

## Grant Competition Reviewer—Qualifications, Application, and Conflict of Interest

### Reviewer Qualifications

At minimum, reviewers must possess:

**1. Bachelor's degree in one of the following areas.**

- Mathematics
- Educational Technology
- Career and Technical Education/Business Step by Step—Reader
- Application Development
- Science
- Special Education
- Research and Evaluation
- Education (Kindergarten–Twelve, Middle, Secondary)
- English/Language Arts/Reading
- Computer Science
- Early Childhood Education
- Social Studies
- Engineering
- Educational Leadership
- Arts (performing and/or visual)
- Information Technology
- Health and/or Physical Education (PE)
- Family and Consumer Science
- Counseling, social work, or other areas related to working with children at risk academically or behaviorally

OR

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**2. Three years of experience in education, out-of-school time programming and/or grant writing.**

Preference will be given to individuals with experience in out-of-school time programming and/or grant writing.

## **Reviewer Requirements**

In addition to the skills, attributes, and expertise highlighted above, peer reviewers must also meet the following requirements:

- **Availability:**
  - Reviewers will be required to be available to attend the program quality calibration and the Financial Assistance Application Submittal Tool (FAAST) system virtual one-day training, November 29, 2023. There will be a morning and afternoon session to choose from.
  - Applications will be made available to reviewers through FAAST from November 30, 2023 and scores will be due January 31, 2024.
- **Tools:** Each reviewer must use a computer with Microsoft Word, internet access, a Zoom account, and email access in order to complete this task.
- **Quality of Review:** For each assigned application, each reviewer must be able to use the evaluation rubric to determine whether an application meets quality designation.
- **Qualification, Application and Conflict of Interest and Contract Forms:**  
Please complete and send via email with a current resume/curriculum vitae to [21stCCLCandASSETSRFA@cde.ca.gov](mailto:21stCCLCandASSETSRFA@cde.ca.gov).  
Required contracts forms links are located on the recruitment webpage:
  1. STD 204 Payee Data Record
  2. Contractor Certification Clauses
  3. STD 424B Federal Assurances
  4. CO-007 Federal Certifications
- **Contract:** Each reviewer will be under contract to attend the mandatory calibration training session and receive a \$75 per application stipend for reviewing applications.

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## **Application**

Full Name

Date

Address

City

State

Zip

Email Address

Phone Number

Do you have any experience in reviewing local, state and/or federal competitive applications? If so, please list application(s).

Yes      No

Have you been involved in writing any local, state and/or federal competitive applications? If so, please list application(s).

Yes      No

### **Professional and Personal Experience**

The California Department of Education will select reviewers based on their professional and personal experience as it relates to the goal, purpose, and needs of the Nita M. Lowey 21st Century Community Learning Centers (CCLC) Program. Please document your experience and background by checking applicable descriptors below and submit your resume and/or curriculum vitae along with this application.

21st CCLC Program Experience

21st CCLC State Director/State Education Agency Staff

Current or Past Sub-grantee

21st CCLC Project Coordinator

Parent

Other

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**Grant Writing and/or Grant Review Experience**

Please check any of the following grants/programs that you have reviewed and/or written.

21st CCLC Grant	Dropout Prevention Grant
Arts Grant (any)	Mentoring Grant (any)
Math Science Partnership Grant	Other
Science, Technology, Engineering, and Math Technology Grant	

**Other Areas of Expertise**

Please check all that apply if you have experience and/or an area of expertise in the following areas:

Mathematics	Educational Leadership
Grant Management	Title 1 Students
Afterschool Programs	Reading/Writing/Language Arts
Youth Development	Tutoring
Health/PE	Cultural Activities
Summer Programs	Character Education
Academic Enrichment	Family Engagement Activities
Fiscal reviews	Other

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Check the level(s) at which you have experience and then select the number of years of experience you have at all levels combined.

<b>Early Childhood</b>	<b>Elementary</b>	<b>Middle</b>
None	None	None
1–2 years	1–2 years	1–2 years
3–5 years	3–5 years	3–5 years
6–10 years	6–10 years	6–10 years
11–15 years	11–15 years	11–15 years
15+ years	15+ years	15+ years
<b>High</b>	<b>Kindergarten–12</b>	<b>Afterschool Programs</b>
None	None	None
1–2 years	1–2 years	1–2 years
3–5 years	3–5 years	3–5 years
6–10 years	6–10 years	6–10 years
11–15 years	11–15 years	11–15 years
15+ years	15+ years	15+ years
<b>Other</b>		
None		
1–2 years		
3–5 years		
6–10 years		
11–15 years		
15+ years		

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## **Conflict of Interest**

The California Department of Education (CDE) is committed to ensuring a fair, equitable, and transparent grant review process. As a potential grant reviewer, please read over the following examples of possible conflicts of interest to determine eligibility to participate.

### **1. Your affiliations with an applicant institution.**

A conflict may exist if you or an immediate family member(s) are:

- Currently employed, in any capacity, with the Applicant institution;
- Previously employed with the Applicant institution within the last 12 months;
- Being considered for employment with the Applicant institution;
- Re-employed, through formal or informal arrangement, with the Applicant institution;
- Owner of securities of firms involved in the proposal or application;
- Member on a visiting committee or similar body at the Applicant institution;
- Holder of an office, governing board member, or relevant committee chairperson in the Applicant institution; or
- Receiver of an honorarium or award (or similar compensation) from the Applicant institution within the last 12 months.

### **2. Your relationship with a person who has personal interest in the proposal or other application.**

A conflict may exist if you have a:

- a. Known family relationship as spouse, child, sibling or parent;
- b. Business or professional partnership;
- c. Past or present association as thesis advisor or thesis student;
- d. Collaboration on a project or on a book, article, report or paper within the last 48 months; or

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- e. Co-editing a journal, compendium or conference proceedings within the last 24 months.

**3. Affiliations or relationships are defined as:**

- a. Your spouse, minor child, relative living in your immediate household, or anyone who is legally your partner that you are aware of; or
- b. Other relationship(s), such as a close personal friendship that might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

**Disclaimer and Signature**

I certify that neither I, nor any member of my immediate family, have a material, personal, or financial relationship with any applicant under consideration by this Nita M. Lowey 21st CCLC competitive grant review committee. I further certify that no other relationship, bias, or ethical conflict exists which will prevent me from reviewing any proposal solely on its merits and in accordance with the competitive grant review process. Furthermore, I agree to notify the CDE if my personal or financial relationships with one of the Applicants is altered at any time during the review process.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment as a reviewer for the Nita M Lowey 21st CCLC grant competition, I understand that false or misleading information in my application or interview may result in my disqualification for candidacy or my release from the review panel.

Signature:

Date:

Application Due: September 29, 2023