



Get involved in your community

Join the Coordinated Grant Application Process SERVICES GRANT RECOMMENDATION COMMITTEE

What is the Coordinated Grant Application Process?

- A joint application process that may include the following funds:
 - Kitsap County and City of Bremerton HOME program
 - Kitsap County and City of Bremerton HOME-American Rescue Plan (HOME-ARP)
 - Kitsap County and City of Bremerton Community Development Block Grant (CDBG) program
 - Kitsap County Community Investments in Affordable Housing (CIAH)
 - Kitsap County Affordable Housing Grant Program (AHGP)
 - Kitsap County Homeless Housing Grant Program (HHGP)
 - Kitsap County Consolidated Homeless Grant Program (CHG)
 - Kitsap County Mental Health, Chemical Dependency and Therapeutic Court Programs (MHCDTC)

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 Services Grant Recommendation Committee members do?

- Review supportive services, and operations and maintenance applications for Kitsap County AHGP funds, HHGP funds, and CHG funds.
- Learn about housing, homelessness, and service 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 and conduct interviews with grant applicants. County staff facilitates the process.
- Make funding recommendations for adoption by the Board of County Commissioners.

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:

7/31/25	GRC Member Orientation/Training (3 hours).
8/1/25 – 8/25/25	Review of approx. 10 -15 applications on your own (15- 20 hours).
8/26/25 – 8/28/25	GRC Interviews with applicants and deliberations to prepare funding recommendations. (Plan for 8:00am-4pm each day).

For more information contact VMcCaslin@kitsap.gov or btufts@kitsap.gov





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

JOB TITLE: Services Grant Recommendation Committee (Services GRC)

LOCATION: Kitsap County

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. Work within objectives and requirements of each funding source to address community needs. Applications will address specific services, program operations, and operations and maintenance. As a Services GRC member, you will play an integral role in the allocation of funding from the following sources:

- Kitsap County Homeless Housing Grant Program (HHGP)
- Kitsap County Affordable Housing Grant Program (AHGP)
- Kitsap County Consolidated Homeless Grant Funds (CHG)

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 HHGP, AHGP, and possibly CHG 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:
 - *Background working with community service providers as an employee, volunteer, board member or consumer*
 - *Background/experience with homeless services programs*
 - *Grant experience, project management, compliance monitoring and/or practical experience with federal, state, or local grant regulations*
 - *Finance and Accounting*

**** Lived experience with affordable housing, social services, emergency shelter, and supportive housing is recognized as experience as it relates to a position in the Services 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 – July 31st 2025 (3 hours) – via Zoom
- Review applications – Done independently during the month of August (15-20 hours)
- Agency interviews and GRC Funding Deliberations – 3 full days, in person (Location TBA)
August 26th 2025 – August 28th 2025