**Proposed Amendments to the By-Laws of the Tillamook County Housing Commission**

**Article XII. Committees**

**Finance Committee**

The Finance Committee shall function as a **standing committee** for the purpose of (1) grant development and (2) to oversee the application process for awarding grants, loans, or disbursements of any Housing Commission-advised funds to support the development of accessible and attainable housing in Tillamook County.

The Finance Committee shall **seek and review potential grant-seeking opportunities**; shall assess the costs and benefits of different grant-seeking opportunities based on the application deadline, expected time commitment, award amount, and post-award reporting requirements; shall recommend strategic actions about grant-seeking to the Housing Commission based on its mission, goals, and priorities; shall guide and support the successful submission of grants approved by the Board of County Commissioners; and shall oversee the preparation of an annual report of all grants submitted by and awarded to Tillamook County through the Department of Community Development.

The Finance Committee shall once per calendar year **review the quantifiable criteria and metrics used to assess applications** for grants, loans, or other Housing Commission-advised funds; shall conduct a quantifiable assessment of all submitted applications; shall review and assess the transparency, authenticity, and track record of applicants; shall at the end of each funding cycle report to the Housing Commission all findings for each application submitted and provide recommendations; and, shall oversee the preparation of an annual report of all funds awarded during the calendar year for the Housing Commission to review and approve.