



CDFA OFFICE OF
FARM *to* FORK

State of California

Department of Food and Agriculture

Office of Farm to Fork

Farm to Community Food Hubs Program

Technical Review Committee Agreement

Instructions. Please initial next to each Section to acknowledge the statement. Please complete the information and sign at the bottom. Return this completed and signed form to Christina Harrington at christina.harrington@cdfa.ca.gov.

As a member of the Technical Review Committee for the Farm to Community Food Hubs Program, you perform a very important service – thank you! As the administrator of the Farm to Community Food Hubs Program, the California Department of Food and Agriculture (CDFA) has an obligation to ensure a fair and objective selection process and the appropriate protection of personal identifying information. We are confident that you will perform these services in a professional and confidential manner.

Section 1. Acknowledgment of Training Completion

I confirm that I have completed the required training to serve on the Technical Review Committee for the Farm to Community Food Hubs Program (Program), by either attending the live webinar with Program staff or reviewing the training documents and recording. I understand the policies, procedures, and best practices related to the proper handling, storage, and disposal of personal identifying information (PII) as it relates to the Program.

Section 2. Responsibilities with Personal Identifying Information (PII)

I understand that, in the course of my duties, I may have access to sensitive PII including, but not limited to, grant applicants' names, email addresses, addresses, phone numbers, and other personal data. I understand that CDFA has an obligation to collect, handle, share, and dispose of PII according to federal and state policies.

Technical reviewers will:

- Not share, disclose, or use PII for any unauthorized purpose;
- Store PII securely, ensuring that access is restricted to the assigned reviewer only;
- Immediately report any suspected breach, unauthorized access, or improper handling of PII to Christina Harrington (christina.harrington@cdfa.ca.gov; 916-539-6017); and

- Delete grant application files from any of their work or personal computer drives and shred any materials that were printed, once completing all assigned application reviews.

Section 3. Confidentiality Agreement

I understand that, until CDFA announces the final awardees for the Program, all information regarding applicants in competition for the grant program must remain confidential.

Technical reviewers may not:

- Discuss application contents outside of the review process;
- Influence the review of any applicant's application; or
- Seek out or inform others regarding the status of any application.

Section 4. Conflict of Interest Statement

I will disqualify myself from reviewing any Program application that would constitute a conflict of interest or a *perceived* conflict of interest. Specifically, I will disqualify myself from reviewing applications from entities:

- For which I currently work;
- For which I have previously worked;
- For which I have a financial interest in;
- For which I serve as a board member or other position of leadership or influence;
- With whom I have a personal or professional relationship; or
- With whom I am included as a Project Team member, signed any materials as part of their application, and/or assisted with their application.

Agreement and Signature

My signature below indicates my understanding and willingness to comply with all the above provisions of this *Technical Review Committee Agreement*.

Full Name:

Title:

Organization:

Date:

Signature: