

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Lynda Perez  
Director, Division of Community Discretionary and Demonstration Programs  
Office of Community Services  
Administration for Children and Families (ACF)

**Date:** February 20, 2023

**Subject:** Change Request – Community Economic Development Reviewer Registration Form (OMB #0970-0477)

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This memo requests approval of changes to the approved information collection, Community Economic Development (CED) Reviewer Registration Form, approved under the Generic for Reviewer Recruitment (OMB #0970-00477).

### ***Background***

This change request is to update the form currently being used to recruit and screen potential reviewers for the annual CED program application review. The form collects information about a potential reviewer's interest and qualifications to serve as an application reviewer for the CED program. The form is being updated to gather additional information to inform whether the potential reviewer has the requisite knowledge and experience to effectively and objectively evaluate and score CED grant applications.

### ***Overview of Requested Changes***

Additional questions, as provided in the updated form, ask potential reviewer to provide information about:

- Experience working for a non-profit Community Development Corporation (CDC) to implement a CED grant
- Whether the potential reviewer has been a beneficiary of a CED grant
- Affiliation with a current Federal grant recipient
- The discipline in which they studied (as a follow-up to the question asking respondent to indicate the highest degree earned)
- Fluency in languages other than English
- How they heard about the grant review opportunity
- Brief bio

In addition, the list of possible expertise codes for the potential reviewer to select has been updated to ensure relevance to the CED grant review opportunity.

### ***Time Sensitivities***

Reviewers will need to be selected by early May 2023 for the next CED application review.