6.7. Further rules regarding floor and wall openings may be found in Chapter 296-880 WAC.](#)

### Motor Vehicle Safety

1. Only through proper authorization and training should any type of motor vehicle be operated.
2. Traffic regulations must be obeyed at all times.
3. Turn off equipment before mounting/dismounting or repairing.
4. The vehicle is to carry only the amount of people it is designed to carry or seatbelts available.

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5. Obey and know all hand signals.
6. Rest loads on the ground before turning equipment off.
- [7.](#) In vans, equipment must be tied down or a barricade must be installed.
- [7.8.](#) For further rules regarding motor vehicles on construction sites, see WAC 296-155-610.

# CHAPTER 4

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**TRAINING**

Each employee at PHA will receive training for various safety items throughout their tenure with PHA. Some of the training will be done in meetings of all staff, other training will be done on-line at your own pace, some might be off-site and still more may be done in departmental meetings.

Each time training occurs, the supervisor conducting and/or arranging the training will provide a Training Log. Each employee in attendance at training done in meeting format will be required to sign in to show their participation.

Assigned on-line training may provide a Certificate of Completion. Please ensure that the HR department receives a copy of all Certificates for your personnel file.

Training may include, but is not limited to:

**Maintenance Only**

- Ladder Safety
- Machine Safety
- Personal Protective Equipment
- Lockout/Tagout
- Electrical Safety
- Accident Prevention
- Back Safety/Lifting

**All Staff**

- Evacuation Procedures
- Violence on the job
- Conflict Resolution
- Ergonomics
- Fire Safety
- First Aid (Until help arrives)

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Chemical Usage & Safety  
Groundskeeping Safety  
Power Tool Safety

**SAFETY COMMITTEE**  
Accident Investigation

**TRAINING ATTENDANCE SHEET**

Training Topic: \_\_\_\_\_

Conducted By: \_\_\_\_\_

PRINTED NAME	SIGNATURE

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Instructor Signature

Date

# CHAPTER 5

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Appendix D

Job Orientation Guide

Company: Peninsula Housing Authority  
Trainer:  
Date

Employee:  
Hire Date:  
Position:

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	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operations, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company and WISHA	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of firefighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____
B. Fighting	_____	_____
C. Inattention	_____	_____
D. Smoking policy	_____	_____
E. Good housekeeping practices	_____	_____
F. Proper lifting techniques	_____	_____

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

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Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

**JOB AREA SAFETY ASSESMENT WORKSHEET**

TITLE OF JOB OPERATION: \_\_\_\_\_ Date: \_\_\_\_\_

Title of person who does job: \_\_\_\_\_

Employee observed: \_\_\_\_\_ Location: \_\_\_\_\_

Analysis made by: \_\_\_\_\_ Analysis approved by: \_\_\_\_\_

Sequence of basic job steps	Potential accidents or hazards	Recommended safe job procedures

Personal protective equipment required for this position:

Other hazards that may develop and will be addressed in our safety meetings:

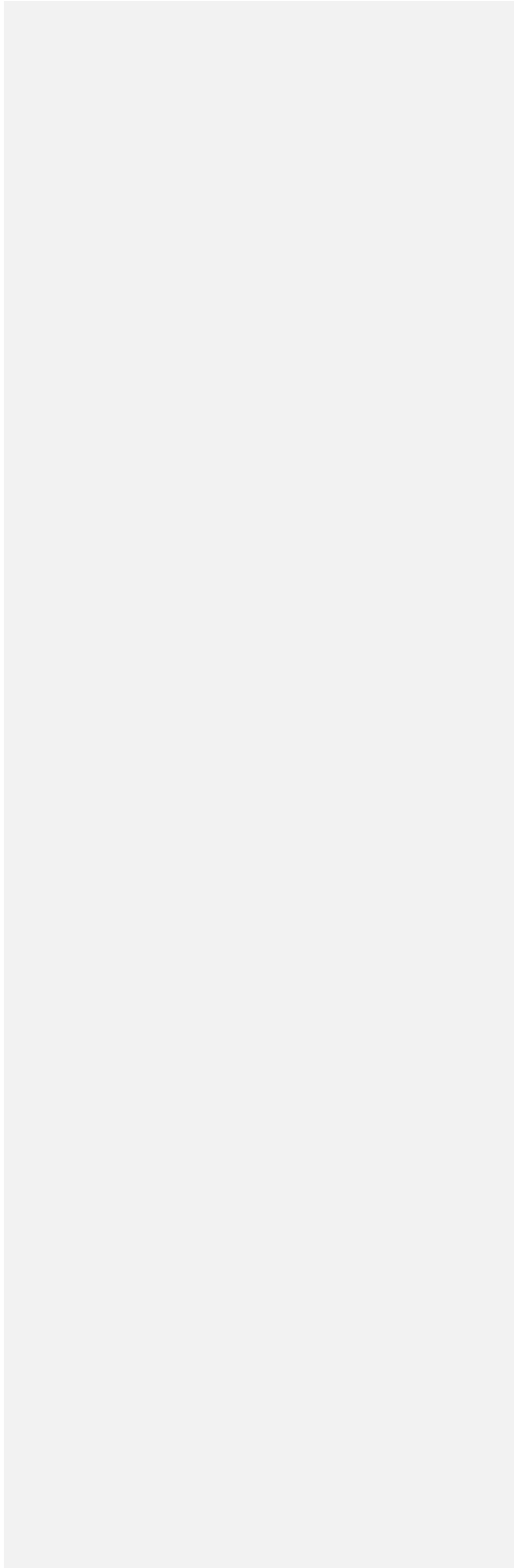
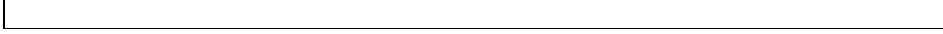
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**FALL PROTECTION WORK PLAN**

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_ SITE: \_\_\_\_\_

REPORT PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

- 1) SPECIFIC WORK AREA: \_\_\_\_\_
- 2) ACTIVITIES: \_\_\_\_\_
- 3) IDENTIFY ALL FALL HAZARDS IN THIS AREA: \_\_\_\_\_

4) CHECK THE METHOD OF FALL RESTRAINT OR ARREST TO BE UTILIZED:

慌 STANDARD GUARDRAIL	慌 FULL BODY HARNESS	慌 SCISSOR LIFT
慌 SECURED TO EXISTING STRUCTURE		慌 TIE-OFF POINT
CAPABLE OF 5000 LB/PERSON	慌 BOOM LIFT	
慌 SHOCK ABSORBING LANYARD		慌
RETRACTABLE LANYARD	慌 FORKLIFT BASKET	
慌 SCAFFOLD W/GUARDRAIL	慌 OTHER (SPECIFY)	
慌 WARNING LINE	慌 WARNING LINE & SAFETY MONITOR (See WAC 296-155-24521)	

5) DESCRIBE PROCEDURES FOR ASSEMBLY, MAINTENANCE, INSPECTION AND DIASSEMBLY OF THE SYSTEM (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OR THIS FORM OR ATTACH A SEPARATE SHEET):

6) DESCRIBE PROCEDURES FOR HANDLING AND SECURING TOOLS, EQUIPMENT AND MATERIALS AND FOR PROVIDING OVERHEAD PROTECTION FOR WORKERS (IF ADDITIONAL SPACE IS REQUIRED, COMPLETE ON THE BACK OF THIS FORM OR SEPARATE SHEET):

7) DESCRIBE THE METHOD FOR PROMPT, SAFE REMOVAL OF INJURED WORKER(S):  
(Calling 911 is not sufficient as a means of rescue)

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8) I CERTIFY THAT I HAVE RECEIVED FALL PROTECTION ORIENTATION INCLUDING THE MATERIAL COVERED IN THIS FALL PROTECTION WORK PLAN.

EMPLOYEE NAME:

DATE:



**IX.**

**CREW LEADER SAFETY MEETING**

Firm Name		Address	
Date	Time	# of employees	
Subject discussed			

Minutes:

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Crew Leader Comments:

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Provided by Dept. of Labor & Industries  
WISHA Services

F417-049-000 crew leader meeting 5-00

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**Walk-around Safety Inspection**

- Power lines:** Minimum 10' clearance / insulate – de-energize, under 50 kw; over 50 kw – refer to Chapter 296-155 WAC
- Trench/excavation:** Any trench four feet or more must be sloped, shored or braced
- Guardrails:** Any opening four feet or more above ground level must be guarded
- Standard guardrail:** Top rail = 39" to 45" above working surface. Midrail = halfway between top rail and floor. Toe board = 4"
- Scaffold:** Fully planked
- Scaffold:** Fall protection provided if fall hazards over 10 feet exist
- Stairs:** Four or more risers must have handrails
- Fall protection:** Any exposure to fall hazards of 10' or greater must be eliminated by the use of safety harness/belt, lanyard or lifeline, horizontal lines or centenary lines. Positive fall restraint/protection must be utilized at all times. Two lanyards may be necessary at the beam/upright traverse points. No exposure at any time is allowed.
- Fall protection work plan:** Job specific, in writing; available on-site for all fall hazards above 10'
- Open belts and pulleys, chains and sprockets, points of operation** must be guarded to prevent accidental contact. Air compressors and electric motor pulleys are the most common hazards.
- Radial saws:** Cutting head must return easily to start position when released; blade must not extend past the edge of the worktable; off/on switch should be at front of operator's position.
- Table saws:** Upper hood guard; anti-kickback, push stick, belt and pulley guarded
- Circular saws:** Blade guard instantly returns to covering position
- Never wedge or pin a guard.**
- Ladders:** Extended 36" above landing and secured to prevent displacement
- Floor holes/openings:** Covered and secured; be sure no tripping hazards in the area.
- Extension cords/electric power tools:** Marked/covered by Assured Grounding Program
- Clothing:** Minimum of short sleeve shirts, long pants, and substantial footwear; no recreational shoes
- Hard hats:** readily accessible at all times; worn when overhead hazard exists
- Oxygen/acetylene storage areas:** Cylinders chained and separated
- Personal protective equipment:** Head, eye, ear, respiratory, and leg protection – high visibility vests when required
- Housekeeping:** Workers are responsible for their own area of exposure
- First aid/fire extinguishers:** Available and readily accessible

Other hazards observed: \_\_\_\_\_

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**Commented [A68]:** This checklist is similar to the one above.

**Commented [A69]:** What does this clearance refer to?  
WAC 296-155-53408 (1)(a)(ii) states that "Ensure that no part of the crane/equipment, load line, or load (including rigging and lifting accessories) gets closer than 20 feet of a power line that is up to 350 kV, or closer than 50 feet of a power line that exceeds 350 kV, by implementing the measures specified in (b) of this subsection."

**Commented [A70R69]:** I don't know. It's possible that it is OLD language or maybe from Self-Help.

**Commented [A71R69]:** 29 CFR 1926.1408 Table A Cranes and Derricks in Construction. This is OSHA guidance.

**Commented [A72]:** Was not able to find this requirement in WAC 296-155 WAC. I added "more" though since the sentence seemed incomplete but confirm this was the intention.

Appendix D

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Supervisor's signature

\_\_\_\_\_  
Date

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Employee's signature

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Date

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**Equipment Safety Inspection Checklist**

**Date:** \_\_\_\_\_

**Project:** \_\_\_\_\_

**Equipment:** \_\_\_\_\_

All guards and fenders	_____	OK	_____	Needs Repair
Brakes	_____	OK	_____	Needs Repair
Lights – front, rear, side, dash	_____	OK	_____	Needs Repair
Back-up alarm – horn	_____	OK	_____	Needs Repair
Ladders, stairs, hand holds	_____	OK	_____	Needs Repair
ROPS (Roll-over protection)	_____	OK	_____	Needs Repair
Seat belts	_____	OK	_____	Needs Repair
Fire extinguisher	_____	OK	_____	Needs Repair
Glass	_____	OK	_____	Needs Repair
Tires	_____	OK	_____	Needs Repair
Electrical cords	_____	OK	_____	Needs Repair
Ground fault circuit interrupters	_____	OK	_____	Needs Repair
Electrical hand tools	_____	OK	_____	Needs Repair
Powder actuated tools	_____	OK	_____	Needs Repair
Condition of pneumatic hand tools	_____	OK	_____	Needs Repair

**Other Items Checked:**

Oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Hydraulic oil level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Anti-freeze level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
Fuel level and leaks	_____	OK	_____	Needs Repair	_____	Add	_____	Change
First aid kit	_____	OK	_____	Needs Repair	_____	Add	_____	Change

Repaired by: \_\_\_\_\_

Checked by: \_\_\_\_\_

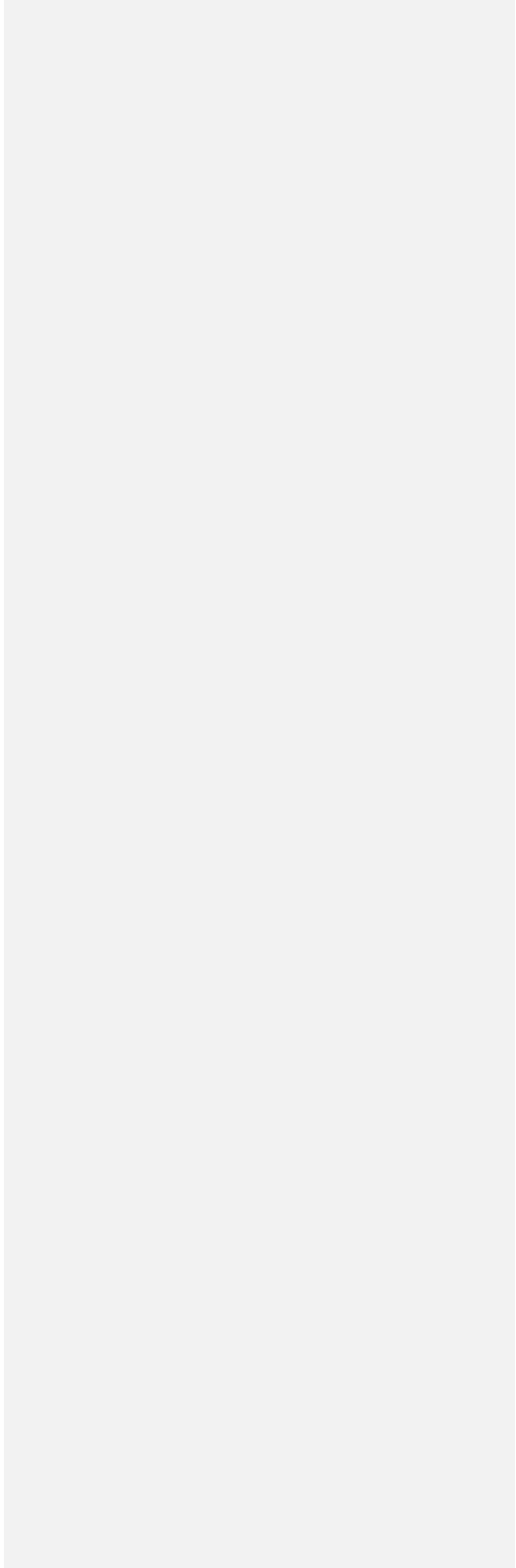
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Appendix D



Department of Labor & Industries – DOSH Services

Checklist - Safety

Employer \_\_\_\_\_

Report Number: \_\_\_\_\_

**Commented [A73]:** Looks like they got this from L&I but I could not find an updated version on their website. I made some changes but might be good to see if L&I has an updated checklist?

**Commented [A74R73]:** L&I has this checklist dated June 2025. Construction Checklist - Safety (F418-055-000)

CSHO Name: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

		Y E S	N O	N/ A
<b>Contractor Registration</b>				
Did employer have valid contractor's Registration?	Lic#:			
<b>Fall Protection</b>				
Is fall protection used when exposed to <del>40'</del> fall hazard?	<a href="#">WAC 296-880-<del>10010</del>155-24510</a>			
Are fall protection anchorage points installed properly?	<a href="#">155-24510(2)(a)(ix)WAC 296-880-40025</a>			
Is fall protection work plan available and implemented?	<a href="#">WAC 296-880-10020</a> 155-24505(1)			
<b>LADDERS / STAIRWAYS</b>				
Stairway installed before 2 <sup>nd</sup> floor studs raised?	<a href="#">WAC 296-155-477(1)(f)(i)</a>			
Guardrail and handrail on stairways with 4 or more risers?	<a href="#">WAC 296-155-477(3)(a)(i)</a>			
Ladders extend 3 feet beyond upper landing?	<a href="#">WAC 296-876-40030</a>			
Ladders used for purpose they were designed for?	<a href="#">WAC 296-876-40005</a>			
Top of ladder used as step?	<a href="#">WAC 296-876-40050</a>			
Defective ladder marked and removed from service?	<a href="#">WAC 296-876-30005</a>			
Ladder/stairway safety training program implemented?	<a href="#">WAC 296-876-15050005</a>			
<b>Guarding</b>				
Hand-held power circular saws properly guarded?	<a href="#">WAC 296-155-370(2)</a>			
Table saws properly guarded?	<a href="#">WAC 296-155-370(3)(a)</a>			
Radial saws properly guarded?	<a href="#">WAC 296-155-370(4)(a)</a>			

**Commented [A75]:** The section formerly cited to no longer exists. WAC 296-880-10010 requires fall protection regardless of height.

**Commented [A76]:** The closest I could find to this requirement is in WAC 296-880-40025 it says that anchorage points used for fall restraint must be capable of supporting four times the intended load.

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Power miter saws properly guarded?	<a href="#">WAC 296-155-370(7)</a>			
Pneumatic nailer/stapler have safety device on muzzle?	<a href="#">WAC 296-155-360 (2) (c)</a>			
<b>Structure Construction</b>				
Walls braced to prevent collapse?	<a href="#">WAC 296-155-035(8)</a>			
Scaffolds fully planked and guarded?	<a href="#">WAC 296-874-20008</a> & <a href="#">296-874-20052</a>			
Floor openings guarded (12" or more)?	<del><a href="#">155-505(4)(a)</a></del>			
Wall openings guarded by standard railing or equivalent?	<del><a href="#">155-505(5)(a)</a></del>			
Open sided surfaces guarded by standard railing or equivalent?	<del><a href="#">155-505(6)(a)</a></del>			
Stair or ramp provided for break in elevation >19"?	<del><a href="#">155-476(1)</a></del>			
Ramp used for access is at least 18" wide?	<del><a href="#">155-515(1)</a></del>			
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>				
Individual hard hats available on site?	<a href="#">WAC 296-155-205(2)</a>			
Hard hats used when exposed to flying or falling objects?	<a href="#">WAC 296-155-205(3)</a>			
Eye protection worn?	<a href="#">WAC 296-155-215(1)(a)</a> & <a href="#">295-155-350 (3)</a>			
Suitable clothing -short sleeved shirt and long pants worn?	<a href="#">WAC 296-155-200(2)(a)</a>			
Proper footwear worn?	<a href="#">WAC 295-155-212</a>			
Is leg protection used during chainsaw usage?	<a href="#">WAC 296-155-211</a>			
<b>Electrical</b>				
Extension cords with ground pin?	<a href="#">WAC 296-155-447(6)(f)</a>			
Extension cords free of improper splices?	<a href="#">WAC 296-155-449(7)(b)(iii)</a>			Formatted: Left
Multi-outlet J-Box are waterproof?	<a href="#">WAC 296-155-449(1)(a)(iii)</a>			
GFCI or assured grounding program?	<a href="#">WAC 296-155-447 (2)-(a) (i)</a>			Formatted: Left
<b>RELATED PROGRAM REQUIREMENTS</b>				
Is the APP tailored to the business and hazards involved?	<a href="#">WAC 296-155-110 (2)</a>			
Does the employer provide safety orientations?	<a href="#">WAC 296-155-110 (3)</a>			
Is the APP outlined in written format?	<a href="#">WAC 296-155-110 (4)</a>			

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Is a Crew Leader-Crew Safety meeting held at beginning of job & weekly thereafter?	<a href="#">WAC 296-155-110(5) (a)</a>			
Are safety meetings tailored to the operations?	<a href="#">WAC 296-155-110 (5) (b)</a>			
Are safety meetings documented?	<a href="#">WAC 296-155-110 (6) (d) &amp; (e)</a>			
Are safety walk-around inspections conducted at the beginning of the job and weekly thereafter?	<a href="#">WAC 296-155-110 (9) (a)</a>			
Are walk-around inspections documented and available for inspection?	<a href="#">WAC 296-155-110 (9) (b)</a>			
Do employees work with hazardous chemicals/materials?				
Is there a hazard communication program that is written and implemented?	<del>800-17005</del> <a href="#">WAC 296-901-14010(1)</a>			
Is there a <del>list of</del> <a href="#">Chemical Inventory for hazardous chemicals</a> on-site?	<del>800-17010</del> <a href="#">WAC 296-901-14010(1)(a)</a>			
Is there an <del>safety data sheet</del> <a href="#">MSDS</a> for each hazardous product?	<del>800-17015</del> <a href="#">WAC 296-901-14014</a>			
Are employees provided <del>adequate</del> <a href="#">HAZCOM</a> training?	<del>800-17030</del> <a href="#">WAC 296-901-14016</a>			
<b>FIRST-AID</b>				
Are first-aid supplies available on-site?	<a href="#">WAC 296-800-15020</a>			
Is there a first-aid trained person or persons on site?	<a href="#">WAC 296-155-120(12)</a>			
Are crew leaders and supervisors first aid trained?	<a href="#">WAC 296-155-120(23)</a>			
<b>HOUSEKEEPING</b>				
Is proper housekeeping maintained at the jobsite?	<a href="#">WAC 296-155-020 (1) through (12)</a>			
<b>SANITATION</b>				
*Adequate supply of potable water provided?	<a href="#">WAC 296-155-140(1)(a)</a>			
*Toilets provided and maintained at jobsite?	<a href="#">WAC 296-155-140(4)(b) &amp; 296-155-140 (4) (d)</a>			

This emphasis checklist outlines fundamental requirements and is not inclusive of all safety and health requirements for employers in the construction industry. Other requirements can be found in the Washington Administrative Code (WAC) Chapters 296-24, 296-62, 296-155, 296-800, 296-874, ~~and~~

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296-876, [296-880](#), and [296-901](#). Information relevant to these requirements or further assistance can be found on the agency website located at: [WWW.LNI.WA.GOV/WISHA](http://WWW.LNI.WA.GOV/WISHA)

**Commented [A77]:** Added these to the list because some of the citations above are references to these chapters.

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**Hazard Communication checklist**

1. Have we prepared a list of all the hazardous chemicals in our workplace?
2. Are we prepared to update our hazardous chemical list?
3. Have we obtained or developed a ~~material~~ safety data sheet for each hazardous chemical we use?
4. Have we developed a system to ensure that all incoming hazardous chemicals are checked for proper labels and data sheets?
5. Do we have procedures to ensure proper labeling or warning signs for containers that hold hazardous chemicals?
6. Are our employees aware of the specific information and training requirements of the Hazard Communication Standard?
7. Are our employees familiar with the different types of chemicals and the hazards associated with them?
8. Have our employees been informed of the hazards associated with performing non-routine tasks?
9. Are employees trained about proper work practices and personal protective equipment in relation to the hazardous chemicals in their work area?
10. Does our training program provide information on appropriate first aid, emergency procedures, and the likely symptoms of overexposure?
11. Does our training program include an explanation of labels and warnings that are used in each work area?
12. Does the training describe where to obtain data sheets and how employees may use them?
13. Have we worked out a system to ensure that new employees are trained before beginning work?
14. Have we developed a system to identify new hazardous chemicals before they are introduced into a work area?

**Commented [A78]:** These are just called safety data sheets now

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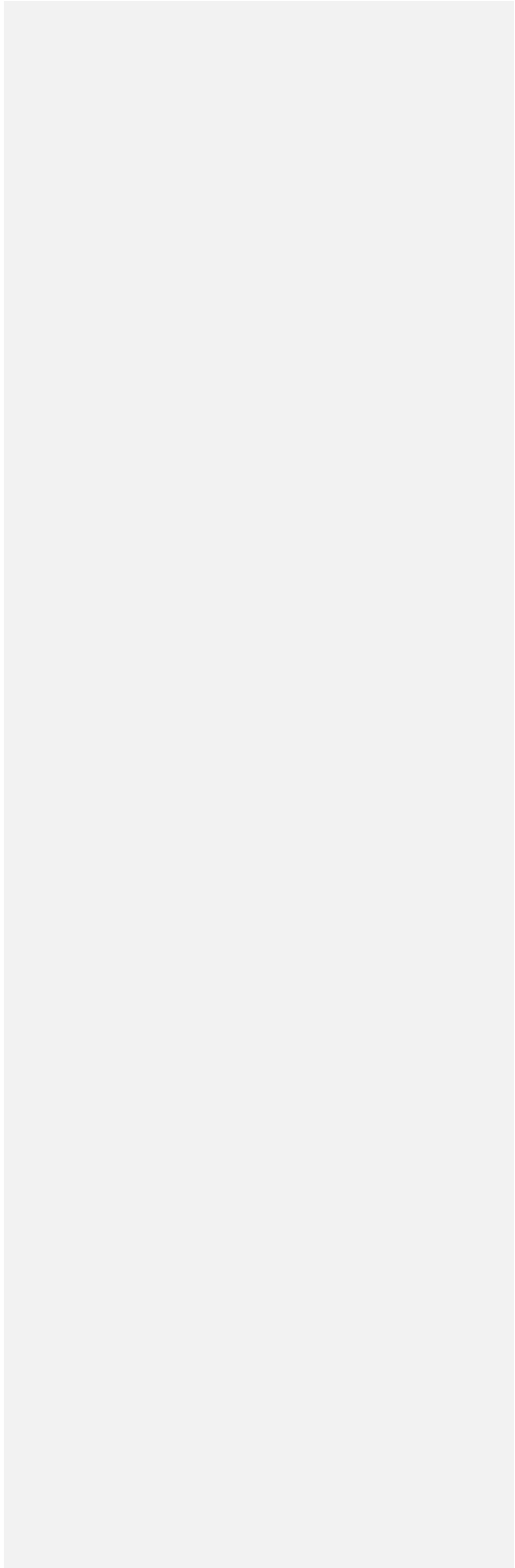
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15. Do we have a system for informing employees when we learn of new hazards associated with a chemical?



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**Synchronous  
UNACCEPTABLE DRIVER CRITERIA**

In order to maintain the lowest reasonable premium rates for Synchronous members, certain employees must be excluded from coverage. Excluded employees are those whose driving privilege is restricted or suspended by their state department of motor vehicles, those who have a recent history of involvement in preventable accidents or those with an excessive number of moving violation convictions or those that are not employees of the member.

For purposes of this policy, a conviction includes a plea of guilty, "no contest," voluntary or mandatory traffic school attendance, forfeiture of bail or imposition of a fine.

Employees of HARRP's member authorities meeting the following criteria are unacceptable risks and cannot be covered by HARRP's automobile liability program:

1. Operating any motor vehicle under the influence of alcohol or an illegal or controlled substance within the last thirty-six months.
2. Possessing alcohol or an illegal or controlled substance in an authority vehicle within the last thirty-six months.
3. Conviction of any moving violation resulting in a fatal accident.
4. Conviction of a felony involving the use of a motor vehicle.
5. Conviction of three or more moving violations within the last thirty-six months.
6. Two or more "at-fault" accidents within the last thirty-six months. (An "at-fault" accident is one in which the employee was fined, received an adverse judgment or settlement in a civil lawsuit or in which the employee's insurer settled prior to commencement of a lawsuit.)
7. Any combination of two or more license suspensions, restrictions or revocations within the last thirty-six months.
8. Driving without a valid driver's license.
9. Being declared a "negligent driver" by the state motor vehicle department (or any equivalent designation for the state in question) within the last thirty-six months.

A determination of driver non-insurability is contingent upon a conviction date, and the thirty-six month

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period as referenced in the above criteria will begin on the date of the incident, as reported in the motor vehicle report.

Member authorities must participate in the motor vehicle reporting program within their states for the purpose of monitoring the status of the driving records of their employees on an ongoing basis.

Employees may be classified as:

- (a) Those for whom driving is an essential function of the job; and
- (b) Those who rarely, if ever, drive in the course of their employment.

No driver in either category should ever be permitted to drive an authority vehicle, or their personal vehicle on authority business unless the authority has determined their acceptability within the prior twelve months.

If during a records check the member authority discovers information which indicates that an employee may be an unacceptable driver, Synchronus must be informed immediately, in writing. Once Synchronus has received and examined the information the member will be notified of Synchronus' determination to cancel or continue coverage for the employee.

indicates that an employee may be an unacceptable driver, Sychorus must be informed immediately, in writing. Once HARRP has received and examined the information, the member will be notified of HARRP's determination to cancel or continue coverage for the employee.

Any employee who has been declared an unacceptable driver by HARRP, will remain so for a minimum of twelve months. If a member authority requests a re-determination after twelve months, it must do so in writing and include a motor vehicle record report obtained within thirty days of the request for re-determination. A failure to request a re-determination means the employee remains an unacceptable driver.

HARRP will examine such records and respond in writing to the member authority.

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## APPENDIX F

### Credit Card Policy

The purpose of this Credit Card Policy is to assist Peninsula Housing Authority (PHA) with approved purchases in connection with operations, lodging and travel, where use of a credit card is necessary to expedite the transaction in an efficient manner. Credit cards are to be used as a last resort to pay for most expenses. The purpose of the use of these cards is not to override the procedures set forth in any other PHA policy, but to provide an alternative method of purchase for necessary goods and services.

1. The Executive Director shall be responsible for the issuance, accounting, monitoring, retrieval and general oversight of compliance with this policy.
2. Credit cards are administered by the Finance Department and can only be issued as directed by the Executive Director. For travel and training, heads of each department have access to the use of the credit card by advance approval of expense by the Executive Director.
3. Credit cards may be used for any authorized purchase where the vendor or merchant only accepts credit card payments (or advance payment).
4. PHA credit cards will have an authorized maximum limit of up to \$5,000. The Executive Director shall maintain a list of available credit cards for all employees which shall include the credit limit of each card.
5. If a cardholder experiences denials when using a PHA credit card, the employee shall notify the Comptroller as soon as possible with details of the denial. Such details shall include, but are not be limited to, vendor or merchant name, date, time and details of transaction, and dollar amount. The Comptroller shall investigate the denial.
6. PHA credit cards shall only be used for the purchases of goods and services that are the official business of the PHA at the Executive Director's discretion and within the procedures put in place to assure all transactions made are on behalf of the PHA. Procedures for use of the credit card are as follows:
  - a. In person: the employee shall present the credit card for purchases of goods and services. The employee shall obtain a receipt for all purchases and credits and submit the receipt to the PHA Finance Department, with Department Head approval, for reconciliation with the credit card invoice.
  - b. Via telephone or mail order: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to

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complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order or other document and submit this documentation to the PHA Finance Department, with department head approval, for reconciliation with the credit card invoice.

- c. Via the Internet: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order, hardcopy screen printouts, and/or other document, and this documentation shall be submitted to the PHA Finance Department, with department head approval, for reconciliation with the credit card invoice.

7. Documentation detailing the goods and services purchased with PHA credit cards shall be required for all transactions. Adequate documentation shall consist of, but is not be limited to, original sales receipts, credit slips, and department head approval. At no time shall PHA approve payment of credit card invoices without adequate documentation. Documentation shall detail the goods or services purchased, the cost of the goods or services purchased, the date of the purchase and the official business for which the goods or services were purchased.

8. When traveling on PHA business PHA credit cards shall not be used for personal uses, personal cash advances, or other prohibited expenses (e.g., alcoholic beverages, tobacco products, pay-per-view). If due to extenuating circumstances, personal charges are made, the employee will immediately, upon return to the office, notify the Finance Department and Executive Director and reimburse PHA for such charge.

