



**CITY OF ALBANY**  
**DEPARTMENT OF DEVELOPMENT & PLANNING**

**KATHY M. SHEEHAN**  
Mayor

**ECONOMIC DEVELOPMENT**  
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**LAND USE PLANNING**  
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**ALBANY COMMUNITY  
DEVELOPMENT AGENCY**  
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### Become a Grant Reviewer

The City of Albany Community Development Agency (ACDA) is seeking qualified individuals to assist with the review of its CDBG Public Service grant applications.

ACDA's goal is to provide suitable living environments and economic opportunities for persons of low and moderate income. The agency secures and administers community development funds to increase homeownership and property rehabilitation efforts.

The City of Albany annually receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City maximizes the benefits of these funds by partnering with local non-profit organizations to conduct eligible public services activities that will meet a HUD National Objective.

#### **CDBG National Objective**

The primary objective of the CDBG program is the development of viable urban communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for low- and moderate-income individuals.

#### **What is a Grant Review?**

ACDA engages persons with expertise from various fields to read applications and provide an analysis and rating of the quality of each grant application based upon published selection criteria. The opinions of external grant reviewers are considered by ACDA in making funding decisions.

#### **What are the responsibilities of Reviewers?**

The primary responsibilities of Reviewers are to participate in the provided orientation and training, and to evaluate applications. This is done utilizing worksheets, forms and documents prepared for the review, as well as participating in a review meeting with fellow panel members, when applicable.

#### **What are the qualifications of Reviewers and Facilitators?**

We seek a diverse group of people with expertise in a variety of relevant areas and ability to objectively assess the quality of grant applications. Reviewers have the responsibility of preserving the integrity of the review by omitting or reporting potential biases or conflicts of interest. Reviewers should be comfortable reading a large volume of material in a defined period of time and be capable of providing in-depth individual analysis, and/or participating in small group discussions about the applications.

Once you have completed an application and your background is appropriate, an ACDA representative will contact you by e-mail to check your availability to participate as a reviewer. We often have more Grant review applicants than we may need for a year, but we will maintain your application in our database for future reviews.

**Conflict of Interest:**

You may not serve as a reviewer in the type of program for which you work or serve. For instance, if you are part of an organization that is seeking a CDBG grant, either as a consultant, staff, or board member, you may not be eligible to review the applications. Inquire with ACDA staff to be sure, as each potential conflict of interest is determined on its own merits.

If you are interested in becoming a Grant reviewer for ACDA's grant applications, please complete the attached application and return it to ACDA attention James Matteo fax: 518-434-5244 or email [jmatteo@albanyny.gov](mailto:jmatteo@albanyny.gov)

Please direct any questions regarding the Grant review process to Jim Matteo at [matteo@ci.albany.ny.us](mailto:matteo@ci.albany.ny.us)



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Albany Community Development Agency  
**Grant Reviewer Contact Information**

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**Full Name:**

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**Home Address:**

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**City:**

**State:**

**Zip:**

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**Preferred Phone Number:**

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**Fax Number:**

---

**Preferred Email Address:**

---

**Employer:**

---

**Employer Address:**

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**Position Title:**

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**Area of Expertise:**  **Program Development**  
 **Program Implementation**  
 **Evaluation**  
 **Other area (please specify):**

**Have you served as a grant reviewer before? If so, please note the funding agency/office and date:**

Are you serving in **any capacity** as a staff member or consultant on a CURRENT Albany Community Development Agency grant?

**Yes**     **No**

Do you anticipate serving in **any capacity** as a staff member or consultant on an application that will be considered for this funding opportunity?

**Yes**     **No**

**Please e-mail or fax this form and your resume to James Matteo at [jmatteo@albanyny.gov](mailto:jmatteo@albanyny.gov) fax: 518-434-5244**