ANA Panel Reviewer Profile Questionnaire

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

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The Administration for Native Americans (ANA) annually conducts objective panel reviews for applications received in response to funding opportunity announcements (FOA). Historically, panel review sessions are held between April and June preceded by panel review training. A significant amount of time (estimated 8-10 hours) is required to read and score each application using a predetermined scoring criterion provided in the FOA. Panel reviews are composed of three reviewers and a Chairperson. ANA is authorized to provide reviewers and Chairpersons honorarium in exchange for full participation in all required panel review activities.

Reviewers are responsible for submitting to the Chairperson an evaluation of each application, providing written comments and scores based on the FOA evaluation criteria. Additionally, reviewers are required to fully participate in all scheduled discussions of applications. Chairpersons coordinate the panel discussions and draft a Panel Summary Report (PSR) which accurately reflects panel discussion, reviewer comments, and scores for each application.

If you are interested in becoming a reviewer or Chairperson, please complete the questionnaire below. If you have reviewed for ANA in the past, please complete Section I only. If you are new to the ANA panel review process, please complete Sections I and II. If you have questions or need assistance, contact the ANA Help Desk at 1-877-922-9262.

SECTION I: to be completed annually by all applicants

Please indicate your availability for each session (These dates are tentative and subject to change):

☐ Session 4 - Program Area: Native Youth Initiative for Leadership, Empowerment, and Development (I-LEAD) July 11 - 15, 2016

(You will be expected to read applications remotely the week prior)

Did someone refer you to apply to be an ANA Panel Reviewer? ◯ Yes ◯ No

Who?_____

Contact Information

Title:_____ First Name:_____ Last Name:_____ Middle Initial:____

Birth Month (MM):_____ Birth Day(DD) _____ Last Four of SS# _____

(The date of birth and last four digits of your SS# are only used to develop a unique identification number. This number will allow for future updates without the need to complete the entire form)

Preferred Mailing Address:

Street:_____

City:_____ State:_____ ZIP: _____

Employer:_____

Position Title:_____

You may be required to participate in some telephone calls for coordination and pre-panel discussions. Does your preferred contact number provide you ample opportunity and time, i.e. not limited to a predetermined amount of mobile minutes?

Yes No

Primary Contact Number:_____ Secondary Contact Number:_____
Primary Email:_____ Secondary Email:_____

Do you have access to reliable, consistent internet connection (required to use the online application review module)? Yes No

The Administration for Children and Families, U. S. Department of Health and Human Services is committed to increasing the diversity of the non-federal peer reviewers utilized in the competitive grants review process. In order to achieve this goal, we are requesting that you voluntarily indicate your race and/or ethnic heritage on the self-identification section by checking the appropriate boxes on the reviewer application form. Please note that this section utilizes the standard Federal identification categories. Your assistance is invaluable in enabling the agency to promote broad representation, especially for underserved and underrepresented groups and track our progress on this important goal.

Race/Ethnic Heritage (Please check appropriate boxes)

- ☐ African American/Black
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Hispanic/Latino
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ White/Caucasian

Do you affiliate yourself with a certain tribe or native community? Yes No

If yes, which?_____

Have you worked with any Tribes or organizations in the last 36 months that would cause you to have a conflict of interest if you were assigned their application? Yes No

Please list the Tribe(s) and/or Organization(s)

_____

Grant Reviewing Experience (select all that apply)

- ☐ Experienced ANA reviewer — Which years: _____
- ☐ Experienced Federal reviewer — Agency: _____
- ☐ Experienced Non-Federal reviewer — Organization: _____
- ☐ Limited/No reviewer experience

Are you interested in being a Chairperson? (job description can be found on ANA website) Yes No

Have you served as a Chairperson in the past? Yes No

SECTION II: to be completed by new applicants only

Area of Experience	Primary	Secondary	Tertiary
Social Development Strategies			
Economic Development Strategies			
Sustainable Employment Strategies			
Environmental Regulatory Enhancement			
Native Languages: Immersion Programs			
Native Languages: Preservation and Maintenance			
Asset Building			
Native Youth			

What is your experience working with American Indians, Alaska Natives, Native Hawaiians, and/or Pacific Islanders? (up to 300 words)

Please provide a brief narrative describing your experience/expertise in the topic(s) you selected below (up to 300 words, please do not copy and paste your resume).