9. Each employee to whom a credit card is issued for PHA purchases shall be responsible for the protection and custody of the card. The employee shall immediately notify the financial institution issuing the card if it is lost or stolen and the employee also shall notify the Executive Director as soon as possible.

10. Employees shall not post or otherwise make publicly available credit card data that could result in fraud or unauthorized charges.

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**Appendix G**  
**PENINSULA HOUSING AUTHORITY (“PHA”) STAFF**  
**REMOTE WORK POLICY (“Policy”)**

This Policy sets forth the requirements and expectations of remote work for exempt and non-exempt PHA staff. A temporary remote work option may be approved to allow staff to professionally conduct their required job duties outside of the PHA office building. Currently, Exempt Executive Team members are eligible for remote work. Otherwise, a remote work option may be approved for PHA non-exempt staff, after a case-by-case review and approval, and as a reasonable accommodation. However, some staff positions may not be eligible for remote work, due to the nature and essential duties of the position.

To be eligible for remote work, all PHA staff members must have the following –

1. a demonstrated history of the ability to work independently,
2. the ability to timely and successfully complete all job duties with minimal direct supervision, and
3. a remote work environment with limited distractions.

A remote work request must be made to a direct supervisor and allow the necessary time for review and approval of the request. Not all remote work requests will be approved.

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For approved PHA non-exempt staff working remotely, a time log is required, which will be completed showing all document work tasks and time spent on each work task by the quarter hour (.25 hour increments). This form should be attached to the staff member's timesheet each pay period while working remotely to verify hours worked and tasks completed. Staff members who are working remotely may be required to and may need to come into the office to complete job duties that cannot be completed remotely, such as, print documents, collect mail or documents, send or mail documents, etc. Hours needed in the office will be scheduled with an immediate supervisor to prevent unnecessary contact with other employees. Upon prior approval, it may be scheduled for a portion of staff to work remote and spend a few hours each week in the office. Approved staff and their direct supervisor will work together to determine an acceptable work schedule.

While working remotely, staff shall not call any participants from their personal or home phone to avoid participants having personal information of PHA employees. Calls must be returned from a PHA phone with associated telephone number or utilizing VOIP phone system via computer equipment. While working remotely, all staff are required to use PHA-issued laptops and their PHA email address to communicate with PHA and/or any participants.

All staff working remotely will be subject to the provisions and guidance of U.S. Department of Housing and Urban Development Office of Public and Indian Housing, "Notice PIH-2015-06," issued April 23, 2015, and incorporated into this Agreement by reference. Notice PIH-2015-06 advises public housing authorities of responsibilities for safeguarding personally identifiable information required by HUD and preventing potential breaches of sensitive data. In addition, all remote staff will follow the guidance in the Covid 19 FAQs for Public Housing Agencies, Version 4, dated May 29, 2020, pages 17-19, OC 21 and OC23. As well, all staff working remotely have a duty to protect personally identifiable information and sensitive data at all times. Encryption will need to be utilized if sending information via email that contains any protected, personal or sensitive information. The remote staff worker will be responsible for working with their direct supervisor to determine what files, if any, that are acceptable to remove from the office.

This Policy does not change the terms and conditions of employment and PHA staff members will remain subject to the same employment policies and procedures set forth in the PHA Personnel Policy Manual. PHA staff members continue to remain at-will employees. This Policy may be modified at anytime by PHA, within its sole discretion, and notice given to all

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- Commented [A82R80]:** Done!

staff members. Furthermore, there continues to be times when staff members may be required to spend more time in the office upon PHA's request.

An employee's wage, salary, job responsibilities, duties, and benefits are not modified or changed when working remotely, unless by the express written agreement of PHA and the staff member. This Policy provides for work to be done remotely, performed in the office, or at work sites and intended to provide the greatest amount of flexibility during an emergent situation while ensuring that vital services to our community continue. This Policy may be extended, by approval and on a case-by-case basis, to staff members ~~for conditions other than the Covid-19 pandemic.~~

**Commented [A83]:** Another reference to the pandemic that should probably be taken out.  
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**Performance Expectation Agreement:** Per this Policy, all PHA staff members, Exempt and Non-Exempt, agree to the following:

1. Remain accessible and productive during scheduled work hours.
2. Continue to complete all required duties of employment.
3. Complete all essential tasks as assigned.
4. Attend all office meetings as requested, either remotely or in-person.
5. Perform assigned work at worksite locations as required.
6. Check voice mail and e-mail regularly and respond timely.
7. Take all required breaks, pursuant to State and Federal Law.
8. Continue to uphold established job standards and meet goals.
9. Comply with all PHA rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
10. Immediately contact and communicate with direct supervisor when questions or issues arise.
11. Maintain a remote workspace or area free of any recognized safety hazards that complies with all PHA rules, policies, practices and instructions.
12. Protect and secure all protected personally identifiable information and sensitive data, while in your possession and while using any PHA electronic devices or mediums.

**Equipment Agreement:** All staff working remotely, agree that PHA equipment will not be used by anyone other than the PHA employee and only for PHA business and employment purposes. All tools, resources and equipment provided by PHA to staff, shall remain the property of PHA at all times. All PHA equipment will used and be placed where it has adequate support and is connected to properly grounded electrical outlets. All staff members are responsible for the safe and reasonable use of PHA equipment in their possession and

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PHA accepts no liability or imposed costs for any loss, damage or repairs incurred during remote work use.

Additionally, all staff working remotely agree to protect all PHA tools, resources and equipment from theft or damage and to report theft or damage to a direct supervisor immediately. At no time, will a staff member leave or store any PHA tools, resources and equipment in an unattended vehicle.

**Security Agreement:** All staff members working remotely agree to protect all PHA client information, protected personal information, and sensitive data, from unauthorized or accidental access, use, modification, destruction or disclosure by a third party. All staff members will conduct regular password maintenance and any other appropriate or necessary steps to comply with this duty, including complying with PHA's policies and expectations regarding information security. Further, all staff working remotely, agree not to make any changes to any security or administrative settings installed on PHA equipment. Restricted-access materials may not be taken out of the PHA office or accessed electronically, unless approved in advance by a direct supervisor. All hard copies of confidential information must be returned to the office and disposed of in a designated PHA shred bin.

**Travel Agreement:** This Policy does not change the terms and conditions of employment and PHA staff members will remain subject to the same employment policies and procedures set forth in the PHA Personnel Policy Manual. Staff members working remotely, are authorized under this Policy to work from a remote location only. At no time, is a staff member working remotely authorized to operate a PHA vehicle or conduct PHA business in their personal vehicle; unless approved by a direct supervisor. All Employees are subject to the "Unacceptable Driver Criteria" contained in the PHA Personnel Policy Manual; and should maintain a valid driver's license and personal liability vehicle insurance. While working remotely, staff members who operate a personal vehicle while conducting PHA business are not solely covered by any PHA liability insurance. All employees must report any vehicular accidents, collisions or damages immediately to a direct supervisor. All employees, including those working remotely, understand that any vehicular accidents, collisions or damages, including damage to PHA-owned equipment, incurred by the employee while operating a personal vehicle, are covered exclusively by the employee's personal liability insurance.

**Disciplinary Action Agreement:** Employees authorized to work remotely, are subject to all provisions of this Policy. PHA considers any violation of this Policy unacceptable; and the

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employee will be deemed to have committed an intermediate offense per the PHA Personnel Policy Manual, and corrective action will be taken. If PHA determines that an employee's job performance suffers while working remotely, PHA may require the employee to immediately return to the office. If the employee chooses not to return immediately upon PHA request, the failure to return will be considered a voluntary resignation.

This Policy constitutes the full agreement between PHA and its employee. This Policy may be discontinued by request of the employee and approval of a direct supervisor; or by PHA, within its sole discretion at any time.

Employee affirms that they have fully read and understand the Policy; and by signing below, agrees to abide by the Policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# The Memorandum

**To:** Sarah Martinez  
**From:** Annie O'Rourke  
**Date:** June 8, 2026  
**Re:** Development Dept. Updates

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## **Eklund at Gales**

### Funding Update:

- ~ Decisions for the Federal Home Loan Bank Affordable Housing Program will be made in December.
- ~ Attached is resolution PHA-2026-16 requesting authorization to apply for First Fed Foundation funding in an amount not to exceed \$25,000.
- ~ Attached is resolution PHA-2026-17 requesting authorization to apply to the Albert Haller Foundation in an amount not to exceed \$10,000.

### Current Workload:

- ~ The architect should have complete drawings by the beginning of July. This will allow for immediate submission to the building department for permits.
- ~ In house, we are working on the advertisement for the **Invitation to Bid** which will be released the week of July 6<sup>th</sup> once the plans are finalized.

## **Mutual Self-Help**

The lots on E 7<sup>th</sup> Avenue for the Self-Help Build group closed on Tuesday June 2<sup>nd</sup>. Congratulations to the new landowners! Permits should be submitted by the Board Meeting and we are actively soliciting contractors for grading, foundation, plumbing and electrical work.

## **Housing Preservation Program (HPP)**

The Department of Commerce has indicated that awards from the recent HPP application cycle will be available the week of June 8<sup>th</sup>. Hopefully we will have good news for the June 17<sup>th</sup> Board Meeting.

## **Mt Angeles View III Senior Building**

The Partnership has released a Request for Proposals for the General Contractor on May 29<sup>th</sup>. A Site Walk is slated for June 11<sup>th</sup> at 11am. Proposals are due on June 26<sup>th</sup>. The approach taken with this project is a "Design-Build". Under this production method, the contractor is solicited first and they hire the architect and design team under their umbrella. This is an effective method for reigning in project costs. We should have preliminary drawings by the Fall in time for our first round of grant applications.

**Rental Assistance Department  
June 2026 Board Report**

***RENTAL ASSISTANCE –***

***Program Occupancy Reports:*** Records indicate that our program lease-up rates as of April 1<sup>st</sup> are as follows:

Program	# Lease	Change from Previous Month
Tenant Based Vouchers	257	n/c
Project Based Vouchers	367	-2
Section 8 Homeownership	28	n/c
Vouchers ported OUT to other areas	14	+1
Family Unification Vouchers	27	n/c
Non-Elderly Disabled Vouchers	54	n/c
VASH Vouchers	41	-1
Tenant Protection Vouchers	7	n/c
<b>SUBTOTAL</b>	<b>795</b>	<b>-2</b>
Vouchers ported In from other areas	3	n/c
<b>TOTAL VOUCHERS LEASED</b>	<b>798</b>	<b>-2</b>
Tenant-Based Rental Assistance (TBRA)	20	-1
<b>TOTAL RENTAL ASSISTANCE UNITS LEASED</b>	<b>818</b>	<b>-3</b>

***WAITING LIST –***

Out of the 50 applicants pulled from the waiting list in April, 39 have responded. Of those, 3 are still in initial processing, 14 have been issued and are shopping, 1 has leased up, 10 are in process/waiting for additional information for determination of eligibility, 8 are pending removal for failure to provide requested documents, 3 are over-income and have been denied. Notification has been sent to those who failed to respond, they will be removed if no appeal is requested.

***EMERGENCY HOUSING VOUCHERS –***

Funding for this program is expected to be depleted in December 2026, we are taking the necessary steps to develop a preference for these households on the Section 8 waiting list in anticipation of absorbing them into the regular tenant-based HCV program to keep them housed.

**Memorandum**

**To:** Sarah Martinez

**From:** Annette Crawford

**Date:** June 8, 2026

**Re:** Deputy Executive Director Update

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Across all properties, occupancy is at 96.79%. This is compared to prior month at 97.20%. Move-out activity in the last 30 days included:

**Summary Information**

<b>Reason</b>	<b>Counts</b>	<b>Percentage</b>
Eviction (non-payment)	4	66.67
Relocating	2	33.33
<b>Total</b>	<b>6</b>	<b>100.0000</b>

Homestead and Public Plaza have been updated in Yardi. Public Plaza was effective 6/1/2026 and Homestead will be effective 7/1/2026. We are still awaiting USDA approval for both Peninsula and Wildwood. Once approved, gross rents will be updated in Yardi. Both of these increases are effective 7/1/2026 and affect only the subsidy portion of the rents.

I continue to travel to Forks once a week for training of the Property Assistant. This continues to be a good “hands-on” review of processes and procedures as related to the various tasks required of a Property Manager, Assistant and their maintenance staff. We are making good headway in getting vacant units occupied.

We have two new hires for our Maintenance Repair/Laborer positions that will start in the month of June. These positions were replacement positions and are part of budget.

I have been participating in monthly HR Networking meetings with other housing authorities for the past couple of months. These networking meetings have been very informational and it has been great getting to know others in HR. From these meetings, there has been a lot of good information shared.

I attended the quarterly AWAHA meeting in Wenatchee. It was a great meeting and full agenda and I was glad to have the opportunity to participate. I look forward to future meetings with this group.

Property Summary - May 2026 - Fiscal Year Properties (July - June)								
	Units	Occupancy on last day of the month	Notices	Move ins	Move outs	Vacant Units	Completed Work Orders	Waitlist
<b>Eklund Heights</b>	13	100%	0	0	0	0	19	216
2341 E 7th Ave. Port Angeles								
<b>Homestead Apartments</b>	16	100%	0	0	0	0	8	85
289 Founders Way, Forks								
<b>New Family (Mt. Angeles View)</b>	59	95%	0	1	4	5	81	698
2603 S. Francis St. Port Angeles								
<b>Peninsula Apartments</b>	36	92%	0	0	1	4	23	516
351 Fir Ave. Forks								
<b>Wildwood Apartments</b>	56	98%	0	1	0	1	27	437
934 W. Lauridsen Blvd. Port Angeles								

Property Summary - May 2026 - Calendar Year Properties (Jan - Dec)								
	Units	Occupancy on last day of the month	Notices	Move ins	Move outs	Vacant Units	Completed Work Orders	Waitlist
<b>Burke Place Apartments</b> 287 Founders Way, Forks, WA 98331	14	93%	0	0	0	1	9	153
<b>Catherine of Siena</b> 351 Founders Way, Forks, WA 98331	30	90%	0	0	0	4	15	153
<b>Outpost</b> 517 E Lopez, Port Angeles, WA 98362	4	75%	0	0	0	1	4	0
<b>Public Plaza</b> 4 sites - Port Angeles, WA 98362	218	99%	3	0	0	5	148	303
<b>Searidge</b> 934 W. Lauridsen Blvd. Port Angeles	63	97%	0	0	1	2	30	677

## Memorandum

**To:** Sarah Martinez  
**From:** Laura Dale  
**Date:** June 8, 2026  
**Re:** Finance Director Update & FY2027 Budget Summary

Currently, budgets and rent increases for Peninsula and Wildwood are still pending approval by USDA. Table IVs will be submitted in WBARs by the end of the month. End of fiscal year 2026 preparation will begin over the next several weeks. We plan to work with the SAO again for the FY2026 audit because it is an accountability audit year (biennial cycle) which they are required to perform. We will publish an RFP for audit services by the end of the calendar year for the FY2027 audit.

