



CITY OF EAST PALO ALTO

Community Grants Review Panel

Applications are due March 21, 2014

Community Professionals Needed for Grant Review

The City of East Palo Alto is seeking reviewers to help select the grantees for the City of East Palo Alto Grants program.

In order to make grant awards for the EPA Grants Program the City will utilize a competitive review process. To assist us in evaluating grants the City seeks to establish a grants review panel. During the review process, experts in the fields of business, violence prevention, re-entry, youth and family services, community organizing, job creation, vocational training, employment of vulnerable populations, social services, and finance will be 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.

Desired Qualifications

- Demonstrated mid-level professional experience in community organizing, re-entry, violence prevention, youth and family services, 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 panelist, engage in respectful discussions, bridge differences, and work with the Chairperson to synthesize constructive evaluative comments.
- Must have the highest personal standards of ethically reviewing proprietary information, maintaining confidentiality, and avoiding any conflict of interest.
- Previous grant review experience is desirable.

Reviewer Responsibilities

As a Grants Reviewer, you will be expected to:

- Read and score a minimum of 10 applications during the applicable review season;
- Write narrative justifications for numerical scores in a timely 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.
- The time commitment is estimated to be 20 hours.

Benefits of Serving as a City of EPA Grant Reviewer

The City 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 and social services field as well as the grantsmanship process;
- A forum to meet and network with peer leaders from the city and throughout the Bay Area; and
- A chance to actively serve your community in a tangible positive way.

How to Register

To register to be an EPA Grant Reviewer, please complete the attached application, where you will be asked a series of questions regarding your professional skills and experience. When the grant review is scheduled, your information will be submitted for consideration. Considering the needs for each program area, the City of EPA will select reviewers from the list of registered individuals based on areas of expertise and geographic distribution. If selected, you will be contacted regarding your availability.

Reviewer Confidentiality Statement

The content of grant applications is confidential. It is required that no grant application reviewer participate in a review of any grant application where a conflict of interest exists or may exist. Therefore, before reviewing a grant application, each grant application reviewer will be given a Grant Application Reviewer Confidentiality Statement and Impartiality/Conflict of Interest Statement to read and affirm by signature.

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General Information

Applicant Name:	
Home Address:	
Home Telephone No:	E-mail:
Number of years as a City of East Palo Alto resident:	

Please describe briefly why you want to serve on the City of EPA Grants Review Panel and what you hope to accomplish as a member:

Do you Have Previous Grant Review Experience? YES NO

Employer Information

Name of Applicant's Employer:	
Occupation:	
Work Address:	
Work Telephone No:	E-mail:

Education

Highest Degree	Discipline
Institution	Year of Completion

Committee Membership Designation

We are seeking a broad spectrum of expertise and experiences. Please indicate if you have one or more of the following affiliations listed below. **Please check all that apply.**

<input type="checkbox"/> Large Business	Name of Company:
<input type="checkbox"/> Small Business	Name of Business:
<input type="checkbox"/> Expert	Industries:
<input type="checkbox"/> Resident	

Describe your civic affiliations and community activities, including participation and service in other City Boards, commissions or committees.

Additional Information

Are you now or have you ever been an employee or official of the City of East Palo Alto? () Yes
() No

If yes, please explain:

Are you now, or have you ever been a vendor, contractor, or consultant for the City of East Palo Alto () Yes () No

If yes, please explain:

Does your spouse or other family member currently work for or have a contractual relationship with the City of East Palo Alto? () Yes () No

Comments: _____

Please attach additional sheets, if desired, to respond to any or all questions on this application.

If available, please attach your Resume or CV

Certification of Applicant

I certify that the answers and statements in this document are true and complete to the best of my knowledge.

Signature: _____ **Date:** _____

Please send your application to:

Emily Pharr, Measure C Program Coordinator
EPA Government Center, City Hall, 2nd Floor
2415 University Avenue
East Palo Alto, CA 94303

If you have any questions, please contact the Measure C Program Coordinator at 650-853-3149. Note: This application and your responses are a disclosable Public Record.



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PANELIST'S IMPARTIALITY/CONFLICT OF INTEREST STATEMENT

City of East Palo Alto Grants Review Panel

I, _____, understand that I have been asked to participate in this Grants Review Panel to assist the City of East Palo Alto in choosing the best and most responsive entity to receive grant funds from the Measure C or Transient Occupancy Tax Fund. I understand that I must give each applicant fair and independent consideration. I understand that although I may listen to the views of other panelist, the final scores I give to each applicant must reflect my own impartial judgment on that applicant's proposal.

I also understand that I may not participate on this panel if I have any conflict of interest that would prevent me from exercising impartial judgment as to each applicant. Accordingly, I hereby attest that to the best of my knowledge neither I, nor any member of my immediate family (including my spouse and dependent children, domestic partner or significant other): (1) have received income or gifts within the past year from any of the applicants listed below; (2) have any ownership interest or other direct or indirect investments in any of the applicants listed below; (3) expect or intend to seek employment or any other relationship with any of the applicants listed below; (4) or have any other direct or indirect interest in any of the applicants listed below that would prevent me from exercising fair and impartial judgment when I participate on the Grants Review Panel.

APPLICANTS LISTED ON PAGE 2

Signature

Date

Print Name

Title/Position