**Time Commitment**: Once an ESC is seated, it generally takes four to six all-day, in-person, weekday meetings at the BSCC in Sacramento to discuss, deliberate and reach consensus on the elements of the RFP and rating criteria, and to complete the scoring and award recommendation process. The ESC members must attend all in-person meetings to be eligible to continue participation on the committee throughout the process. Additionally, after proposals are received, the ESC members will work independently to review and rate the proposals. Each proposal will take between one to three hours to read and score, which will add several days of work by each member to the overall meeting-time commitment indicated above.

**Travel:** This is uncompensated work. However, the BSCC will reimburse ESC members for air travel expenses to Sacramento and reimburse for meals, mileage and hotels. Each ESC member is responsible for securing approved time off from work and/or school to attend each meeting.

**Conflict of Interest Laws**: Current law prohibits any entity represented by any person participating on an ESC from receiving funds from the grant for which the ESC was established. Government Code 1090 prohibits participation of financially interested individuals in the ESC process. A person who is “financially interested” includes employees of any governmental, nongovernmental entity or service provider that might receive funding through the applicable grant project. Additionally, a member could be “financially interested” if he or she serves with an organization that might make a contribution to the applicable grant project.

In cases of a real or perceived conflict of interest with an ESC member, a grant award would be revoked and legal consequences could exist for the parties involved. We want to make sure potential members consider this information carefully before deciding to participate on an ESC as the impact could adversely affect awarded grantees and their community partners. To make a fully informed decision on this issue we encourage potential members to consult with their organization’s legal counsel or an attorney before submitting a statement of interest to participate on an ESC. Your submission of a Statement of Interest means that you have determined that you do not have a conflict of interest now and do not intend to seek grant funds during the life of the RFP that will be developed by the ESC for which you have submitted your Statement of Interest.

**Financial Reporting Requirements for ESC Members**: ESC members are subject to potential financial scrutiny. Under the Political Reform Act and the BSCC’s conflict of interest policies, all ESC members must file a Form 700, which is a public document that requires disclosure of some of personal finances and investments.  The reporting requirement is to guard against conflicts of interest, and the form becomes a public document. Please review the form 700 requirements: <http://www.fppc.ca.gov/Form700.html> to see the information that you will be required to disclose if you are appointed as member of an ESC. You do not need to complete the Form 700 if you submit a Statement of Interest. The Form 700 is required to be completed only if you are appointed as an ESC member.

**Ethics Training**

All ESC members are required to complete ethics training, which may be completed by the Office of the Fair Political Practices Commission’s online Ethics Training Course. If you have already completed this course within the last two years, you can submit your certificate from that training to satisfy this requirement.  This course takes about two hours to complete. You do not need to complete this training to submit a Statement of Interest. This training is required only if you are appointed as an ESC member.

**Open Meetings**

The ESC process is subject to California’s open meeting laws (Bagley-Keene). Additional information on Bagley-Keene can be found here: <http://ag.ca.gov/publications/bagleykeene2004_ada.pdf>