The Fiscal Year (FY) 2027 consolidated prior year budget to budget comparison, assumptions, and proposed budget by property are enclosed for review. In the year, the budget is prepared to continue programs at their current capacity within the constraints of limited resources, and to move forward with development activities to increase housing capacity. In conjunction with the specific notes by property in the assumptions, the budget includes activities as follows:

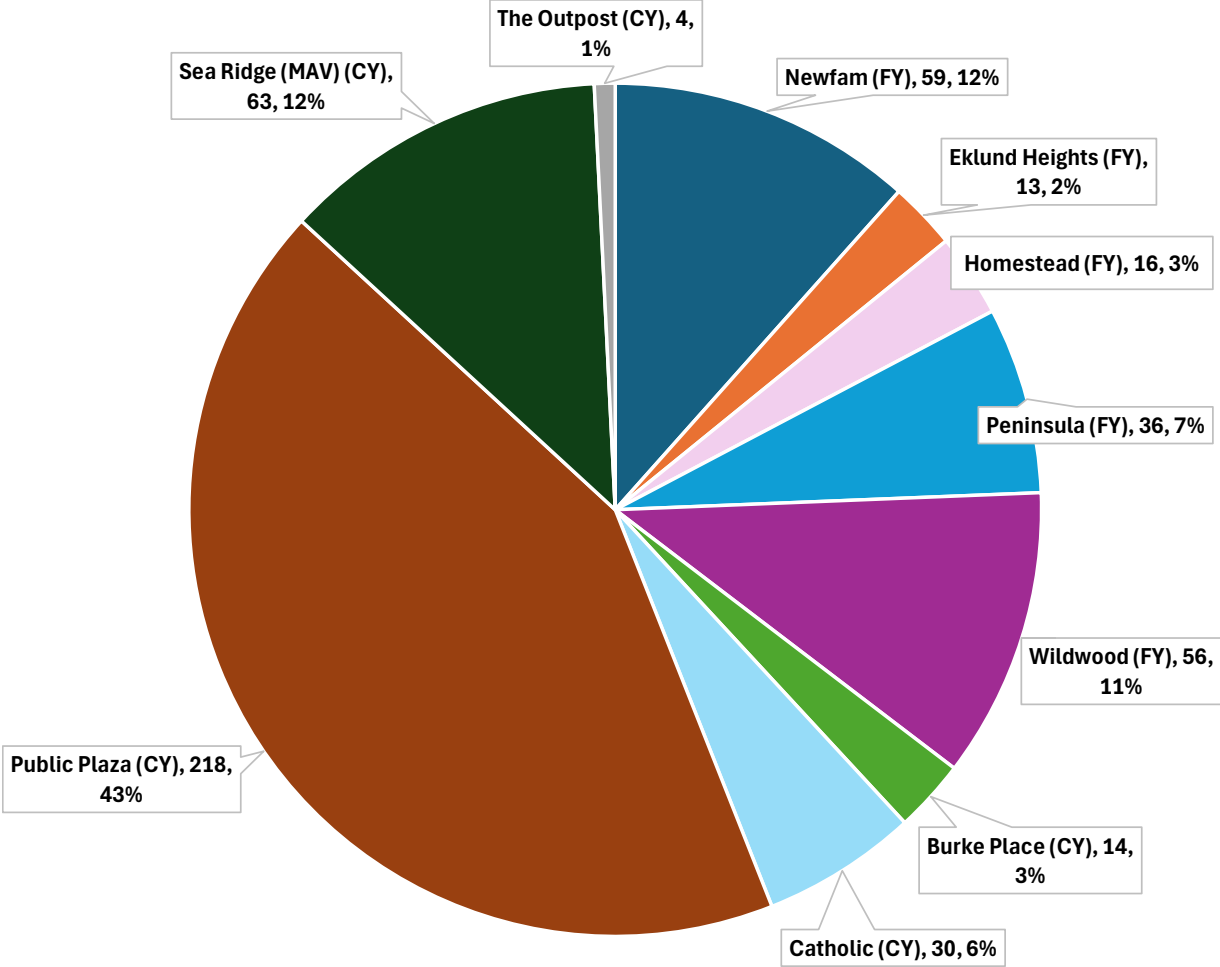
- Final steps in completing Streamline Voluntary Conversion.
- Complete pre-development for Eklund at Gales 24-unit building and begin construction.
- Submit funding applications for MAV Phase III Senior Housing.
- Capital projects at Wildwood, Eklund, Homestead and Burke, pending receipt of Housing Preservation Program (HPP) grant award.
- Assume full ownership of Garden Court.
- Use of program reserves in the Housing Choice Voucher (HCV) program (restricted HAP) to offset HAP expenses over and above budget authority (BA).
- Use of program reserves (unrestricted admin fees) to offset anticipated HAP expenses to support the deficiency in BA and increase program participation.
- Complete server migration to Microsoft 365/SharePoint.
- Implement trainings and review processes for Yardi software and other functions by department to equip staff with tools to succeed and improve operations.
- Maximize utilization of Paycom payroll software for HR functions.
- Continue developing and refining paperless systems and other workflows and procedures to create efficiencies.

Program reserves for HCV have not been utilized as planned in prior years due to higher than anticipated BA in CY2025 and declining participation. They are expected to be needed this year due to a slight decrease in BA, leasing up vouchers, and rent increases. Uncertainty at the Federal level continues and has the potential to significantly impact budget and program operations. Federal FY2027 funding for HCV is anticipated to remain relatively flat. Receipt of developer fees, CY2026 HUD budget authority and the use of program and unrestricted admin reserves, surplus operating cash on hand, and cash flow will cover anticipated expenses and current liabilities.

The following are enclosed for April 2026:

1. Unit Distribution by Property pie chart - This shows the percentage each property represents of total units, to provide context for the wide variation in financials.
2. Balance Sheet Metrics – as of April 30, 2026.
3. Financial Summary – Fiscal Year Properties (July-June fiscal year).
4. Financial Summary – Housing Choice Voucher & Cost Center (July-June fiscal year).
5. Financial Summary – Calendar Year Properties (January-December fiscal year).

**Peninsula Housing Authority - Unit Distribution by Property**



Statement of Net Position (Balance Sheet) Metrics - April 2026					
	Current Ratio	Debt to Total Assets	Months Operating Cash	Net Position	Change in Net Position over Prior Month
Eklund	19.4	1.31	20	\$ (495,759)	\$ 2,200
Homestead	5.5	1.70	3	\$ (311,312)	\$ 19,703
New Family	20.6	0.05	33	\$ 1,661,653	\$ 25,576
Peninsula Apts	13.2	1.42	9	\$ (564,494)	\$ 11,054
Wildwood	6.1	0.85	6	\$ 342,764	\$ 10,859
HCV	26.2	0.09	4	\$ 2,270,985	\$ (54,444)
Cost Center (.unrest)	33.9	0.13	13	\$ 28,790,078	\$ (15,754)
Burke			0.8		
Catholic			0.4		
MAV (Sea Ridge)	3.7	0.47	4	\$ 8,345,533	\$ 3,014
Public Plaza	12.1	0.69	7	\$ 11,369,800	\$ 9,606
The Outpost			20		

Metric	Current ratio	Debt to total assets ratio	Days/months operating cash on hand	Net position
<b>Calculation</b>	Current assets/current liabilities	Total liabilities/total assets	Annual operating expenses/365 x 30	Total assets - total liabilities
<b>Target</b>	> 1 ideal (higher is better)	Lower is better (0.4 or below)	4-6 months	Positive and growing (higher better)
<b>Description</b>	Measures ability to pay short term obligations	Measures proportion of assets financed through debt	Time period of cash available to cover operating expenses with no income	Positive and growing indicates long term health
<b>NOTES</b>	Appears artifically high - includes replacement reserves and other restricted cash, and current liabilities are generally low.	Some debt is in the form of forgivable loans which is part of the reason some ratios are so high. Higher ratios correlate with negative net position.	Based on approved budgeted operating expenses only. Cost Center excludes cash for PP liquidity requirement. Operating cash balances may include funds earmarked for development.	73% of Cost Center/Business assets are loans and interest receivable payable from partnerships.
<i>Managed properties are excluded for most metrics - we may not have the full picture of their books.</i>				

Financial Summary - April 2026 - Fiscal Year Properties (July-June)					
	Units	Month	YTD	Budget YTD	Budget Variance YTD
<b>Eklund Heights</b>	13				
Income		\$ 8,965	\$ 89,867	\$ 83,196	8.0%
Operating Expenses		\$ 6,765	\$ 73,253	\$ 74,978	-2.3%
Non-Operating Expenses*					
Net Income/(Loss)		\$ 2,200	\$ 16,614	\$ 8,218	
Notes: Income and expenses are in line with budget.					
<b>Homestead Apartments</b>	16				
Income		\$ 13,289	\$ 125,058	\$ 132,575	-5.7%
Non-Operating Income		\$ 17,619	\$ 34,571		
Operating Expenses		\$ 11,205	\$ 149,316	\$ 117,250	27.3%
Non-Operating Expenses					
Net Income/(Loss)		\$ 19,703	\$ 10,314	\$ 15,325	
Notes: Partial reimbursement was received for deck replacements (non-operating income) from an HTF grant totaling \$34K. Expenses are over budget due to that work.					
<b>New Family</b>	59				
Income		\$ 77,526	\$ 769,572	\$ 778,835	-1.2%
Operating Expenses		\$ 51,950	\$ 457,836	\$ 450,820	1.6%
Non-Operating Expenses					
Net Income/(Loss)		\$ 25,576	\$ 311,735	\$ 328,015	
Notes: Overall income and expenses are in line with budget.					
<b>Peninsula Apartments</b>	36				
Income		\$ 34,275	\$ 344,989	\$ 350,549	-1.6%
Expenses		\$ 23,221	\$ 242,690	\$ 256,398	-5.3%
Non-Operating Expenses					
Net Income/(Loss)		\$ 11,054	\$ 102,298	\$ 94,151	
Notes: Income is somewhat under budget due to vacancies. Expenses are in line with budget.					
<b>Wildwood</b>	56				
Income		\$ 46,482	\$ 458,633	\$ 445,690	2.9%
Expenses		\$ 35,623	\$ 332,175	\$ 347,166	-4.3%
Non-Operating Expenses					
Net Income/(Loss)		\$ 10,859	\$ 126,458	\$ 98,524	
Notes: Income and expenses are in line with budget YTD.					
<b>Total FY Units</b>	180				
*Unless otherwise noted, Non-Operating Expenses = Depreciation					

<b>Financial Summary - April 2026 HCV &amp; Cost Center (Fiscal Year July-June)</b>				
	<b>Month</b>	<b>YTD</b>	<b>Budget YTD</b>	<b>YTD</b>
<b>HCV</b>				
Income	\$ 578,117	\$ 6,538,521	\$ 6,313,549	3.6%
Operating Expenses	\$ 632,561	\$ 6,264,257	\$ 6,426,006	-2.5%
Non-Operating Expenses*				
Net Income/(Loss)	\$ (54,444)	\$ 274,264	\$ (112,456)	
Notes: HAP was short paid in April for retroactive adjustments.				
<b>Cost Center (Unrestricted)</b>				
Income	\$ 70,471	\$ 695,619	\$ 653,936	6.4%
Non-Operating Income*		\$ 710,323	\$ 710,323	
Operating Expenses	\$ 86,224	\$ 938,718	\$ 821,920	14.2%
Non-Operating Expenses				
Net Income/(Loss)	\$ (15,754)	\$ 467,224	\$ 542,340	
Notes: Operating income appears over budget due to developer fee income weighted in the budget to be received later in the year (now not expected to be received).				
YTD operating income includes \$76,590 grant revenue for Eklund at Gales development expense reimbursement.				
*Income reflects non-cash partnership interest recorded at end of calendar year.				
<i>*Unless otherwise noted, Non-Operating Expenses = Depreciation</i>				

<b>Financial Summary - April 2026 - Calendar Year Properties (January-December)</b>					
	<b>Units</b>	<b>Month</b>	<b>YTD</b>	<b>Budget YTD</b>	<b>Budget Variance YTD</b>
<b>Burke Place</b>	14				
Income		\$ 8,131	\$ 34,350	\$ 34,297	0.2%
Operating Expenses		\$ 7,077	\$ 25,897	\$ 33,140	-21.9%
Non-Operating Expenses*					
Net Income/(Loss)		\$ 1,054	\$ 8,453	\$ 1,157	
Notes: Income and expenses are in line with budget.					
<b>Catholic</b>	30				
Income		\$ 23,744	\$ 89,735	\$ 95,522	-6.1%
Operating Expenses		\$ 23,200	\$ 92,132	\$ 89,862	2.5%
Non-Operating Expenses					
Net Income/(Loss)		\$ 543	\$ (2,398)	\$ 5,660	
Notes: Vacancies continue to be higher than budgeted.					
<b>MAV (Sea Ridge)</b>	63				
Income		\$ 55,461	\$ 227,600	\$ 222,070	2.5%
Expenses		\$ 52,448	\$ 197,065	\$ 231,149	-14.7%
Non-Cash Financing Expenses				\$ 34,157	
Non-Operating Expenses					
Net Income/(Loss)		\$ 3,014	\$ 30,535	\$ (43,236)	
Notes: Overall income and expenses are in line with budget.					
<b>Public Plaza</b>	218				
Income		\$ 169,979	\$ 681,257	\$ 664,234	2.6%
Expenses		\$ 160,373	\$ 552,486	\$ 626,961	-11.9%
Non-Cash Financing Expenses				\$ 132,258	
Non-Operating Expenses					
Net Income/(Loss)		\$ 9,606	\$ 128,771	\$ (94,985)	
Notes: Overall income and expenses are in line with budget.					
<b>The Outpost</b>	4				
Income		\$ 3,750	\$ 16,592	\$ 19,200	-13.6%
Expenses		\$ 2,640	\$ 11,670	\$ 15,485	-24.6%
Net Income/(Loss)		\$ 1,110	\$ 4,922	\$ 3,715	
Notes: Income is under budget due to a vacancy, but expenses are trending under budget as well.					
<b>Total CY Units</b>	329				
<i>*Unless otherwise noted, Non-Operating Expenses = Depreciation</i>					

