



Get involved in your community

Join the Coordinated Grant Application Process CAPITAL GRANT RECOMMENDATION COMMITTEE

What is the Coordinated Grant Application Process?

- A joint application process that includes the following funds:
 - Kitsap County and City of Bremerton HOME program
 - Kitsap County and City of Bremerton Community Development Block Grant (CDBG) program
 - Kitsap County Community Investments in Affordable Housing (CIAH)

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.

What do Capital Grant Recommendation Committee members do?

- Review affordable and supportive housing, public facility and infrastructure, and economic development applications for Kitsap County CIAH funds, CDBG funds, and Kitsap County/City of Bremerton HOME.
- Attend training, application presentations and discussions, and GRC deliberations.
- Learn about housing challenges facing Kitsap County and understand the community's needs and priorities.
- Learn program requirements, access grant applications online, assessing a project's readiness and ability to meet community need.
- Complete independent evaluation and scoring using online rating tools.
- Take part in discussion with other committee members,
- Make funding recommendations for adoption by the Board of County Commissioners and Bremerton City Council.

How much time do I need to commit?

The GRC meets during the workday for the grant review process. The dates for this year are:

8/13/25	GRC Member Orientation/Training (3 hours). – via Zoom
8/13 – 9/11	Review of approx. 22 applications on your own (20- 24 hours).
9/9 – 9/11	Staff Presentations and GRC Discussion
9/16/25	GRC Deliberations to prepare funding recommendations. (Plan for a half day)

For more information contact btufts@kitsap.gov, sbauman@kitsap.gov, or jwarren@kitsap.gov





**KITSAP COUNTY DEPARTMENT OF HUMAN SERVICES
COORDINATED GRANT APPLICATION PROCESS
CAPITAL GRANT RECOMMENDATION COMMITTEE
JOB DESCRIPTION**

JOB TITLE: Capital Grant Recommendation Committee (Capital GRC)

LOCATION: Bremerton Government Center, Bremerton

JOB SUMMARY:

Act as part of a committee to review and score applications to the Coordinated Grant Application Process and to make funding recommendations to the Board of County Commissioners and the Bremerton City Council (for Bremerton HOME funds). Work within objectives and requirements of each funding source to address community needs. Applications will address affordable housing, supportive housing, public facilities and infrastructure, and economic development. As a Capital GRC member, you will play an integral part in the allocation of funding from these programs:

- Community Development Block Grant (CDBG) – ~\$995,480
- HOME Investment Partnership (HOME) – ~\$650,262
 - \$479,923 Kitsap County
 - \$170,339 City of Bremerton
- Kitsap County Community Investments in Affordable Housing (CIAH) – ~\$7,150,000

JOB DUTIES: (see Time Commitment below for dates)

- Participate in training.
- Review and score all applications.
- Actively participate in the staff presentation of applications and GRC discussion.
- Actively participate with other GRC members in prioritizing projects for use of CDBG, HOME, and CIAH funds.
- Develop funding recommendations with technical guidance from County staff.

SKILLS AND QUALIFICATIONS:

1. Must have experience in one or more of the following areas:
*Affordable housing - Fair Housing - Construction - Mortgage lending - Housing development
Economic development - Real estate - Architecture - Finance and Accounting Grant administration
Project Management - Regulatory Compliance - Workforce housing - Practical Experience with HUD regulations*

1a. Lived experience with affordable housing, social services, emergency shelter, and supportive housing is recognized as experience as it relates to a position in the Capital GRC.
2. Must reside within Kitsap County
3. Must be familiar with the current community needs in Kitsap County.
4. Must be willing to actively participate in all activities relevant to the GRC.

TRAINING:

Kitsap County staff will provide training and ongoing technical assistance to all Capital GRC members.

TIME COMMITMENT:

- GRC Training – August 13 (3 hours) – via Zoom
- Review applications – Done independently August 13 – September 11 (20-24 hours)
- Staff application presentations and GRC discussion – In person September 9 – September 11 (Full days at the Bremerton Government Center)

GRC Funding Deliberations – In person September 16 (Half day at the Bremerton Government Center)