Experienced Professionals Serving Their Community

GRANT REVIEW

Community Economic Development Professionals Needed for Grant Review

The Office of Community Services (OCS) is seeking reviewers to help select grantees for the Community Economic Development (CED) program.

In order to make grant awards for the CED program each year, the Office of Community Services uses a competitive review process. During the review process, experts in the fields of community economic development, job creation, vocational training, employment of vulnerable populations, social services, and finance are asked to read and evaluate applications based on program criteria.

This is an intense time! Applications must be reviewed thoroughly and reviewers are responsible for submitting written comments on strengths and weaknesses for each application in a timely manner.

About the CED Program

The CED program works with private non-profit organizations to create new jobs for low-income individuals. Eligible applicants for the CED program are Community Development Corporations that are governed by a Board of Directors consisting of residents of the community and business and civic leaders. The Office of Community Services provides competitive grants to support organizations to work within their communities by investing in existing businesses, starting new businesses, or working directly with low-income individuals to create employment opportunities. All of these strategies are targeted to revitalize economically distressed communities and help low-income individuals gain self sufficiency through employment.

You can learn more about this program at their website:

Community Economic Development:
www.acf.hhs.gov/programs/ocs/programs/ced

CED

Community Economic Development

Reviewer Qualifications

Qualified Reviewers must:

- Have demonstrated senior level professional experience in community economic development or financing, vocational training, and/or workforce development.
- Be able to provide constructive written and oral evaluative comments based on professional knowledge measured against published criteria.
- As a team member working under the leadership of a Chairperson, be able to listen attentively to the input of other panelists, engage in respectful discussions, bridge differences, and work with the Chairperson to synthesize constructive evaluative comments.
- Have the highest personal standards of ethics for reviewing proprietary information, maintaining confidentiality, and avoiding any conflict of interest.

Reviewer Responsibilities

As an OCS Reviewer, you will be expected to:

- Read and score a minimum of 10 applications online over a 10-day period during the applicable review season;
- Write narrative justifications for numerical scores in a well-timed manner;
- Record scores and narrative comments using a web based tool in a timely manner; and
- Be available to actively and productively participate in Review Team meetings through the conclusion of the grant review process.

Benefits of Serving as an OCS Grant Reviewer

OCS recognizes that your time is valuable and hopes that you will consider taking part in this important initiative. Some of the benefits of participation include:

- The opportunity to learn more about innovative approaches in the community economic development field as well as the grantsmanship process;
- A forum to meet and network with peer leaders from across the country;
- A chance to actively serve your community in a tangible positive way; and
- A one-time honorarium payment as compensation for your time and energy.

I'm Interested—What are the Next Steps?

To learn more about becoming an OCS Grant Reviewer and to fill out the online application, please visit us online:

CED: **www.acf.hhs.gov/programs/ocs/resource/ced-reviewers**

Disabilities Statement

If you have a disability that you believe may affect your participation in a grant review, please inform us of any special accommodations that may be required. Please give us this information at the time you are contacted (generally, over the telephone) with an initial confirmation as an ACYF grant application reviewer or panel chairperson. We will make reasonable efforts necessary to afford individuals with disabilities an equal opportunity to participate in a grant review.

Questions?

Please call 1-800-281-9519 or email **OCSGRANTS@acf.hhs.gov**.

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