## May 2026 Check Register - HCV

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
hcv-op - HCV - Section 8	19574	t0000457 - BELL	5/1/2026	05-2026	54.00	5/1/2026
hcv-op - HCV - Section 8	19575	t0002423 - ROSSER	5/1/2026	05-2026	19.00	5/1/2026
hcv-op - HCV - Section 8	19576	t0002748 - BAZE	5/1/2026	05-2026	3.00	5/1/2026
hcv-op - HCV - Section 8	19577	v0000012 - Alder Grove	5/1/2026	05-2026	601.00	5/1/2026
hcv-op - HCV - Section 8	19578	v0000024 - Anderson	5/1/2026	05-2026	2,588.00	5/1/2026
hcv-op - HCV - Section 8	19579	v0000032 - APD WA RD 2007 LP	5/1/2026	05-2026	1,806.00	5/1/2026
hcv-op - HCV - Section 8	19580	v0000034 - SyEng and Co	5/1/2026	05-2026	1,295.00	5/1/2026
hcv-op - HCV - Section 8	19581	v0000057 - Bilan	5/1/2026	05-2026	1,044.00	5/1/2026
hcv-op - HCV - Section 8	19582	v0000060 - Bishop Park Apts- Port Townsend LI	5/1/2026	05-2026	1,434.00	5/1/2026
hcv-op - HCV - Section 8	19583	v0000119 - Credit Housing Lmt Partnership	5/1/2026	05-2026	10,369.00	5/1/2026
hcv-op - HCV - Section 8	19584	v0000165 - Elk Creek Apartments	5/1/2026	05-2026	23,525.00	5/1/2026
hcv-op - HCV - Section 8	19585	v0000181 - Pelham	5/1/2026	05-2026	809.00	5/1/2026
hcv-op - HCV - Section 8	19586	v0000201 - Pak Chuen Family International LLC	5/1/2026	05-2026	1,102.00	5/1/2026
hcv-op - HCV - Section 8	19587	v0000239 - Hayden	5/1/2026	05-2026	445.00	5/1/2026
hcv-op - HCV - Section 8	19588	v0000261 - Kalfur	5/1/2026	05-2026	427.00	5/1/2026
hcv-op - HCV - Section 8	19589	v0000284 - Roderick H Johnson Jr Revoc Living	5/1/2026	05-2026	2,875.00	5/1/2026
hcv-op - HCV - Section 8	19590	v0000312 - Laurel Heights Townhouse	5/1/2026	05-2026	12,526.00	5/1/2026
hcv-op - HCV - Section 8	19591	v0000318 - The Leonard Family Revocable Trus	5/1/2026	05-2026	1,315.00	5/1/2026
hcv-op - HCV - Section 8	19592	v0000349 - McCartney	5/1/2026	05-2026	868.00	5/1/2026
hcv-op - HCV - Section 8	19593	v0000355 - Yowan & Simone Inc	5/1/2026	05-2026	1,336.00	5/1/2026
hcv-op - HCV - Section 8	19594	v0000382 - Nock	5/1/2026	05-2026	824.00	5/1/2026
hcv-op - HCV - Section 8	19595	v0000384 - Northwest Community Properties	5/1/2026	05-2026	1,320.00	5/1/2026
hcv-op - HCV - Section 8	19596	v0000394 - Olympic Community Action Prog	5/1/2026	05-2026	8,232.00	5/1/2026
hcv-op - HCV - Section 8	19597	v0000403 - Hines	5/1/2026	05-2026	305.00	5/1/2026
hcv-op - HCV - Section 8	19598	v0000471 - Rose, Andrew	5/1/2026	05-2026	1,687.00	5/1/2026
hcv-op - HCV - Section 8	19599	v0000481 - San Juan Commons	5/1/2026	05-2026	9,326.00	5/1/2026
hcv-op - HCV - Section 8	19600	v0000494 - Serenity House	5/1/2026	05-2026	2,933.00	5/1/2026
hcv-op - HCV - Section 8	19601	v0000577 - Vintage at Sequim Ptnrs LLC	5/1/2026	05-2026	14,756.00	5/1/2026
hcv-op - HCV - Section 8	19602	v0000582 - Gloria	5/1/2026	05-2026	202.00	5/1/2026
hcv-op - HCV - Section 8	19603	v0000612 - Wildflower	5/1/2026	05-2026	811.00	5/1/2026
hcv-op - HCV - Section 8	19604	v0000623 - King Co. Housing Auth-Sec. 8	5/1/2026	05-2026	8,273.92	5/1/2026
hcv-op - HCV - Section 8	19605	v0000627 - Pierce County Housing Authority	5/1/2026	05-2026	1,306.98	5/1/2026
hcv-op - HCV - Section 8	19606	v0000705 - ALLAN	5/1/2026	05-2026	614.00	5/1/2026
hcv-op - HCV - Section 8	19607	v0000706 - Barnes	5/1/2026	05-2026	323.00	5/1/2026
hcv-op - HCV - Section 8	19608	v0000707 - BRADBURY	5/1/2026	05-2026	489.00	5/1/2026
hcv-op - HCV - Section 8	19609	v0000708 - CLARK	5/1/2026	05-2026	830.00	5/1/2026
hcv-op - HCV - Section 8	19610	v0000709 - CLARK	5/1/2026	05-2026	515.00	5/1/2026
hcv-op - HCV - Section 8	19611	v0000711 - CUSHMAN	5/1/2026	05-2026	156.00	5/1/2026
hcv-op - HCV - Section 8	19612	v0000715 - Ovsyannikova	5/1/2026	05-2026	681.00	5/1/2026
hcv-op - HCV - Section 8	19613	v0000717 - PILON	5/1/2026	05-2026	494.00	5/1/2026
hcv-op - HCV - Section 8	19614	v0000721 - ROMBERG	5/1/2026	05-2026	604.00	5/1/2026
hcv-op - HCV - Section 8	19615	v0000723 - SHAW	5/1/2026	05-2026	793.00	5/1/2026

hcv-op - HCV - Section 8	19616	v0000725 - SIFFORD	5/1/2026	05-2026	804.00	5/1/2026
hcv-op - HCV - Section 8	19617	v0000726 - ST AMAND	5/1/2026	05-2026	543.00	5/1/2026
hcv-op - HCV - Section 8	19618	v0000741 - Housing Authority of Snohomish Co	5/1/2026	05-2026	13,163.88	5/1/2026
hcv-op - HCV - Section 8	19619	v0000755 - Shore	5/1/2026	05-2026	1,016.00	5/1/2026
hcv-op - HCV - Section 8	19620	v0000764 - Garden Court Apartments Rental Tr	5/1/2026	05-2026	924.00	5/1/2026
hcv-op - HCV - Section 8	19621	v0000771 - Worman	5/1/2026	05-2026	96.00	5/1/2026
hcv-op - HCV - Section 8	19622	v0000856 - Cooper	5/1/2026	05-2026	767.00	5/1/2026
hcv-op - HCV - Section 8	19623	v0000865 - Sea Breeze Sequim Assoc LLLP	5/1/2026	05-2026	4,941.00	5/1/2026
hcv-op - HCV - Section 8	19624	v0000867 - North Olympic Regional Vet Housing	5/1/2026	05-2026	2,054.00	5/1/2026
hcv-op - HCV - Section 8	19625	v0000953 - Highland Commons Apts LLC	5/1/2026	05-2026	6,493.00	5/1/2026
hcv-op - HCV - Section 8	19626	v0000977 - Housing Authority of Thurston Cour	5/1/2026	05-2026	3,215.96	5/1/2026
hcv-op - HCV - Section 8	19627	v0001023 - Morgan	5/1/2026	05-2026	709.00	5/1/2026
hcv-op - HCV - Section 8	19628	v0001084 - Diimmel	5/1/2026	05-2026	1,200.00	5/1/2026
hcv-op - HCV - Section 8	19629	v0001095 - Baker	5/1/2026	05-2026	484.00	5/1/2026
hcv-op - HCV - Section 8	19630	v0001146 - Kitchen	5/1/2026	05-2026	461.00	5/1/2026
hcv-op - HCV - Section 8	19631	v0001155 - Erickson	5/1/2026	05-2026	513.00	5/1/2026
hcv-op - HCV - Section 8	19632	v0001158 - Knudsen	5/1/2026	05-2026	666.00	5/1/2026
hcv-op - HCV - Section 8	19633	v0001171 - Wilson	5/1/2026	05-2026	750.00	5/1/2026
hcv-op - HCV - Section 8	19634	v0001178 - Teal	5/1/2026	05-2026	401.00	5/1/2026
hcv-op - HCV - Section 8	19635	v0001181 - Lipman	5/1/2026	05-2026	861.00	5/1/2026
hcv-op - HCV - Section 8	19636	v0001204 - Rees	5/1/2026	05-2026	995.00	5/1/2026
hcv-op - HCV - Section 8	19637	v0001208 - Longacre	5/1/2026	05-2026	894.00	5/1/2026
hcv-op - HCV - Section 8	19638	v0001240 - Chimacum Properties LLC	5/1/2026	05-2026	504.00	5/1/2026
hcv-op - HCV - Section 8	19639	v0001260 - Kelly	5/1/2026	05-2026	415.00	5/1/2026
hcv-op - HCV - Section 8	19640	v0001263 - Dinsmore	5/1/2026	05-2026	1,400.00	5/1/2026
hcv-op - HCV - Section 8	19641	v0001266 - Berger	5/1/2026	05-2026	493.00	5/1/2026
hcv-op - HCV - Section 8	19642	v0001286 - Ester Inte Adams Living Trust	5/1/2026	05-2026	780.00	5/1/2026
hcv-op - HCV - Section 8	19643	v0001338 - SUSAN RICHARDSON	5/1/2026	05-2026	1,355.00	5/1/2026
hcv-op - HCV - Section 8	19644	v0001339 - Two Crows Northwest LLC	5/1/2026	05-2026	272.00	5/1/2026
hcv-op - HCV - Section 8	19645	v0001373 - Newton	5/1/2026	05-2026	1,223.00	5/1/2026
hcv-op - HCV - Section 8	19646	v0001375 - Cascadia NW Properties LLC	5/1/2026	05-2026	438.00	5/1/2026
hcv-op - HCV - Section 8	19647	v0001397 - T & M Coastal, LLC	5/1/2026	05-2026	700.00	5/1/2026
hcv-op - HCV - Section 8	19648	v0001465 - Jason Ness	5/1/2026	05-2026	1,024.00	5/1/2026
hcv-op - HCV - Section 8	19649	v0001492 - Getchell	5/1/2026	05-2026	926.00	5/1/2026
hcv-op - HCV - Section 8	19650	v0001554 - Duane Harper	5/1/2026	05-2026	855.00	5/1/2026
hcv-op - HCV - Section 8	19651	v0001557 - Nyberg	5/1/2026	05-2026	1,079.00	5/1/2026
hcv-op - HCV - Section 8	19652	v0001562 - APD WA RD 2007, LP	5/1/2026	05-2026	1,393.00	5/1/2026
hcv-op - HCV - Section 8	19653	v0001565 - Castle Rock Community LLC	5/1/2026	05-2026	174.00	5/1/2026
hcv-op - HCV - Section 8	19654	v0001567 - KAELI MCCLURE	5/1/2026	05-2026	946.00	5/1/2026
hcv-op - HCV - Section 8	19655	v0001572 - Dingman, James	5/1/2026	05-2026	750.00	5/1/2026
hcv-op - HCV - Section 8	19656	v0001583 - Hawkins	5/1/2026	05-2026	451.00	5/1/2026
hcv-op - HCV - Section 8	19657	v0001596 - ARTHUR MARKS JR.	5/1/2026	05-2026	664.00	5/1/2026
hcv-op - HCV - Section 8	19658	v0001612 - Christopher Paulsen Sr and Annette	5/1/2026	05-2026	683.00	5/1/2026
hcv-op - HCV - Section 8	19659	v0001616 - Suncrest I	5/1/2026	05-2026	3,849.00	5/1/2026
hcv-op - HCV - Section 8	19660	v0001618 - CHRIS COVENTON	5/1/2026	05-2026	596.00	5/1/2026
hcv-op - HCV - Section 8	19661	v0001629 - Sea Mar Community Health Centers	5/1/2026	05-2026	1,880.00	5/1/2026

hcv-op - HCV - Section 8	19662	v0001631 - Bradley S Ybarra	5/1/2026	05-2026	1,183.00	5/1/2026
hcv-op - HCV - Section 8	19663	v0001652 - Evan Bullen	5/1/2026	05-2026	792.00	5/1/2026
hcv-op - HCV - Section 8	19664	v0001655 - Gilles Mougel-Fujita	5/1/2026	05-2026	906.00	5/1/2026
hcv-op - HCV - Section 8	19665	v0001660 - Nor'West Village - Port Townsend LI	5/1/2026	05-2026	1,496.00	5/1/2026
hcv-op - HCV - Section 8	19666	v0001670 - Thompson Rents LLC	5/1/2026	05-2026	1,517.00	5/1/2026
hcv-op - HCV - Section 8	19667	v0001682 - KRISTA VIELGUTH	5/1/2026	05-2026	1,572.00	5/1/2026
hcv-op - HCV - Section 8	19668	v0001694 - SHAELEE EVANS	5/1/2026	05-2026	860.00	5/1/2026
hcv-op - HCV - Section 8	19669	v0001703 - Admiralty Apartments, LP	5/1/2026	05-2026	4,073.00	5/1/2026
hcv-op - HCV - Section 8	19670	v0001712 - Barley, Jay	5/1/2026	05-2026	197.00	5/1/2026
hcv-op - HCV - Section 8	19671	v0001725 - MIRANDA MAXWELL	5/1/2026	05-2026	805.00	5/1/2026
hcv-op - HCV - Section 8	19672	v0001732 - Pfaff Family Limited Partnership	5/1/2026	05-2026	204.00	5/1/2026
hcv-op - HCV - Section 8	19673	v0001745 - Windermere Property Management	5/1/2026	05-2026	5,065.00	5/1/2026
hcv-op - HCV - Section 8	19674	v0001751 - Kimberly A Conley	5/1/2026	05-2026	759.00	5/1/2026
hcv-op - HCV - Section 8	19675	v0001754 - Lopez Family Properties, LLC	5/1/2026	05-2026	1,871.00	5/1/2026
hcv-op - HCV - Section 8	19676	v0001762 - 7 C's LLC	5/1/2026	05-2026	369.00	5/1/2026
hcv-op - HCV - Section 8	19677	v0001763 - Leigh, Kenneth D.	5/1/2026	05-2026	743.00	5/1/2026
hcv-op - HCV - Section 8	19678	v0001768 - GARNETT BROOKS	5/1/2026	05-2026	861.00	5/1/2026
hcv-op - HCV - Section 8	19679	v0001769 - WALNUT PLACE LLC	5/1/2026	05-2026	1,231.00	5/1/2026
hcv-op - HCV - Section 8	19680	v0001776 - GARY A. PASCOE	5/1/2026	05-2026	757.00	5/1/2026
hcv-op - HCV - Section 8	19681	v0001778 - WILLIAM J. HALL	5/1/2026	05-2026	781.00	5/1/2026
hcv-op - HCV - Section 8	19682	v0001781 - Sears, Patrick	5/1/2026	05-2026	1,834.00	5/1/2026
hcv-op - HCV - Section 8	19683	v0001787 - PETER RUTHERFORD	5/1/2026	05-2026	656.00	5/1/2026
hcv-op - HCV - Section 8	19684	v0001789 - St. Matthew Lutheran Church	5/1/2026	05-2026	1,696.00	5/1/2026
hcv-op - HCV - Section 8	19685	v0001797 - Carrie Millet	5/1/2026	05-2026	680.00	5/1/2026
hcv-op - HCV - Section 8	19686	v0001798 - Jennifer Oliver	5/1/2026	05-2026	433.00	5/1/2026
hcv-op - HCV - Section 8	19687	v0001815 - Lyndsay Fluharty	5/1/2026	05-2026	1,174.00	5/1/2026
hcv-op - HCV - Section 8	19688	v0001819 - Lorraine C Jacobson	5/1/2026	05-2026	750.00	5/1/2026
hcv-op - HCV - Section 8	19689	v0001839 - Jeff Chittenden	5/1/2026	05-2026	659.00	5/1/2026
hcv-op - HCV - Section 8	19690	v0001845 - O'Dell, Terry	5/1/2026	05-2026	431.00	5/1/2026
hcv-op - HCV - Section 8	19691	v0001847 - GLENN ROGERS	5/1/2026	05-2026	506.00	5/1/2026
hcv-op - HCV - Section 8	19692	v0001851 - BRIAN LORIA	5/1/2026	05-2026	935.00	5/1/2026
hcv-op - HCV - Section 8	19693	v0001857 - Kanduu Enterprise	5/1/2026	05-2026	1,563.00	5/1/2026
hcv-op - HCV - Section 8	19694	v0001860 - STEVEN S. HENRY	5/1/2026	05-2026	707.00	5/1/2026
hcv-op - HCV - Section 8	19695	v0001864 - Skookum Storage Inc.	5/1/2026	05-2026	1,400.00	5/1/2026
hcv-op - HCV - Section 8	19696	v0001882 - COLLEEN RANDLE	5/1/2026	05-2026	1,018.00	5/1/2026
hcv-op - HCV - Section 8	19697	v0001892 - Kellogg Holdings	5/1/2026	05-2026	1,039.00	5/1/2026
hcv-op - HCV - Section 8	19698	v0001895 - Blue Sage Property Management, I	5/1/2026	05-2026	1,033.00	5/1/2026
hcv-op - HCV - Section 8	19699	v0001896 - Karen Seymour dba Seymour Prope	5/1/2026	05-2026	896.00	5/1/2026
hcv-op - HCV - Section 8	19700	v0001897 - PA Panorama Holding LLC	5/1/2026	05-2026	2,405.00	5/1/2026
hcv-op - HCV - Section 8	19701	v0001900 - Lloyd Hooley	5/1/2026	05-2026	1,740.00	5/1/2026
hcv-op - HCV - Section 8	19702	v0001901 - Timber Ridge MHP LLC	5/1/2026	05-2026	1,185.00	5/1/2026
hcv-op - HCV - Section 8	19703	v0001903 - David Herrington	5/1/2026	05-2026	586.00	5/1/2026
hcv-op - HCV - Section 8	19704	v0000165 - Elk Creek Apartments	5/5/2026	05-2026	1,146.00	5/6/2026
hcv-op - HCV - Section 8	19705	v0001171 - Wilson	5/5/2026	05-2026	18.00	5/6/2026
hcv-op - HCV - Section 8	19706	v0001660 - Nor'West Village - Port Townsend LI	5/19/2026	05-2026	18.00	5/26/2026
hcv-op - HCV - Section 8	19707	v0000024 - Anderson	5/26/2026	05-2026	1.00	5/27/2026

