

## **Call for Community and Economic Development Practitioners**

The Community Development Financial Institutions Fund (CDFI Fund) is issuing a call for well-qualified personnel to serve as Application Reviewers and Alternates for the FY 2019 round of the CDFI Program and the Native American CDFI Assistance (NACA) Program.

For more information about this opportunity and to apply, please use the link below. The CDFI Fund has contracted with F2 Solutions to process Reviewer applications on a rolling basis. Applicants will have until **May 3, 2019** to apply.

### **Candidate Qualifications**

The CDFI Fund requires Reviewers to have considerable expertise in community and economic development finance sectors such as affordable housing, small business, microfinance, and commercial real estate financing; financing of community-based organizations; familiarity of depository institutions such as credit unions and banks; the pooling of community development loans for sale in secondary markets; and development service activities. Previous experience reviewing CDFI Program or NACA Program applications and/or prior reviewer service for other CDFI Fund programs, including HFFI-FA is preferred. Please note individuals who are selected will be subject to Conflict of Interest (COI) screening. These forms will be made available by the CDFI Fund after selection.

### **Role of the Reviewer**

Reviewers are required to provide an independent, unbiased assessment of applications in accordance with the CDFI Fund's evaluation guidelines. Reviewers will evaluate the soundness of each applicant's comprehensive business plan. Reviewers will be paired with a Team Leader who will provide feedback on each of the reviews and address any questions regarding the evaluation process and criteria. Reviewers will evaluate applications using the CDFI Fund's established review criteria. It is estimated that each application review will require approximately 2-3 labor hours to complete and reviewers will typically complete approximately 10 application assignments over the course of four-five weeks. Reviewers shall complete review assignments each week in accordance with the CDFI Fund's application review schedule.

### **Compensation**

Compensation will be paid in the form of two honorarium payments: (a) at the conclusion of the training cycle, and (b) at the conclusion of the designated application review cycle. No partial honorarium payments will be made. Current Federal employees and Federal contractors are not eligible for honorarium payment. All Reviewer Payment rates are outlined below:

#### Grant Review Payment Structure

- \$100.00 upon completion of all training requirements
- \$200.00 for each completed and accepted CDFI and NACA application review by the CDFI Fund

### **Period and Location of Service**

The CDFI Fund anticipates Reviewers and select Alternate Reviewers will complete approximately five (5) hours of remote training **mid-June 2019**. Application evaluations and

quality control checks will occur from approximately **late June 2019 through early August 2019**. Evaluation of applications will be completed using a web-based review tool from the reviewer's chosen remote location. As a result, reviewers are required to have consistent high speed Internet access and conference call capability.

### **CDFI Program Overview**

Through the CDFI Program, the CDFI Fund invests in and builds the capacity of CDFIs to serve low-income people and communities lacking adequate access to affordable financial products and services. The CDFI Fund invests in certified CDFIs by awarding Financial Assistance awards to applicants who have demonstrated the financial and managerial capacity to provide financial products and services to a low-income target market and to leverage additional resources effectively. Through Technical Assistance grants, the CDFI Fund enables certified CDFIs and emerging entities working toward certification to build their capacity as lending institutions.

### **NACA Program Overview**

In 2004, the CDFI Fund introduced the NACA Program, which was specifically designed to encourage the creation and strengthening of CDFIs that primarily serve Native American, Alaska Native, and Native Hawaiian communities (Native Communities). Organizations funded serve a wide range of Native Communities, and reflect a diversity of institutions in various stages of development – from organizations in the early planning stages of creating a CDFI, to tribal entities working to certify an existing lending program, to established CDFIs in need of further assistance. The CDFI Fund awards both Financial Assistance and Technical Assistance awards under the NACA Program.

### **How to Apply**

If you are interested in applying as a Reviewer, please review the following the steps:

1. Visit our Reviewer Registry site - [www.reviewerregistry.net](http://www.reviewerregistry.net).
2. If you are a new user, please visit Reviewer Registry and create your profile. Then proceed to step 4.
3. If you have a current profile, please log in to review and update your professional expertise and your contact information.
4. Once your profile has been created/updated, please select the "Sessions" tab from the menu, click the "Add Session Code" button and enter the session code: **441952**.
5. Complete the four (4) required forms located under "Reviewer Documents,"

### **Required Forms:**

- 1) 2019 CDFI and NACA Programs Scope of Work
- 2) 2019 CDFI and NACA Programs Experience Form
- 3) 2019 CDFI and NACA Programs COI Form
- 4) 2019 CDFI and NACA Programs NDA Form

Registration does not guarantee selection to participate in the 2019 CDFI Application Round. If you are interested in this opportunity, please review the Reviewer requirements and register with F2 Solutions as soon as possible. **In order for you to be considered, you must have a completed profile, which includes an uploaded resume, as well as ALL of the aforementioned forms completed within the reviewer recruitment system by May 3, 2019.**