



**Kitsap Regional
Coordinating Council**

CITIZEN ADVISORY BOARD JOB DESCRIPTION

JOB TITLE: Citizen Advisory Board – Community Development (CAB-CD)

LOCATION: Various sites throughout the county

JOB SUMMARY:

Act as part of an advisory board to make priority funding recommendations to the Kitsap Regional Coordinating Council for their approval. Reviews housing, capital improvement and planning applications and plays an integral part in the allocation of Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) federal funds according to the needs of the community.

JOB DUTIES: (see Time Commitment below for dates)

Participate in training: CAB training – August 19, 2009;
Review all applications and conduct public applicant interviews;
Actively participate with other board (CAB) members in developing priorities for use of CDBG and HOME funds;
With guidance from Block Grant Planners, develop funding recommendations (referred to as Draft Action Plan).

SKILLS AND QUALIFICATIONS:

Must meet one of the following requirements:

- History of providing or consuming services supported by CDBG and HOME funds **or**
- Resides in the City of Bremerton or Central Kitsap area of unincorporated Kitsap County **or**
- Resides in the City of Port Orchard or South Kitsap area of unincorporated Kitsap County **or**
- Resides in the Cities of Bainbridge Island, Poulsbo or North Kitsap area of unincorporated Kitsap County **or**
- Will represent the Urban County at large

Must have experience in one or more of the following areas:

- Construction/Project Management
- Mortgage Lending
- Housing Development
- Economic Development

Must be well versed in the community needs currently existing in Kitsap County.

Must be willing to participate in all activities relevant to the role of the CAB.

TRAINING:

Department of Administrative Services, Block Grant staff will provide a three-hour training and ongoing technical assistance.

PRIMARY RESPONSIBILITY:

Develop a recommendation for the Kitsap Regional Coordinating Council within Community Development Block Grant guidelines.

TIME COMMITMENT:

- Training on August 19th, (Noon – 2 p.m.)
- Review applications during the week of August 20 thru September 9, (15-20 hours)
- Meet with Technical Review Committee on September 2, (9 a.m. - Noon)
- Conduct public meetings on September 9 thru 11, (3 full days)
- CAB Review on September 15, (9 a.m. - Noon)
- CAB presentation to KRCC November 3rd, (1 hour)(optional)

For more information contact Jan Koske, Volunteer Services Coordinator at 337-4650



**Volunteer Application for
Appointment to a Board,
Commission, Committee or
Council**

The following information will assist us in the selection process. Please help us in getting to know you.

Name: _____ Home phone # _____
(last, first, middle initial)

Mailing Address: _____

City _____ State _____ Zip Code _____

Occupation _____ Employer _____

Business Address _____

Work phone # _____ E-mail _____ Fax _____

Education: _____

I would like to be considered for _____

Why are you applying for this appointment? _____

Which of your personal and/or professional interests prompted you to apply for this appointment?

Have you served on any other Kitsap County board, commission, committee, council or task force? If yes, please list:

(Complete the back of this form too)

Please turn page 

Please list your qualifications for this appointment (include skills, activities, training, education)

What are your community interests (committees, organizations, special activities)? _____

Personal References:

**Please provide the names of two non-relative references*

1. Name _____ Phone # _____

Address _____ City/Zip _____

Relationship _____

2. Name _____ Phone # _____

Address _____ City/Zip _____

Relationship _____

I give my permission for the named references* to be contacted either verbally or in writing. All the information on this application is true to the best of my knowledge.

Signature _____ Date _____

We welcome your willingness to serve Kitsap County. Please return this completed form to: Jan Koske, Kitsap County Volunteer Services Coordinator, Administrative Services, Kitsap County Courthouse, 614 Division Street MS7, Port Orchard, WA 98366 (360) 337-4650, Email jkoske@co.kitsap.wa.us

BLOCK GRANT PROGRAM
Citizen Advisory Boards Referral Information Form

I reside in: Port Orchard Unincorporated South Kitsap County
 Poulsbo Unincorporated Central Kitsap County
 Bainbridge Island Unincorporated North Kitsap County

In the past or present I qualified/qualify for services due to my low income: Yes No

Comments: _____

How do you feel that you could contribute to the CDBG/HOME project selection process?

I would like to serve on:

CAB-CD
Community Development

Availability for meetings: Mornings Afternoon Evenings

How did you hear about the Community Advisory Board application process?

- Advertisement in newspaper
- Referred by United Way
- Referred by KC Personnel and Human Services
- Referred by a member of Kitsap Regional Coordinating Council
- Referred by a community agency
- Kitsap County Website
- Other: _____

Do you need any accommodation to participate in the selection process? Yes No

If yes, what type of accommodations will be required? _____

I understand the responsibilities of this volunteer position and am aware that this appointment will entail many hours of active involvement in Community Advisory Board meetings and activities.

Date

Signature of Applicant

This form must accompany the Volunteer Application for Appointment to a Board, Commission, Committee or Council