hcv-op - HCV - Section 8	19708	v0000487 - Schulz	5/26/2026	05-2026	279.00	5/27/2026
hcv-op - HCV - Section 8	19709	v0000627 - Pierce County Housing Authority	5/26/2026	05-2026	2,576.58	5/27/2026
hcv-op - HCV - Section 8	100314	v0001670 - Thompson Rents LLC	5/5/2026	05-2026	0.00	
hcv-op - HCV - Section 8	100315	v0000248 - Herrington	5/27/2026	05-2026	0.00	
hcv-op - HCV - Section 8	974489	t0000411 - ALLENCASTRE	5/1/2026	05-2026	54.00	
hcv-op - HCV - Section 8	974490	t0000736 - GARDEN	5/1/2026	05-2026	111.00	5/26/2026
hcv-op - HCV - Section 8	974491	t0000786 - TISDALE	5/1/2026	05-2026	70.00	5/27/2026
hcv-op - HCV - Section 8	974492	t0000865 - LIGHTNER	5/1/2026	05-2026	54.00	5/7/2026
hcv-op - HCV - Section 8	974493	t0001009 - JEFFERSON	5/1/2026	05-2026	21.00	5/28/2026
hcv-op - HCV - Section 8	974494	t0001020 - MARTIN	5/1/2026	05-2026	11.00	
hcv-op - HCV - Section 8	974495	t0002860 - HOWARD	5/1/2026	05-2026	70.00	5/8/2026
hcv-op - HCV - Section 8	974496	t0002983 - PIERCE	5/1/2026	05-2026	70.00	5/5/2026
hcv-op - HCV - Section 8	974497	t0004207 - NOLES IV	5/1/2026	05-2026	69.00	5/12/2026
hcv-op - HCV - Section 8	974498	t0004692 - BRITTON	5/1/2026	05-2026	69.00	5/26/2026
hcv-op - HCV - Section 8	974499	t0004915 - TREIDER	5/1/2026	05-2026	32.00	5/8/2026
hcv-op - HCV - Section 8	974500	t0005175 - LOFGREN	5/1/2026	05-2026	47.00	5/11/2026
hcv-op - HCV - Section 8	974501	t0005941 - PETERSON	5/1/2026	05-2026	4.00	5/4/2026
hcv-op - HCV - Section 8	974502	t0006037 - PETERSON	5/1/2026	05-2026	54.00	5/5/2026
hcv-op - HCV - Section 8	974503	t0007919 - FOSTER	5/1/2026	05-2026	70.00	5/8/2026
hcv-op - HCV - Section 8	974504	t0007973 - LINDE	5/1/2026	05-2026	86.00	5/7/2026
hcv-op - HCV - Section 8	974505	t0008406 - THROWER	5/1/2026	05-2026	70.00	5/7/2026
hcv-op - HCV - Section 8	974506	t0009155 - MCKOIN	5/1/2026	05-2026	101.00	5/8/2026
hcv-op - HCV - Section 8	974507	t0009320 - KAMALU-EDLIN	5/1/2026	05-2026	54.00	
hcv-op - HCV - Section 8	974508	t0009708 - PITTS	5/1/2026	05-2026	69.00	5/8/2026
hcv-op - HCV - Section 8	974509	t0010042 - EARLEY	5/1/2026	05-2026	70.00	5/22/2026
hcv-op - HCV - Section 8	974510	t0010347 - ZIMMER	5/1/2026	05-2026	273.00	5/8/2026
hcv-op - HCV - Section 8	974511	t0010625 - OLSON	5/1/2026	05-2026	54.00	5/4/2026
hcv-op - HCV - Section 8	974512	t0011084 - COX	5/1/2026	05-2026	73.00	
hcv-op - HCV - Section 8	974513	t0011432 - LEE	5/1/2026	05-2026	52.00	5/4/2026
hcv-op - HCV - Section 8	974514	t0011777 - WILBUR	5/1/2026	05-2026	86.00	5/11/2026
hcv-op - HCV - Section 8	974515	t0011919 - MESSERSMITH	5/1/2026	05-2026	54.00	5/18/2026
hcv-op - HCV - Section 8	974516	t0011950 - IRWIN-PATTERSON	5/1/2026	05-2026	40.00	5/22/2026
hcv-op - HCV - Section 8	974517	t0012332 - DEMARS	5/1/2026	05-2026	23.00	5/7/2026
hcv-op - HCV - Section 8	974518	v0000001 - Peninsula Housing Authority	5/1/2026	05-2026	49,007.50	5/4/2026
hcv-op - HCV - Section 8	974519	v0000064 - Bourm	5/1/2026	05-2026	1.00	5/8/2026
hcv-op - HCV - Section 8	974520	v0000080 - Mt Angeles View I LLLP	5/1/2026	05-2026	29,623.00	5/4/2026
hcv-op - HCV - Section 8	974521	v0000101 - City of Port Angeles	5/1/2026	05-2026	40.00	5/6/2026
hcv-op - HCV - Section 8	974522	v0000110 - Cole	5/1/2026	05-2026	44.00	
hcv-op - HCV - Section 8	974523	v0000195 - Forks Housing LLC	5/1/2026	05-2026	17,341.77	5/4/2026
hcv-op - HCV - Section 8	974524	v0000250 - Kelly	5/1/2026	05-2026	761.00	5/6/2026
hcv-op - HCV - Section 8	974525	v0000273 - James and Associates Inc	5/1/2026	05-2026	45,471.00	5/5/2026
hcv-op - HCV - Section 8	974526	v0000288 - Douglas L Joyce	5/1/2026	05-2026	1,143.00	5/5/2026
hcv-op - HCV - Section 8	974527	v0000309 - Landmark Property Management, Ir	5/1/2026	05-2026	4,390.00	5/4/2026
hcv-op - HCV - Section 8	974528	v0000347 - Olympic Peninsula Apartments LLC	5/1/2026	05-2026	4,610.00	5/5/2026
hcv-op - HCV - Section 8	974529	v0000418 - Peninsula Behavioral Health	5/1/2026	05-2026	482.00	5/6/2026
hcv-op - HCV - Section 8	974530	v0000440 - Properties by Landmark, Inc.	5/1/2026	05-2026	10,694.00	5/4/2026

hcv-op - HCV - Section 8	974531	v0000498 - Simmons	5/1/2026	05-2026	1,957.00	5/8/2026
hcv-op - HCV - Section 8	974532	v0000611 - Windermere Property Management	5/1/2026	05-2026	1,193.00	5/6/2026
hcv-op - HCV - Section 8	974533	v0000625 - Bellingham Whatcom Housing Authr	5/1/2026	05-2026	1,846.96	5/8/2026
hcv-op - HCV - Section 8	974534	v0000638 - Homestead	5/1/2026	05-2026	8,855.00	5/1/2026
hcv-op - HCV - Section 8	974535	v0000660 - Clallam County Hostelries	5/1/2026	05-2026	578.00	5/12/2026
hcv-op - HCV - Section 8	974536	v0000943 - Housing Authority of Gray's Harbor	5/1/2026	05-2026	872.98	5/5/2026
hcv-op - HCV - Section 8	974537	v0000962 - Joyce Marlatt	5/1/2026	05-2026	1,638.00	5/5/2026
hcv-op - HCV - Section 8	974538	v0000999 - Kieffer	5/1/2026	05-2026	595.00	5/11/2026
hcv-op - HCV - Section 8	974539	v0001016 - North Olympic Regional Veterans H	5/1/2026	05-2026	2,793.00	5/4/2026
hcv-op - HCV - Section 8	974540	v0001376 - Greenberg	5/1/2026	05-2026	248.00	5/12/2026
hcv-op - HCV - Section 8	974541	v0001530 - Park Manager, LLC	5/1/2026	05-2026	1,182.00	5/4/2026
hcv-op - HCV - Section 8	974542	v0001561 - Public Plaza LLLP	5/1/2026	05-2026	91,764.00	5/1/2026
hcv-op - HCV - Section 8	974543	v0001727 - JAMESTOWN S'KLALLAM TRIBE	5/1/2026	05-2026	770.00	5/6/2026
hcv-op - HCV - Section 8	974544	v0001733 - 7th Haven	5/1/2026	05-2026	27,960.00	5/8/2026
hcv-op - HCV - Section 8	974545	v0001838 - Arnold PT, LLC	5/1/2026	05-2026	1,207.00	5/7/2026
hcv-op - HCV - Section 8	974546	v0001841 - Schladetzky Robert	5/1/2026	05-2026	889.00	5/4/2026
hcv-op - HCV - Section 8	974547	v0001868 - Bayside Housing & Services	5/1/2026	05-2026	2,288.00	5/8/2026
hcv-op - HCV - Section 8	974548	v0001879 - MADELINE, LLC	5/1/2026	05-2026	500.00	5/4/2026
hcv-op - HCV - Section 8	974549	v0001881 - Green Acers Estate	5/1/2026	05-2026	259.00	5/18/2026
hcv-op - HCV - Section 8	974550	v0001886 - ACTION RESIDENTIAL PROPERTY	5/1/2026	05-2026	389.00	5/5/2026
hcv-op - HCV - Section 8	974551	v0001891 - Ritch Carr	5/1/2026	05-2026	674.00	5/11/2026
hcv-op - HCV - Section 8	974552	v0001894 - Renton Housing Authority	5/1/2026	05-2026	2,457.98	5/5/2026
hcv-op - HCV - Section 8	974556	v0000001 - Peninsula Housing Authority	5/5/2026	05-2026	12.00	5/7/2026
hcv-op - HCV - Section 8	974557	v0000273 - James and Associates Inc	5/5/2026	05-2026	1,524.00	5/11/2026
hcv-op - HCV - Section 8	974558	v0001733 - 7th Haven	5/5/2026	05-2026	144.67	5/15/2026
hcv-op - HCV - Section 8	974559	v0000001 - Peninsula Housing Authority	5/5/2026	05-2026	2,000.00	5/7/2026
hcv-op - HCV - Section 8	974560	v0000298 - KEY BANK OF WASHINGTON	5/5/2026	05-2026	9,078.00	5/6/2026
hcv-op - HCV - Section 8	974561	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	2,814.32	5/14/2026
hcv-op - HCV - Section 8	974562	v0000273 - James and Associates Inc	5/12/2026	05-2026	75.00	5/18/2026
hcv-op - HCV - Section 8	974563	v0001733 - 7th Haven	5/12/2026	05-2026	620.00	5/21/2026
hcv-op - HCV - Section 8	974564	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	15,853.50	5/14/2026
hcv-op - HCV - Section 8	974565	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	37,837.63	5/14/2026
hcv-op - HCV - Section 8	974566	v0000195 - Forks Housing LLC	5/12/2026	05-2026	2,050.00	5/14/2026
hcv-op - HCV - Section 8	974567	v0001414 - Online Information Service , Inc.	5/12/2026	05-2026	52.96	5/18/2026
hcv-op - HCV - Section 8	974568	v0001081 - Jiffy Lube	5/19/2026	05-2026	83.98	5/26/2026
hcv-op - HCV - Section 8	974569	v0000376 - Nan McKay and Associates, Inc.	5/26/2026	05-2026	120.00	
hcv-op - HCV - Section 8	974570	v0001723 - Amazon Capital Services	5/26/2026	05-2026	424.66	5/29/2026
hcv-op - HCV - Section 8	974571	v0000001 - Peninsula Housing Authority	5/26/2026	05-2026	539.71	5/28/2026
hcv-op - HCV - Section 8	974572	v0001905 - 360 Property Management	5/26/2026	05-2026	260.00	
hcv-op - HCV - Section 8	974634	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	3,295.20	5/29/2026

**631,347.14**

## May 2026 Check Register - Burke

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
burke-op - Burke Place Apts	2950	t0002127 - Greene	5/5/2026	05-2026	114.00	5/12/2026
burke-op - Burke Place Apts	2951	v0000100 - City of Forks	5/5/2026	05-2026	1,159.65	5/8/2026
burke-op - Burke Place Apts	2952	v0000535 - Decker City Hardware Inc	5/5/2026	05-2026	19.48	5/11/2026
burke-op - Burke Place Apts	2953	v0000758 - Burke Place Apartments	5/5/2026	05-2026	581.00	5/7/2026
burke-op - Burke Place Apts	2954	v0001550 - Clallam County PUD	5/5/2026	05-2026	283.66	5/12/2026
burke-op - Burke Place Apts	2955	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	986.84	5/14/2026
burke-op - Burke Place Apts	2956	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	2,114.38	5/14/2026
burke-op - Burke Place Apts	2957	v0000682 - CenturyLink	5/19/2026	05-2026	237.23	5/27/2026
burke-op - Burke Place Apts	2958	v0001058 - All Around Lawn Service	5/26/2026	05-2026	299.50	
burke-op - Burke Place Apts	2959	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	807.82	
					<b>6,603.56</b>	

## May 2026 Check Register - Catholic

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
cath-op - Catholic Housing -	3255	t0012152 - McKean	5/5/2026	05-2026	82.43	5/20/2026
cath-op - Catholic Housing -	3256	v0000100 - City of Forks	5/5/2026	05-2026	2,987.31	5/19/2026
cath-op - Catholic Housing -	3257	v0000253 - Hi-Tech Security Inc.	5/5/2026	05-2026	6,624.60	5/11/2026
cath-op - Catholic Housing -	3258	v0000535 - Decker City Hardware Inc	5/5/2026	05-2026	24.97	5/18/2026
cath-op - Catholic Housing -	3259	v0000731 - Forks Outfitters Inc	5/5/2026	05-2026	10.81	5/12/2026
cath-op - Catholic Housing -	3260	v0001049 - Morgan Stanley Smith Barney	5/5/2026	05-2026	875.00	5/13/2026
cath-op - Catholic Housing -	3261	v0001119 - Spartan, Inc	5/5/2026	05-2026	328.33	5/11/2026
cath-op - Catholic Housing -	3262	v0001439 - CLIFTONLARSONALLEN LLP	5/5/2026	05-2026	3,018.75	5/15/2026
cath-op - Catholic Housing -	3263	v0001550 - Clallam County PUD	5/5/2026	05-2026	1,130.20	5/12/2026
cath-op - Catholic Housing -	3264	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	2,243.90	5/14/2026
cath-op - Catholic Housing -	3265	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	6,219.01	5/14/2026
cath-op - Catholic Housing -	3266	v0000535 - Decker City Hardware Inc	5/12/2026	05-2026	29.41	5/26/2026
cath-op - Catholic Housing -	3267	v0000731 - Forks Outfitters Inc	5/12/2026	05-2026	21.68	5/19/2026
cath-op - Catholic Housing -	3268	v0001414 - Online Information Service , Inc.	5/12/2026	05-2026	170.70	5/19/2026
cath-op - Catholic Housing -	3269	v0001550 - Clallam County PUD	5/12/2026	05-2026	16.08	5/20/2026
cath-op - Catholic Housing -	3270	v0001723 - Amazon Capital Services	5/12/2026	05-2026	77.10	5/18/2026
cath-op - Catholic Housing -	3271	v0000682 - CenturyLink	5/26/2026	05-2026	127.17	
cath-op - Catholic Housing -	3272	v0001058 - All Around Lawn Service	5/26/2026	05-2026	309.50	
cath-op - Catholic Housing -	3273	v0001425 - Lutheran Community Services North	5/26/2026	05-2026	1,798.50	
cath-op - Catholic Housing -	3274	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	2,042.83	5/29/2026
					<b>28,138.28</b>	

## May 2026 Check Register - Outpost

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
outpost - NORVHN - The O	894	v0000101 - City of Port Angeles	5/5/2026	05-2026	829.23	5/12/2026
outpost - NORVHN - The O	895	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	375.00	5/14/2026
outpost - NORVHN - The O	896	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	1,249.49	5/14/2026
outpost - NORVHN - The O	897	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	153.62	5/29/2026
					<b>2,607.34</b>	

