



**KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES
BLOCK GRANT & HOMELESS AND HOMELESSNESS PROGRAMS
COORDINATED GRANT APPLICATION PROCESS
GRANT RECOMMENDATION COMMITTEE
JOB DESCRIPTION**

JOB TITLE: Grant Recommendation Committee – Capital (GRC-Capital)

LOCATION: Norm Dicks Government Center, Bremerton

JOB SUMMARY:

Act as part of a committee to provide input on the funding process and to make funding recommendations, according to the needs of the community, to the Board of County Commissioners for their approval. Review housing, capital improvement, economic development and operations and maintenance applications and play an integral part in the allocation of federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds as well as local Affordable Housing Grant Program (AHGP) funds.

JOB DUTIES: (see Time Commitment below for dates)

- Participate in training;
- Meet monthly or bi-monthly to discuss issues, provide input on priorities and process improvements, and develop strategies for equitable funding recommendations.
- Review and score all applications and conduct applicant interviews;
- Actively participate with other GRC members in prioritizing projects for use of CDBG, HOME, and AHGP funds;
- With technical guidance from staff, develop funding recommendations.

SKILLS AND QUALIFICATIONS:

1. Must meet one of the following requirements:
 - *Resides in the Central Kitsap area of Kitsap County including the City of Bremerton or*
 - *Resides in the South Kitsap area of Kitsap County including the City of Port Orchard or*
 - *Resides in the North Kitsap area of Kitsap County including the Cities of Bainbridge Island and Poulsbo*
2. Must have experience in one or more of the following areas:
Affordable housing - Construction or project management - Mortgage lending - Housing development - Economic development - Real estate – Architecture - Finance and Accounting - Grant administration - Project Management - Regulatory Compliance - Practical Experience with HUD regulations
3. Must be well versed in the community needs currently existing in Kitsap County.
4. Must be willing to participate in all activities relevant to the role of the GRC.

TRAINING:

Kitsap County Block Grant and Housing & Homeless staff will provide training and ongoing technical assistance.

PRIMARY RESPONSIBILITY:

Provide input on priorities and process improvements and develop a recommendation for the Board of County Commissioners within Grant Program guidelines.

TIME COMMITMENT:

- Ongoing monthly or bi-monthly meetings (2 hours each);
- GRC Training – June 20 (2 hours);
- Review applications – August - September (15-20 hours);
- Conduct public interviews – Oct 1 thru Oct 3 (3 full days);
- GRC Deliberations – Oct 4 (3 hours).



Get involved in your community

Join the Coordinated Grant Application CAPITAL GRANT RECOMMENDATION COMMITTEE!

What is the Kitsap Coordinated Grant Program?

- A joint grant process for the Kitsap County/City of Bremerton HOME Program and Kitsap County Community Development Block Grant and the Homeless and Affordable Housing Grant Programs.
- Combines funds from Federal and Local sources.
- These funds have the common mission to benefit low- and moderate-income residents through affordable housing, homeless prevention, public services, capital investments, and economic development.

Many local non-profits have received support from these programs. Recent examples include:

<i>Kitsap Community Resources</i>	<i>Community Frameworks</i>	<i>North Kitsap Fishline</i>
<i>Boys and Girls Club of Kitsap</i>	<i>YMCA of Pierce and Kitsap</i>	<i>Housing Resources Bainbridge</i>
<i>Hope in Christ Ministries</i>	<i>Central Kitsap Food Bank</i>	<i>YWCA</i>

What do the Grant Recommendation Committee members do?

- Learn about the challenges and goals for the grant funds and understand the community's needs and priorities.
- Access grant applications online and assess projects for readiness and community need. Complete independent evaluation and scoring using online rating tools.
- Take part in discussion with other committee members, and conduct interviews with grant applicants. Grant staff facilitates the process.
- Make funding recommendations for adoption by the Board of County Commissioners and Bremerton City Council

How much time do I need to commit?

The Capital Committee convenes during the workday for the grant review process. Here are the dates for 2020:

<i>Wed 5/22/2019</i>	<i>GRC Member Orientation/Training (3 hrs).</i>
<i>June & August</i>	<i>Application review of approx. 3-5 applications starting 6/3 until scoring is due 6/13, and again 8/19 until 8/29 – on your own (15- 20 hours).</i>
<i>Tues 6/18 and Wed 9/4/2019</i>	<i>GRC Interviews with applicants – The June date will be confirmed depending on the number of applications received but would be no more than 3 hours. The September date would be a full day.</i>
<i>Wed 6/19 and Thurs 9/5/19</i>	<i>GRC Deliberations – preparation of funding recommendations. (2 hours each) – June 19th will be confirmed depending on the number of applications received.</i>

For more information contact btufts@co.kitsap.wa.us or kjewell@co.kitsap.wa.us

