

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

The Community Development Financial Institutions Fund (CDFI Fund) has contracted with Areeva Solutions and F2 Solutions (Areeva/F2) to recruit **Reviewers** for the *fiscal year (FY) 2025 Community Development Financial Institutions Program (CDFI Program) and Native American CDFI Assistance Program (NACA Program) application round*. Through the CDFI Program and NACA Program, the CDFI Fund invests in and builds the capacity of Community Development Financial Institutions (CDFIs) to serve low-income individuals and communities lacking adequate access to affordable financial products and services.

### **Candidate Qualifications:**

The CDFI Fund require Reviewers to have expertise in community and economic development, including direct lending, underwriting, or financial statement analysis of non-profit loan funds, community development corporations, affordable housing developers, venture capital funds, banks, and/or credit unions, and/or program evaluation, business plan review, financial analysis of community development institutions. Previous experience reviewing CDFI Program or NACA Program applications and/or prior Reviewer service for other CDFI Fund programs is preferred. Please note that individuals who are conditionally selected will be subject to a mandatory Conflict of Interest (COI) screening.

### **Role of the Reviewer:**

Reviewers are required to provide an independent, unbiased assessment of applications in accordance with the CDFI Fund's evaluation guidelines and review criteria. 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. It is estimated that each application review will take 3 to 5 labor hours to complete, and Reviewers will typically complete 10 to 13 application assignments over the course of approximately 6 weeks. Reviewers shall complete review assignments each week in accordance with the CDFI Fund's application review schedule. Alternate Reviewers will be on standby to serve in place of a Reviewer throughout the review cycle.

### **Compensation:**

Compensation will be paid in the form of two honorarium payments: \$200.00 upon completion of all training requirements, and \$250.00 for each completed CDFI and NACA application review accepted by the CDFI Fund at the conclusion of the review cycle.

### **Review Period and Location of Service:**

Reviewer training and application reviews are scheduled to occur between March and June 2025. More specific dates will be communicated once available. Reviewers are required to have consistent high-speed internet access, as the reviews will be completed using a web-based review tool and can be accessed from the Reviewer's chosen remote location.

### **How to Apply:**

Reviewers will be recruited on a rolling basis through February. If you are interested in applying, please send a brief email indicating your interest to [CDFIReview@F2Solutions.com](mailto:CDFIReview@F2Solutions.com). Priority consideration will be given to those who apply by **February 12, 2025**. Thank you in advance for your interest in serving as a Reviewer for the FY 2025 CDFI Program and NACA Program application round.