

Email the applications and résumé to grants@cdfa.ca.gov by September 23, 2022

COMMITTEE PARTICIPATION

Technical Review Committee (TRC) 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 AmpliFund system. The TRC will meet three times using an on-line platform (details to be provided). The Concept and Grant Proposal review meetings will occur over five days. The exact day that each funding category will meet is to be determined. Committee meetings are essential to the technical review process and attendance at these meetings is strongly encouraged.

Please carefully review the schedule below for any potential conflicts:

- Meeting 1: Introduction and Overview: Wednesday, **October 5, 2022**
- Concept Proposal reviews due: Thursday, **November 3, 2022**
- Meeting 2: Concept Proposal Review: **November 8-10, 2022, and November 14-15, 2022**
- Grant Proposal reviews due: Monday, **March 13, 2023**
- Meeting 3: Grant Proposal Review: **March 21-24, 2023, and March 27, 2023**

APPLICATION INSTRUCTIONS

To apply, please fill out TRC Application (Form 1.1.2.), TRC Appendix A (Form 1.1.2.A), and submit to grants@cdfa.ca.gov along with a Résumé /CV by **September 23, 2022**.

FAIR COMPETITION AND CONFLICT OF INTEREST

TRC members are allowed to submit grant applications to the Specialty Crop Block Grant Program. However, to maintain the integrity of the competitive process, the California Department of Food and Agriculture discourages TRC members from serving on any funding category subcommittee to which they or their employer will submit a proposal, as well as any funding category subcommittee where conflicts of interest are likely to occur.

A conflict of interest may occur if a TRC 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.

TRC members are required to notify Specialty Crop Block Grant Program staff 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 TRC 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 online ethics and sexual harassment prevention training courses (approximately 1-2 hours each).

INTERNET ACCESS AND SOFTWARE COMPATIBILITY

Reliable internet access is integral to the TRC process. Important communications from Specialty Crop Block Grant Program staff will be sent to TRC members via email. TRC members will be required to review proposals using the AmpliFund online system.