## May 2026 Check Register - Local Funds

Bank	Check#	Vendor	Check	Post	Total Date	
			Date	Month	Amount	Reconciled
locfunds - Local Funds	14006	v0000060 - Bishop Park Apts- Port Townsend LI	5/1/2026	05-2026	613.00	5/1/2026
locfunds - Local Funds	14007	v0000119 - Credit Housing Lmt Partnership	5/1/2026	05-2026	807.00	5/1/2026
locfunds - Local Funds	14008	v0000165 - Elk Creek Apartments	5/1/2026	05-2026	1,216.00	5/1/2026
locfunds - Local Funds	14009	v0000312 - Laurel Heights Townhouse	5/1/2026	05-2026	484.00	5/1/2026
locfunds - Local Funds	14010	v0000584 - Walker	5/1/2026	05-2026	1,850.00	5/1/2026
locfunds - Local Funds	14011	v0000835 - Hudson	5/1/2026	05-2026	1,038.00	5/1/2026
locfunds - Local Funds	14012	v0000953 - Highland Commons Apts LLC	5/1/2026	05-2026	846.00	5/1/2026
locfunds - Local Funds	14013	v0001559 - Darren Heaward	5/1/2026	05-2026	1,434.00	5/1/2026
locfunds - Local Funds	14014	v0001660 - Nor'West Village - Port Townsend L	5/1/2026	05-2026	355.00	5/1/2026
locfunds - Local Funds	14015	v0001757 - Front Street Associates LLC	5/1/2026	05-2026	720.00	5/1/2026
locfunds - Local Funds	14016	v0001767 - Byers, Andrew O.	5/1/2026	05-2026	950.00	5/1/2026
locfunds - Local Funds	14017	v0001772 - Tharp II, John Douglas	5/1/2026	05-2026	545.00	5/1/2026
locfunds - Local Funds	14018	v0001817 - Macleod, Norman	5/1/2026	05-2026	1,064.00	5/1/2026
locfunds - Local Funds	14035	v0000163 - Crawford	5/5/2026	05-2026	335.68	5/5/2026
locfunds - Local Funds	14036	v0001190 - Niles	5/5/2026	05-2026	69.00	5/5/2026
locfunds - Local Funds	14037	v0001280 - Riggins	5/5/2026	05-2026	7.39	5/5/2026
locfunds - Local Funds	14038	v0001280 - Riggins	5/5/2026	05-2026	54.17	5/5/2026
locfunds - Local Funds	14039	v0001650 - Microsoft	5/5/2026	05-2026	206.25	5/5/2026
locfunds - Local Funds	14040	v0001651 - WASHBURN, STEPHANIE	5/5/2026	05-2026	65.25	5/5/2026
locfunds - Local Funds	14041	v0001651 - WASHBURN, STEPHANIE	5/5/2026	05-2026	5.80	5/5/2026
locfunds - Local Funds	14042	v0001661 - THOMASON, DONI	5/5/2026	05-2026	89.76	5/5/2026
locfunds - Local Funds	14043	v0001840 - Laura Dale	5/5/2026	05-2026	30.45	5/5/2026
locfunds - Local Funds	14044	v0001869 - Bantilan-Trubell	5/5/2026	05-2026	42.92	5/5/2026
locfunds - Local Funds	14045	v0001893 - Dorothy Guerrero	5/5/2026	05-2026	17.77	5/5/2026
locfunds - Local Funds	14046	v0000265 - Hurley	5/12/2026	05-2026	3.92	5/12/2026
locfunds - Local Funds	14047	v0000549 - Throop	5/12/2026	05-2026	60.61	5/12/2026
locfunds - Local Funds	14048	v0001190 - Niles	5/12/2026	05-2026	69.00	5/12/2026
locfunds - Local Funds	14049	v0001588 - Springer	5/12/2026	05-2026	37.34	5/12/2026
locfunds - Local Funds	14050	v0001788 - BOSTON, JASON	5/12/2026	05-2026	62.35	5/12/2026
locfunds - Local Funds	14051	v0001827 - Corey Shaner	5/12/2026	05-2026	44.52	5/12/2026
locfunds - Local Funds	14052	v0001844 - OROURKEA HSA	5/12/2026	05-2026	150.00	5/12/2026
locfunds - Local Funds	14053	v0001846 - CRAWFORDA HSA	5/12/2026	05-2026	300.00	5/12/2026
locfunds - Local Funds	14054	v0001890 - SCOTTS HSA	5/12/2026	05-2026	336.36	5/12/2026
locfunds - Local Funds	14055	v0000018 - Gallardo	5/14/2026	05-2026	1,200.00	5/14/2026
locfunds - Local Funds	14056	v0000163 - Crawford	5/14/2026	05-2026	3,800.00	5/14/2026
locfunds - Local Funds	14057	v0000265 - Hurley	5/14/2026	05-2026	400.00	5/14/2026
locfunds - Local Funds	14058	v0000357 - Dunaway	5/14/2026	05-2026	1,150.00	5/14/2026
locfunds - Local Funds	14059	v0000377 - Napiontek	5/14/2026	05-2026	800.00	5/14/2026
locfunds - Local Funds	14060	v0000541 - Tesch	5/14/2026	05-2026	3,000.00	5/14/2026
locfunds - Local Funds	14061	v0000549 - Throop	5/14/2026	05-2026	700.00	5/14/2026
locfunds - Local Funds	14062	v0000985 - Robbins	5/14/2026	05-2026	1,100.00	5/14/2026
locfunds - Local Funds	14063	v0001078 - O'Rourke	5/14/2026	05-2026	750.00	5/14/2026
locfunds - Local Funds	14064	v0001190 - Niles	5/14/2026	05-2026	1,150.00	5/14/2026
locfunds - Local Funds	14065	v0001280 - Riggins	5/14/2026	05-2026	800.00	5/14/2026
locfunds - Local Funds	14066	v0001360 - Schulz	5/14/2026	05-2026	950.00	5/14/2026
locfunds - Local Funds	14067	v0001419 - Atkins	5/14/2026	05-2026	1,200.00	5/14/2026
locfunds - Local Funds	14068	v0001471 - LAYTON	5/14/2026	05-2026	1,200.00	5/14/2026
locfunds - Local Funds	14069	v0001473 - Short	5/14/2026	05-2026	1,500.00	5/14/2026
locfunds - Local Funds	14070	v0001514 - McVaugh	5/14/2026	05-2026	900.00	5/14/2026
locfunds - Local Funds	14071	v0001646 - BAXLEY, JAMES	5/14/2026	05-2026	2,300.00	5/14/2026
locfunds - Local Funds	14072	v0001788 - BOSTON, JASON	5/14/2026	05-2026	500.00	5/14/2026

locfunds - Local Funds	14073	v0001827 - Corey Shaner	5/14/2026	05-2026	1,000.00	5/14/2026
locfunds - Local Funds	14074	v0001869 - Bantilan-Trubell	5/14/2026	05-2026	1,365.00	5/14/2026
locfunds - Local Funds	14075	v0001870 - Scott	5/14/2026	05-2026	1,200.00	5/14/2026
locfunds - Local Funds	14076	v0000163 - Crawford	5/19/2026	05-2026	75.75	5/19/2026
locfunds - Local Funds	14077	v0000341 - Martinez	5/19/2026	05-2026	487.45	5/19/2026
locfunds - Local Funds	14078	v0001190 - Niles	5/19/2026	05-2026	18.00	5/19/2026
locfunds - Local Funds	14079	v0000163 - Crawford	5/26/2026	05-2026	252.30	5/26/2026
locfunds - Local Funds	14080	v0001190 - Niles	5/26/2026	05-2026	69.00	5/26/2026
locfunds - Local Funds	14081	v0000163 - Crawford	5/28/2026	05-2026	3,800.00	5/28/2026
locfunds - Local Funds	14082	v0000341 - Martinez	5/28/2026	05-2026	5,000.00	5/28/2026
locfunds - Local Funds	14083	v0000357 - Dunaway	5/28/2026	05-2026	1,000.00	5/28/2026
locfunds - Local Funds	14084	v0000377 - Napiontek	5/28/2026	05-2026	1,000.00	5/28/2026
locfunds - Local Funds	14085	v0000549 - Throop	5/28/2026	05-2026	1,600.00	5/28/2026
locfunds - Local Funds	14086	v0001190 - Niles	5/28/2026	05-2026	1,798.00	5/28/2026
locfunds - Local Funds	14087	v0001419 - Atkins	5/28/2026	05-2026	800.00	5/28/2026
locfunds - Local Funds	14088	v0001471 - LAYTON	5/28/2026	05-2026	1,750.00	5/28/2026
locfunds - Local Funds	14089	v0001514 - McVaugh	5/28/2026	05-2026	600.00	5/28/2026
locfunds - Local Funds	14090	v0001646 - BAXLEY, JAMES	5/28/2026	05-2026	1,000.00	5/28/2026
locfunds - Local Funds	14091	v0001661 - THOMASON, DONI	5/28/2026	05-2026	1,200.00	5/28/2026
locfunds - Local Funds	14092	v0001788 - BOSTON, JASON	5/28/2026	05-2026	500.00	5/28/2026
locfunds - Local Funds	14093	v0001827 - Corey Shaner	5/28/2026	05-2026	1,000.00	5/28/2026
locfunds - Local Funds	14094	v0001870 - Scott	5/28/2026	05-2026	600.00	5/28/2026
locfunds - Local Funds	32529	t0006963 - MANNING	5/1/2026	05-2026	208.00	5/15/2026
locfunds - Local Funds	32530	t0011622 - BRONSTEIN	5/1/2026	05-2026	109.00	5/22/2026
locfunds - Local Funds	32531	v0000273 - James and Associates Inc	5/1/2026	05-2026	1,856.00	5/5/2026
locfunds - Local Funds	32532	v0000440 - Properties by Landmark, Inc.	5/1/2026	05-2026	616.00	5/4/2026
locfunds - Local Funds	32533	v0001786 - Kruth, David	5/1/2026	05-2026	871.00	5/27/2026
locfunds - Local Funds	32534	v0001800 - Baum, Ron	5/1/2026	05-2026	1,125.00	5/6/2026
locfunds - Local Funds	32544	v0000001 - Peninsula Housing Authority	5/5/2026	05-2026	275.00	5/7/2026
locfunds - Local Funds	32545	v0000001 - Peninsula Housing Authority	5/5/2026	05-2026	937.50	5/7/2026
locfunds - Local Funds	32546	v0000028 - Angeles Millwork & Lumber Compar	5/5/2026	05-2026	42.66	5/13/2026
locfunds - Local Funds	32547	v0000101 - City of Port Angeles	5/5/2026	05-2026	9,089.62	5/12/2026
locfunds - Local Funds	32548	v0000180 - Fairchild Floors	5/5/2026	05-2026	608.00	5/13/2026
locfunds - Local Funds	32549	v0000317 - LeMay Mobile Shredding	5/5/2026	05-2026	125.88	5/18/2026
locfunds - Local Funds	32550	v0000395 - Olympic DM Disposal	5/5/2026	05-2026	371.83	5/11/2026
locfunds - Local Funds	32551	v0000533 - Swains General Store	5/5/2026	05-2026	99.94	5/12/2026
locfunds - Local Funds	32552	v0000550 - Thurman Supply	5/5/2026	05-2026	966.10	5/12/2026
locfunds - Local Funds	32553	v0001313 - First Bankcard	5/5/2026	05-2026	8,072.52	5/7/2026
locfunds - Local Funds	32554	v0001447 - HD Supply Fac Mgt (#1203559 TAX	5/5/2026	05-2026	420.66	5/12/2026
locfunds - Local Funds	32555	v0001496 - PetroCard	5/5/2026	05-2026	1,606.29	5/11/2026
locfunds - Local Funds	32556	v0001668 - CDW Logistics LLC	5/5/2026	05-2026	1,991.99	5/13/2026
locfunds - Local Funds	32557	v0001672 - Seitel Systems LLC	5/5/2026	05-2026	1,087.00	5/13/2026
locfunds - Local Funds	32558	v0001878 - T-Mobile USA Inc	5/5/2026	05-2026	36.47	5/13/2026
locfunds - Local Funds	32559	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	20,769.76	5/14/2026
locfunds - Local Funds	32560	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	3,330.77	5/14/2026
locfunds - Local Funds	32561	v0000028 - Angeles Millwork & Lumber Compar	5/12/2026	05-2026	123.48	5/20/2026
locfunds - Local Funds	32562	v0000066 - Boys & Girls Club	5/12/2026	05-2026	1,000.00	5/20/2026
locfunds - Local Funds	32563	v0000089 - Cash	5/12/2026	05-2026	125.00	5/13/2026
locfunds - Local Funds	32564	v0000114 - Consolidated Electrical Dist. Inc.	5/12/2026	05-2026	800.80	5/18/2026
locfunds - Local Funds	32565	v0000177 - Equifax Mortgage Solutions	5/12/2026	05-2026	86.75	5/22/2026
locfunds - Local Funds	32566	v0000238 - Quadient Leasing USA, Inc	5/12/2026	05-2026	569.79	5/19/2026
locfunds - Local Funds	32567	v0000402 - Olympic Springs, Inc.	5/12/2026	05-2026	119.85	5/18/2026
locfunds - Local Funds	32568	v0000411 - Pacific Office Equipment Inc	5/12/2026	05-2026	1,088.72	5/15/2026
locfunds - Local Funds	32569	v0000508 - Sound Publishing, Inc	5/12/2026	05-2026	1,065.00	5/19/2026
locfunds - Local Funds	32570	v0000536 - Teamsters Local #589	5/12/2026	05-2026	1,252.00	

locfunds - Local Funds	32571	v0000550 - Thurman Supply	5/12/2026	05-2026	1,450.86	5/18/2026
locfunds - Local Funds	32572	v0000569 - United Way	5/12/2026	05-2026	95.00	5/19/2026
locfunds - Local Funds	32573	v0000593 - Wave Broadband	5/12/2026	05-2026	110.12	5/22/2026
locfunds - Local Funds	32574	v0000593 - Wave Broadband	5/12/2026	05-2026	181.92	5/22/2026
locfunds - Local Funds	32575	v0000593 - Wave Broadband	5/12/2026	05-2026	64.23	5/22/2026
locfunds - Local Funds	32576	v0000596 - West Waste and Recycling	5/12/2026	05-2026	3,187.64	5/19/2026
locfunds - Local Funds	32577	v0000884 - Dynamic Graphics	5/12/2026	05-2026	45.00	5/22/2026
locfunds - Local Funds	32578	v0001217 - Eagle Repair Towing LLC ***	5/12/2026	05-2026	157.38	5/15/2026
locfunds - Local Funds	32579	v0001297 - City of Port Angeles Transfer Station	5/12/2026	05-2026	744.38	5/20/2026
locfunds - Local Funds	32580	v0001414 - Online Information Service , Inc.	5/12/2026	05-2026	270.94	5/19/2026
locfunds - Local Funds	32581	v0001487 - Colonial Life Processing Center	5/12/2026	05-2026	994.93	5/18/2026
locfunds - Local Funds	32582	v0001495 - Live Voice	5/12/2026	05-2026	359.89	5/21/2026
locfunds - Local Funds	32583	v0001561 - Public Plaza LLLP	5/12/2026	05-2026	1,095.00	5/14/2026
locfunds - Local Funds	32584	v0001613 - Strait Floors, Inc.	5/12/2026	05-2026	582.30	
locfunds - Local Funds	32585	v0001672 - Seitel Systems LLC	5/12/2026	05-2026	2,112.27	5/19/2026
locfunds - Local Funds	32586	v0001714 - Health Care Authority WA	5/12/2026	05-2026	44,867.07	5/19/2026
locfunds - Local Funds	32587	v0001723 - Amazon Capital Services	5/12/2026	05-2026	39.99	5/18/2026
locfunds - Local Funds	32588	v0001793 - Rice Fergus Miller, Inc.	5/12/2026	05-2026	24,716.35	5/20/2026
locfunds - Local Funds	32589	v0001824 - Momentum Telecom, Inc	5/12/2026	05-2026	887.82	5/18/2026
locfunds - Local Funds	32590	v0001889 - Ediz Plumbing	5/12/2026	05-2026	1,700.55	5/22/2026
locfunds - Local Funds	32591	v0000089 - Cash	5/12/2026	05-2026	153.75	5/13/2026
locfunds - Local Funds	32592	v0000028 - Angeles Millwork & Lumber Compar	5/19/2026	05-2026	24.36	5/28/2026
locfunds - Local Funds	32593	v0000402 - Olympic Springs, Inc.	5/19/2026	05-2026	29.85	
locfunds - Local Funds	32594	v000138 - Department of Commerce	5/19/2026	05-2026	1,495.00	
locfunds - Local Funds	32595	v0001550 - Clallam County PUD	5/19/2026	05-2026	687.44	5/28/2026
locfunds - Local Funds	32596	v0001820 - Ogden Murphy Wallace PLLC	5/19/2026	05-2026	7,559.42	5/28/2026
locfunds - Local Funds	32597	v0000001 - Peninsula Housing Authority	5/26/2026	05-2026	3,172.50	5/26/2026
locfunds - Local Funds	32598	v0000028 - Angeles Millwork & Lumber Compar	5/26/2026	05-2026	81.84	
locfunds - Local Funds	32599	v0000204 - General Electric Company	5/26/2026	05-2026	617.00	
locfunds - Local Funds	32600	v0000533 - Swains General Store	5/26/2026	05-2026	16.97	
locfunds - Local Funds	32601	v0000550 - Thurman Supply	5/26/2026	05-2026	855.52	
locfunds - Local Funds	32602	v0000593 - Wave Broadband	5/26/2026	05-2026	52.23	
locfunds - Local Funds	32603	v0000593 - Wave Broadband	5/26/2026	05-2026	61.32	
locfunds - Local Funds	32604	v0000682 - CenturyLink	5/26/2026	05-2026	64.99	
locfunds - Local Funds	32605	v0001064 - Leitz Farms Inc	5/26/2026	05-2026	61.20	
locfunds - Local Funds	32606	v0001723 - Amazon Capital Services	5/26/2026	05-2026	296.88	

