

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services

VINCENT C. GRAY  
MAYOR



LISA MARIA MALLORY  
DIRECTOR

## CALL FOR APPLICATION REVIEWERS

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The Department of Employment Services (DOES) seeks application reviewers to assist with the evaluation of the following grant opportunities:

- In-School Youth Year-Round Workforce Development Programs
- Summer Youth Employment Program 2013

### Application Reviewer Role

DOES is strongly committed to a fair and equal process of peer review under our grant-making authority for these grant opportunities. Each grant opportunity must have a panel of reviewers that have been selected for their knowledge, unique experiences, and expertise in the specific area of the grant opportunity. Key areas of expertise that are currently being sought are: youth services, grants management, workforce development, and social services planning and implementation.

Reviewers conduct individual evaluations of grant applications and then come together as a group to discuss the applications and ultimately, under a consensus, recommend to the Director, for final approval, which grant applications should be awarded. Reviewers will receive an orientation session with more details concerning the specific process.

### Time Commitment & Eligibility

Reviewers must be comfortable reading a large volume of material within a short timeframe and providing analysis in a small group setting. Reviewers must be able to attend a one-hour orientation session, devote approximately two (2) hours of time per grant application to individually read each application and an additional four (4) hours of time to discuss grant applications in a consensus panel meeting. Total time may vary depending on number of applications.

The time period between the orientation session and consensus panel meeting session will provide approximately one (1) week for reviewers to evaluate and score applications. The orientation session and panel meetings will be held on weekdays during regular business hours. Individuals may not serve as reviewers for any grant program under which they have submitted a pending application or under which an organization they have any vested interest in or work for has submitted a pending application.

Reviewers must declare all conflicts of interest at the orientation session and complete conflict of interest forms during the actual meeting. DOES will finalize verification that no conflicts of interest exist before reviews begin.

### How to Apply

Serving as a reviewer is an excellent chance for someone to give back to the D.C. workforce community and create opportunities for others. We are currently accepting nominations for reviewers. You may nominate yourself. If you are interested please send your resume via email to **doesgrants@dc.gov** by **Friday, March 8, 2013**. We will contact qualified reviewers to discuss next steps by Friday, March 15, 2013. For more information on nominating someone to serve on a review panel, contact the DOES Grants Office at **doesgrants@dc.gov** or (202) 671-1900.