

March 8, 2016

TO: Stephanie Tatham  
Office of Information Resource Affairs  
Policy Analyst

From: Robert Sargis  
Reports Clearance Officer  
Administration for Children and Families

Subject: Generic Request for Grant Reviewer Recruitment Forms

In 2015 ACF had over one hundred funding opportunity announcements (FOAs) from thirteen program offices serving the needs of economically and socially disadvantaged populations. Questions asked will fall into three broad categories: reviewer contact information, expertise, and the OMB mandated race and ethnicity questions.

Examples of reviewer contact information are the following: date, name address phone number, email address.

Examples of expertise questions to the candidate reviewers would be prior experience refereeing grants, education, and experience in the subject area of the FOA under consideration. The following are current examples of ACF discretionary FOAs:

**Foster/Adoptive Parent Preparation, Training and Development Initiative**  
**Modified: Community Economic Development Healthy Food Financing Initiative Projects**  
**Modified: Community Economic Development Projects**  
**Modified: Environmental Regulatory Enhancement**  
**Modified: Native American Language Preservation and Maintenance**  
**Modified: Native American Language Preservation and Maintenance-Esther Martinez Immersion**  
**Modified: Social and Economic Development Strategies - SEDS**  
**Modified: Social and Economic Development Strategies for Alaska-SEDS-AK**  
**Modified: Sustainable Employment and Economic Development Strategies (SEEDS)**  
**Title V State Abstinence Education Grant Program**  
**Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Development and Implementation Grants**

**Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Implementation and Expansion Grants**  
**Family Violence Prevention and Services/Grants for Domestic Violence Shelters/Grants to Native American Tribes (including Alaska Native Villages) and Tribal Organizations**  
**Standing Announcement for FVPS Domestic Violence Shelter and Supportive Services/Grants to States**  
**Standing Announcement for Family Violence Prevention and Services/Grants to State Domestic Violence Coalitions**

Below is an example of a proposed gen IC from the Office of Community Services:

OMB Control No: 0970-0458  
Expiration Date: 06/30/2018

## OCS Reviewer Registration Form

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The Office of Community Services has several programs that solicit applications for competitive discretionary funding. These programs are Community Economic Development (CED), Rural Community Development (RCD), Assets for Independence (AFI), and Community Service Block Grant Training (CSBG) and Technical Assistance program asks potential application reviewers to provide the information listed below via a web-based tool. This tool can be accessed at <https://www.viewerrecruitment.net/registration/index.asp>. The sub-bullets listed below correspond to choices in drop-down lists or checkboxes included on the web form.

- Title
  - Dr.
  - Hon.
  - Min.
  - Miss
  - Mr.
  - Mrs.
  - Ms.
  - Pastor
  - Rev.
  - Rev. Dr.
- First Name
- Last Name
- Address Line 1
- Address Line 2
- City

- State
  - AL
  - AK
  - AZ
  - AR
  - CA
  - CO
  - CT
  - DE
  - DC
  - FL
  - GA
  - ID
  - IL
  - IN
  - IA
  - KS
  - KY
  - LA
  - ME
  - MD
  - MA
  - MI
  - MN
  - MS
  - MO
  - MT
  - NE
  - NV
  - NH
  - NJ
  - NM
  - NY
  - NC
  - ND
  - OH
  - OK
  - OR
  - PA
  - RI

- SC
- SD
- TN
- TX
- UT
- VT
- VA
- WA
- WV
- WI
- WY
- AS
- FM
- GU
- HI
- MH
- MP
- PR
- VI
- AA
- AE
- AP
- UK
- Zip
- Email
- Password
- Phone
- Alternate Phone
- Are you a current Federal Employee?
  - Yes
  - No
- Are you a current Federal Contractor
  - Yes
  - No
- Organization/Employer
- Highest Degree Earned
  - High School Diploma
  - Undergraduate Degree
  - Graduate Degree
  - Post Graduate Degree

- Do you have previous experience as a grant reviewer?
  - Yes
  - No
- Do you have previous experience as a panel lead?
  - Yes
  - No
- When did you last participate in a grant review?
  - Never
  - Within the last 1-3 years
  - Within the last 4-6 years
  - Within the last 7-10 years
  - More than 10 years ago
- Please select a minimum of three (3) areas that best define your expertise:
  - Expertise Choice 1:
    - Abstinence Education
    - Adolescent Health
    - Affordable Housing Finance
    - Asset Building
    - At-Risk Youth
    - Banking/Finance
    - Business Expansion
    - Capacity-Building
    - Child Care
    - Child Services
    - Clinical Services
    - Collaboration Among Nonprofits
    - Communities
    - Community Development
    - Community Facilities
    - Consumer Finance
    - Credit Unions
    - Crisis Intervention / Transitional Housing
    - Cultural Diversity
    - Economic Development
    - Education
    - Employment Services
    - Fair Housing
    - Faith-Based & Community Org Mgt / Ldrshp
    - Families & Low Income Individuals
    - Family / Domestic Violence
    - Financial Education / Literacy

- Financial Services
  - General Business for Non Profit
  - Health
  - Healthy Food Financing
  - Higher Education
  - Homeownership
  - Human Trafficking
  - Information Management / Data Analysis
  - Intermediary Lending
  - Legal Profession/Legal Services
  - Mental Health Services
  - Micro-Enterprise / Self-Employment
  - Microfinance/Microlending
  - Monitoring/Evaluation
  - Mortgage/Lending
  - Native Americans
  - New Business Development
  - Nonprofit Management
  - Personal Experience as Refugee/Asylee
  - Process Monitoring and Control
  - Quality Improvement/Control
  - Refugee/Asylee Services
  - Refugees
  - Research / Evaluation
  - Revenue Dev't Strategies / Fundraising
  - Rural Development
  - Small Business / Entrepreneurship
  - Social Services
  - Social Work
  - Systems Development and Testing
  - Systems Integration
  - Tax Assistance / EITC Outreach
  - Training & Technical Assistance
  - Underwriting
  - Youth Counseling
- o Expertise Choice 2:
    - Same list as above
  - o Expertise Choice 3:
    - Same list as above
  - o Expertise Choice 4:
    - Same list as above

- o Expertise Choice 5:
  - Same list as above
- Upload Resume

- **Ethnicity Question**

- **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 to the extent permitted by law. You can help us achieve this goal by voluntarily indicating your race and/or ethnic heritage on the self-identification section by checking the appropriate box 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.**
- The questions listed as voluntary will not be used in the selection of grant reviewers for Administration for Children and Families' discretionary grant programs. This information will be used solely to monitor the diversity of our grant reviewer pool.
- Click a check box to designate a selection:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, not of Hispanic origin
- Hispanic
- White, not of Hispanic origin.

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

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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