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**223,168.33**

## May 2026 Check Register - Homestead

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
home-op - Homestead - Op	13764	v0000100 - City of Forks	5/5/2026	05-2026	1,605.59	5/8/2026
home-op - Homestead - Op	13765	v0000352 - McCrorie Interiors	5/5/2026	05-2026	6,833.82	5/15/2026
home-op - Homestead - Op	13766	v0001447 - HD Supply Fac Mgt (#1203559 TAX	5/5/2026	05-2026	178.79	5/11/2026
home-op - Homestead - Op	13767	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	2,320.81	5/14/2026
home-op - Homestead - Op	13768	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	3,980.19	5/14/2026
home-op - Homestead - Op	13769	v000138 - Department of Commerce	5/19/2026	05-2026	1,000.00	5/29/2026
home-op - Homestead - Op	13770	v0001058 - All Around Lawn Service	5/26/2026	05-2026	374.50	
home-op - Homestead - Op	13771	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	1,555.55	5/29/2026
					<b>17,849.25</b>	

## May 2026 Check Register - Pub Plaza

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
pplaz-op - Public Plaza Ope	2153	v0000001 - Peninsula Housing Authority	5/5/2026	05-2026	150.00	5/7/2026
pplaz-op - Public Plaza Ope	2154	v0000101 - City of Port Angeles	5/5/2026	05-2026	7,052.25	5/11/2026
pplaz-op - Public Plaza Ope	2155	v0000220 - Guardian Security Systems	5/5/2026	05-2026	250.65	5/28/2026
pplaz-op - Public Plaza Ope	2156	v0000388 - NOVOGRADAC and Company LLP	5/5/2026	05-2026	14,246.60	5/11/2026
pplaz-op - Public Plaza Ope	2157	v0000593 - Wave Broadband	5/5/2026	05-2026	246.10	5/13/2026
pplaz-op - Public Plaza Ope	2158	v0001561 - Public Plaza LLLP	5/5/2026	05-2026	7,941.00	5/7/2026
pplaz-op - Public Plaza Ope	2159	v0001723 - Amazon Capital Services	5/5/2026	05-2026	53.24	5/8/2026
pplaz-op - Public Plaza Ope	2160	v0001738 - CenturyLink	5/5/2026	05-2026	226.45	5/11/2026
pplaz-op - Public Plaza Ope	2161	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	10,189.59	5/14/2026
pplaz-op - Public Plaza Ope	2162	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	45,878.83	5/14/2026
pplaz-op - Public Plaza Ope	2163	v0000253 - Hi-Tech Security Inc.	5/12/2026	05-2026	849.42	5/19/2026
pplaz-op - Public Plaza Ope	2164	v0000402 - Olympic Springs, Inc.	5/12/2026	05-2026	109.45	5/18/2026
pplaz-op - Public Plaza Ope	2165	t0010111 - Savage	5/12/2026	05-2026	155.00	5/22/2026
pplaz-op - Public Plaza Ope	2166	v0000028 - Angeles Millwork & Lumber Compar	5/19/2026	05-2026	221.06	5/28/2026
pplaz-op - Public Plaza Ope	2167	v0000101 - City of Port Angeles	5/19/2026	05-2026	6,828.60	5/27/2026
pplaz-op - Public Plaza Ope	2168	v0000114 - Consolidated Electrical Dist. Inc.	5/19/2026	05-2026	196.02	
pplaz-op - Public Plaza Ope	2169	v0000148 - Dept. of Labor & Industries	5/19/2026	05-2026	912.50	5/28/2026
pplaz-op - Public Plaza Ope	2170	v0000253 - Hi-Tech Security Inc.	5/19/2026	05-2026	849.42	5/28/2026
pplaz-op - Public Plaza Ope	2171	v0000360 - EastSide Landscape Supply Co	5/19/2026	05-2026	40.72	
pplaz-op - Public Plaza Ope	2172	v0000411 - Pacific Office Equipment Inc	5/19/2026	05-2026	16.38	5/27/2026
pplaz-op - Public Plaza Ope	2173	v0000533 - Swains General Store	5/19/2026	05-2026	363.55	5/27/2026
pplaz-op - Public Plaza Ope	2174	v0000551 - TK Elevator Corporation	5/19/2026	05-2026	2,177.34	5/26/2026
pplaz-op - Public Plaza Ope	2175	v0000593 - Wave Broadband	5/19/2026	05-2026	44.49	5/29/2026
pplaz-op - Public Plaza Ope	2176	v0001038 - Angeles Plumbing LLC	5/19/2026	05-2026	177.94	5/26/2026
pplaz-op - Public Plaza Ope	2177	v0001447 - HD Supply Fac Mgt (#1203559 TAX	5/19/2026	05-2026	486.95	5/26/2026
pplaz-op - Public Plaza Ope	2178	v0000101 - City of Port Angeles	5/26/2026	05-2026	4,612.29	
pplaz-op - Public Plaza Ope	2179	v0000593 - Wave Broadband	5/26/2026	05-2026	209.85	
pplaz-op - Public Plaza Ope	2180	v0000593 - Wave Broadband	5/26/2026	05-2026	151.48	
pplaz-op - Public Plaza Ope	2181	v0000681 - Century Link - Seattle	5/26/2026	05-2026	52.26	5/29/2026
pplaz-op - Public Plaza Ope	2182	v0001723 - Amazon Capital Services	5/26/2026	05-2026	13.08	5/29/2026
pplaz-op - Public Plaza Ope	2183	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	8,935.02	5/29/2026
					<b>113,637.53</b>	

## May 2026 Check Register - Searidge

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
mav-op - Mt Angeles View I	1874	v0000001 - Peninsula Housing Authority	5/5/2026	05-2026	150.00	5/7/2026
mav-op - Mt Angeles View I	1875	v0000001 - Peninsula Housing Authority	5/5/2026	05-2026	812.50	5/7/2026
mav-op - Mt Angeles View I	1876	v0000080 - Mt Angeles View I LLLP	5/5/2026	05-2026	3,349.51	5/7/2026
mav-op - Mt Angeles View I	1877	v0000101 - City of Port Angeles	5/5/2026	05-2026	6,556.74	5/12/2026
mav-op - Mt Angeles View I	1878	v0000253 - Hi-Tech Security Inc.	5/5/2026	05-2026	780.00	5/11/2026
mav-op - Mt Angeles View I	1879	v0000593 - Wave Broadband	5/5/2026	05-2026	201.22	5/13/2026
mav-op - Mt Angeles View I	1880	v0001723 - Amazon Capital Services	5/5/2026	05-2026	39.27	5/11/2026
mav-op - Mt Angeles View I	1881	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	3,324.48	5/14/2026
mav-op - Mt Angeles View I	1882	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	16,250.41	5/14/2026
mav-op - Mt Angeles View I	1883	v0000533 - Swains General Store	5/12/2026	05-2026	81.47	5/26/2026
mav-op - Mt Angeles View I	1884	v0000681 - Century Link - Seattle	5/12/2026	05-2026	656.50	5/18/2026
mav-op - Mt Angeles View I	1885	v0001723 - Amazon Capital Services	5/12/2026	05-2026	42.69	5/18/2026
mav-op - Mt Angeles View I	1886	v0001883 - Harbor Appeals and Law PLLC	5/12/2026	05-2026	35.00	5/29/2026
mav-op - Mt Angeles View I	1887	v0000681 - Century Link - Seattle	5/19/2026	05-2026	254.49	5/29/2026
mav-op - Mt Angeles View I	1888	v0000550 - Thurman Supply	5/26/2026	05-2026	0.00	
mav-op - Mt Angeles View I	1889	v0001614 - Bliemeisters Wood Works	5/26/2026	05-2026	1,769.63	
mav-op - Mt Angeles View I	1890	v0000550 - Thurman Supply	5/26/2026	05-2026	35.90	
mav-op - Mt Angeles View I	1891	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	8,197.53	5/29/2026
					<b>42,537.34</b>	

## May 2026 Check Register - Pen Apt

Bank	Check#	Vendor	Check	Post	Total	Date
			Date	Month	Amount	Reconciled
pen-op - Peninsula Apts - O	25	v0001447 - HD Supply Fac Mgt (#1203559 TAX	5/5/2026	05-2026	0.00	
pen-op - Peninsula Apts - O	5239	t0000081 - Brewer	5/5/2026	05-2026	65.00	5/12/2026
pen-op - Peninsula Apts - O	5240	t0000095 - Staley	5/5/2026	05-2026	51.00	5/27/2026
pen-op - Peninsula Apts - O	5241	t0011572 - Barto	5/5/2026	05-2026	34.00	5/12/2026
pen-op - Peninsula Apts - O	5242	t0012157 - Dawkins	5/5/2026	05-2026	60.00	5/12/2026
pen-op - Peninsula Apts - O	5243	t0012203 - Wolfenbarger-Jobe	5/5/2026	05-2026	79.00	5/13/2026
pen-op - Peninsula Apts - O	5244	v0000100 - City of Forks	5/5/2026	05-2026	2,814.79	5/8/2026
pen-op - Peninsula Apts - O	5245	v0000422 - Peninsula Apartments	5/5/2026	05-2026	1,350.00	5/7/2026
pen-op - Peninsula Apts - O	5246	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	3,036.00	5/14/2026
pen-op - Peninsula Apts - O	5247	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	7,568.86	5/14/2026
pen-op - Peninsula Apts - O	5248	v0000535 - Decker City Hardware Inc	5/12/2026	05-2026	508.20	5/18/2026
pen-op - Peninsula Apts - O	5249	v0000682 - CenturyLink	5/12/2026	05-2026	75.89	5/18/2026
pen-op - Peninsula Apts - O	5250	v0000731 - Forks Outfitters Inc	5/12/2026	05-2026	13.95	5/19/2026
pen-op - Peninsula Apts - O	5251	v0001414 - Online Information Service , Inc.	5/12/2026	05-2026	68.28	5/18/2026
pen-op - Peninsula Apts - O	5252	v0001447 - HD Supply Fac Mgt (#1203559 TAX	5/12/2026	05-2026	381.97	5/19/2026
pen-op - Peninsula Apts - O	5253	v0001550 - Clallam County PUD	5/12/2026	05-2026	552.76	5/19/2026
pen-op - Peninsula Apts - O	5254	v0000731 - Forks Outfitters Inc	5/19/2026	05-2026	36.98	5/26/2026
pen-op - Peninsula Apts - O	5255	v0001058 - All Around Lawn Service	5/26/2026	05-2026	374.50	
pen-op - Peninsula Apts - O	5256	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	2,660.20	5/29/2026
					<b>19,731.38</b>	

## May 2026 Check Register - Wildwood

Bank	Check#	Vendor	Check	Post	Total	
			Date	Month	Amount	Date Reconciled
wild-op - Wildwood - Opera	5355	t0002770 - Weiss	5/5/2026	05-2026	53.00	5/15/2026
wild-op - Wildwood - Opera	5356	t0006768 - Aparicio	5/5/2026	05-2026	74.00	5/8/2026
wild-op - Wildwood - Opera	5357	t0006862 - Batton	5/5/2026	05-2026	64.00	5/20/2026
wild-op - Wildwood - Opera	5358	t0007350 - McElravy	5/5/2026	05-2026	74.00	5/22/2026
wild-op - Wildwood - Opera	5359	t0010205 - Larsen (Waters)	5/5/2026	05-2026	74.00	5/11/2026
wild-op - Wildwood - Opera	5360	v0000028 - Angeles Millwork & Lumber Compar	5/5/2026	05-2026	115.88	5/20/2026
wild-op - Wildwood - Opera	5361	v0000101 - City of Port Angeles	5/5/2026	05-2026	4,192.67	5/11/2026
wild-op - Wildwood - Opera	5362	v0000533 - Swains General Store	5/5/2026	05-2026	43.67	5/11/2026
wild-op - Wildwood - Opera	5363	v0000550 - Thurman Supply	5/5/2026	05-2026	162.18	5/11/2026
wild-op - Wildwood - Opera	5364	v0000602 - Wildwood Terrace	5/5/2026	05-2026	2,333.33	5/7/2026
wild-op - Wildwood - Opera	5365	v0001447 - HD Supply Fac Mgt (#1203559 TAX	5/5/2026	05-2026	559.00	5/11/2026
wild-op - Wildwood - Opera	5366	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	5,060.00	5/14/2026
wild-op - Wildwood - Opera	5367	v0000001 - Peninsula Housing Authority	5/12/2026	05-2026	16,801.23	5/14/2026
wild-op - Wildwood - Opera	5368	v0000402 - Olympic Springs, Inc.	5/12/2026	05-2026	49.75	5/18/2026
wild-op - Wildwood - Opera	5369	v0000533 - Swains General Store	5/12/2026	05-2026	58.46	5/22/2026
wild-op - Wildwood - Opera	5370	v0000593 - Wave Broadband	5/12/2026	05-2026	154.30	5/21/2026
wild-op - Wildwood - Opera	5371	v0001297 - City of Port Angeles Transfer Statior	5/12/2026	05-2026	100.83	5/19/2026
wild-op - Wildwood - Opera	5372	v0000114 - Consolidated Electrical Dist. Inc.	5/19/2026	05-2026	153.03	5/26/2026
wild-op - Wildwood - Opera	5373	v0000533 - Swains General Store	5/19/2026	05-2026	9.52	5/27/2026
wild-op - Wildwood - Opera	5374	v0001447 - HD Supply Fac Mgt (#1203559 TAX	5/26/2026	05-2026	544.87	
wild-op - Wildwood - Opera	5375	v0000001 - Peninsula Housing Authority	5/29/2026	05-2026	2,108.33	5/29/2026
					<b>32,786.05</b>	