



**KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES
BLOCK GRANT PROGRAM
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, and economic development and play an integral part in the allocation of federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds.

JOB DUTIES: (see Time Commitment below for dates)

- Participate in training.
- Review and score all applications and conduct applicant interviews.
- Actively participate with other GRC members in prioritizing projects for use of CDBG and HOME 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 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 and Bremerton City Council within Grant Program guidelines.

TIME COMMITMENT:

- GRC Training – August 4 (2 hours)
- Review applications – Done independently during the month of August (15-20 hours)
- Agency interviews and GRC Funding Deliberations – 2 full days
 - August 31st – September 1st