Experience/Expertise (select all that apply)

- ☐ Agricultural Enterprise
- ☐ Arts and Culture
- ☐ Asset Building
- ☐ Budgeting and Finance
- ☐ Career Pathways
- ☐ Commercial Trade
- ☐ Community Development
- ☐ Community Development Financial Institutions (CDFI)
- ☐ Community Environmental Programming
- ☐ Community Health
- ☐ Compilation, Transcription and/or Analysis of Oral Testimony
- ☐ Cultural Programs
- ☐ Development of Teaching Materials for Native Languages
- ☐ Early Childhood Development
- ☐ Economic Competitiveness
- ☐ Economic Development
- ☐ Economic Infrastructure
- ☐ Economic Stability
- ☐ Entrepreneurship and Microbusiness
- ☐ Environment Regulation
- ☐ Environmental laws, regulations and ordinances
- ☐ Environmental Training and Technical Assistance
- ☐ Faith Based and Community Approaches
- ☐ Financial Literacy
- ☐ Geographic Information Systems
- ☐ Human Trafficking
- ☐ Infrastructure
- ☐ IT Systems
- ☐ Job Training
- ☐ Local Sourcing and Technology
- ☐ Native American Language Nests
- ☐ Native American Language Restoration Programs
- ☐ Native American Language Survival Schools
- ☐ Native Language Project/Program Management
- ☐ Native Language Teaching
- ☐ Nutrition and Fitness
- ☐ Organizational Development
- ☐ Partnerships
- ☐ Place-based Strategies
- ☐ Professional Development
- ☐ Responsible Fatherhood
- ☐ Safety and Security
- ☐ Strengthening Families
- ☐ Subsistence
- ☐ Suicide Prevention
- ☐ Sustainability
- ☐ Training and/or Technical Assistance in Native Languages
- ☐ Tribal Codes and Laws
- ☐ Tribal Environmental Codes and Laws
- ☐ Tribal Government/Governance
- ☐ Two-Spirit/LGBT
- ☐ Youth Development

Writing Sample

Please read the Evaluation Criteria: Need for Assistance and the excerpt from a sample application below. In the space provided, please draft a response detailing strengths and weaknesses of the application based upon the information provided in the excerpt.

Evaluation Criteria: Need for Assistance

To evaluate the Need for Assistance, reviewers will consider the extent to which the application includes:

A. Concise problem statement that identifies the current condition(s) to be addressed by the project.
B. Supporting information or data detailing the scope and nature of the problem.
C. Current challenges standing in the way of addressing the problem.
D. A clear description of the community to be served and who the intended beneficiaries are.

Sample Application Excerpt

The problem or issues faced by the AUIC are varied but all revolve around one theme - the AUIC has been working for years to provide services that meet the unique needs of our native community but infrastructure weaknesses, including staffing shortages, board member professional development, policy and procedure development, community outreach and the development and implementation of additional services have all been hampered by the fact that the AUIC does not have a strategic plan or an infrastructure to implement a strategic. Instead, the AUIC focus has been to pursue money where it is available and provide some services in order to keep the doors open. However, this has been done without involving the community in determining the most pressing priorities. This disconnect often times leaves the most pressing problems unresolved. The problem statement is twofold in that to truly build capacity within a small Native Urban organization you must have a multi-pronged approach to build that capacity. Because of the tough economic time faced by all Americans, especially Native Americans, and the severe lack of discretionary funds to meet these needs any organization must address these problems in a holistic manner. We have identified two interrelated problems that have created our inability to meet our community needs.

Our Problem Statement is: (1) The staff and Board have never had the opportunity or funds to be trained in organizational management skills necessary to govern and manage a growing non-profit organization and (2) Native Americans within the Aniwer district are not utilizing the social service providers within Aniwer to meet their current needs and to assist in the process of becoming self-sufficient because of a perceived lack of cultural awareness among the social service providers.