



**California Department of Food and Agriculture
2016 Specialty Crop Block Grant Program
TECHNICAL REVIEW COMMITTEE APPLICATION**

Submit completed applications to grants@cdfa.ca.gov by 5 p.m. on December 14, 2015

CONTACT INFORMATION

Prefix:		Name:							
Address:				City:		State:		ZIP:	
Phone:				Email:					
Employer:									
Position/Title:									
Other Affiliated Organizations: <i>(e.g. boards, commissions, professional groups, etc. that may present a conflict of interest)</i>									

PREVIOUS PARTICIPATION

Yes, I have previously served as a member of the Technical Review Committee. Years served:
 No, I have not served as a member of the Technical Review Committee.

FUNDING CATEGORY SUBCOMMITTEE PREFERENCE

First Choice:	
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Please provide a brief description of your qualifications for serving as a reviewer on this subcommittee.

Alternate Choice:	
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Technical Review Committee applicants whose employer or affiliate organization(s) will submit a concept proposal to the 2016 SCBGP are strongly encouraged to provide an alternate choice. See the Fair Competition and Conflict of Interest Disclosure on page two for additional information.

Please provide a brief description of your qualifications for serving as a reviewer on this subcommittee.



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FAIR COMPETITION AND CONFLICT OF INTEREST DISCLOSURE

Technical Review Committee members are allowed to submit grant applications to the SCBGP. However, in order to maintain the integrity of the competitive process, CDFA discourages Technical Review Committee members from serving on any funding category subcommittee that they or their organization will submit an application to, as well as any funding category subcommittee where conflicts of interest are likely to occur.

A conflict of interest may occur if a Technical Review Committee member:

- Has served as an advisor/advisee of an applicant;
- Has collaborated with an applicant;
- Is currently affiliated with, previously employed by, or is being considered for employment by an applicant;
- Holds a personal/familial relationship with an applicant; or
- Has participated in a consulting/financial arrangement with an applicant.

Technical Review Committee members are required to notify CDFA if they are involved in or have a conflict of interest with any grant applications in order to be recused from review/discussion. In addition, all Technical Review Committee members are required by the California Fair Political Practices Commission to file the Form 700 Statement of Economic Interests Assuming and Leaving Office and complete an online ethics training course (approximately 1-2 hours).

COMMITTEE PARTICIPATION

Technical Review Committee members are required to review, score, and provide written feedback for all assigned concept and grant proposals by the stated deadline using the web-based Financial Assistance Application Submittal Tool (FAAST). The Technical Review Committee will meet three times in Sacramento. Committee meetings are essential to the technical review process and attendance at these meetings is strongly encouraged.

- Meeting 1 - Introduction and Overview: Wednesday, January 6, 2016 from 9:00 - 11:00 a.m.
- Meeting 2 - Concept Proposal Review: Thursday, February 4, 2016 from 9:00 a.m. - 3:00 p.m.
- Meeting 3 - Grant Proposal Review: Wednesday, May 25, 2016 from 9:00 a.m. - 3:00 p.m.

INTERNET ACCESS AND SOFTWARE COMPATIBILITY

Reliable internet access is integral to the Technical Review Committee process. Important communications from CDFA will be sent to Technical Review Committee members via email. Technical Review Committee members will be required to review proposals using the web-based Financial Assistance Application Submittal Tool (FAAST). Technical Review Committee members must have a reliable internet connection and computer software capable of opening Adobe PDF (.pdf), Microsoft Office Word (.docx), and Excel (.xlsx) files.