

**COOPERATIVE AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER

16-0593-SF

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME

COUNTY OF SAN BENITO

2. The term of this Agreement is: January 1, 2017 through September 30, 2017

3. The maximum amount of this Agreement is: \$113,451.00

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Prime Award Information Recipient and Project Information	2 Page
Exhibit B: General Terms and Conditions	3 Page(s)
Exhibit C: Payment and Budget Provisions	1 Page(s)
Exhibit D: Federal Terms and Conditions	3 Page(s)
Attachments: Scope of Work and Budget	24 Page(s)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

RECIPIENT

RECIPIENT'S NAME (Organization's Name)

COUNTY OF SAN BENITO

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

P.O. Box 699, Hollister, CA 95024-0699

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

CRYSTAL MYERS, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

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EXHIBIT A**PRIME AWARD INFORMATION**

Federal Agency:	USDA-APHIS-PPQ
Federal Agreement Number:	17-8506-1211-CA
Catalog of Federal Domestic Assistance Number(s):	10.025
Total Amount Awarded to CDFA:	\$9,760,231.00
Effective Dates:	10/1/16 through 9/30/17

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
The County will place and service traps for the detection of the Asian Citrus Psyllid.

Project Title: Asian Citrus Psyllid

2. The Managers for this Agreement are:

FOR CDFA:	FOR RECIPIENT:
Name: Debby Tanouye	Name: Karen Overstreet
Section/Unit: PHPPS / PDEP	Section/Unit: COUNTY OF SAN BENITO
Address: 1220 N Street, Room 315	Address: P.O. Box 699
City/State/Zip: Sacramento, CA 95814	City/State/Zip: Hollister, CA 95024-0699
Phone: 916-654-1211	Phone: 831-637-5344
Email Address: debby.tanouye@cdfa.ca.gov	Email Address: koverstreet@cosb.us

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:	FOR RECIPIENT:
Name: Joanne Shimada	Name: Billie Jimenez
Section/Unit: PHPPS / PDEP	Section/Unit: County of San Benito
Address: 1220 N Street, Room 315	Address: P.O. Box 699
City/State/Zip: Sacramento, CA 95814	City/State/Zip: Hollister, CA 95024-0699
Phone: 916-654-1211	Phone: 831-637-5344
Email Address: joanne.shimada@cdfa.ca.gov	Email Address: bjimenez@cosb.us
	FISCAL CONTACT FOR RECIPIENT (if different from above):
	Name:
	Section/Unit:
	Address:
	City/State/Zip:
	Phone:
	Email Address:

4. RECIPIENT: Please check appropriate box below:

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award ☐ does ☒ does not support R&D.

5. For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

EXHIBIT B

GENERAL TERMS AND CONDITIONS

1. Approval

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

2. Assignment

This Agreement is not assignable by the Recipient, either in whole or in part, without the consent of the Agreement Manager in the form of a formal written amendment.

3. Governing Law

This Agreement is governed by and must be interpreted in accordance with all applicable Federal and State laws.

4. Mutual Liability

Each party hereto agrees to be responsible and assume mutual and proportional liability for its own wrongful or negligent acts of omissions, or those of its officers, agents or employees to the full extent required by law.

5. Disputes

The Recipient must continue with the responsibilities under this Agreement during any dispute with the CDFA. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the Agreement Manager must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

6. Contractors/Consultants

The Recipient, and the agents and employees of Recipient, in the performance of this Agreement, are not officers, employees, or agents of the CDFA. The Recipient's obligation to pay its contractors is an independent obligation from the CDFA's obligation to make payments to the Recipient. Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Agreement. All contractors/consultants shall have the proper licenses/certificates required in their respective disciplines. The contract shall not affect the Recipient's overall responsibility for the management of the project, and the Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Agreement.

7. Non-Discrimination Clause

The Non-Discrimination Clause applies to the extent that the requirements therein are applicable to the Federal Government. During the performance of this Agreement, Recipient and its contractors will not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, and denial family care leave.

The Recipients and contractors will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Recipient and contractors will comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Recipient and its contractors will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

8. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and will not be affected thereby.

9. Excise Tax

The State of California is exempt from Federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

10. Right to Terminate

This Agreement may be terminated by either party hereto upon written notice delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

11. Termination for Cause

Either party reserve the right to immediately terminate this Agreement for cause subject to written notice. However each party will have fifteen (15) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within fifteen (15) calendar days of receipt of notice, the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of termination, including all non-cancellable obligations, pursuant to 2 CFR 200.471.

12. Reporting Requirements

The Recipient agrees to complete all reporting requirements listed in Scope of Work.

13. Publicity and Acknowledgement

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material. Recipients may not use the CDFA logo.

14. Property Damage Claims Process

Should the property owner claim damages arising under, related to or involving this Agreement, the Recipient shall forward the property owner's written request for compensation to the CDFA Agreement Manager. The written request shall be fully supported by factual information. The Agency Secretary or designee will have thirty (30) calendar days after receipt of the written request to render a written decision. If a written decision is not rendered within thirty (30) calendar days after receipt of the request or the property owner disputes the CDFA's decision, the property owner may file a claim with the California Department of General Services.

15. Force Majeure

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, or similar occurrences.

16. Amendments

Changes to Scope of Work, Budget, or the end date, must be requested in writing to the CDFA Agreement Manager via letter, fax or email no later than sixty (60) calendar days prior to the requested implementation date. Any changes to the Scope of Work, Budget, and end date are subject to Agreement Manager approval, and, at its discretion, the Agreement Manager may choose to accept or deny these changes. A formal amendment to the Agreement is required for these changes. No amendments are possible if the Agreement is expired.

17. Suspension of Payments

Payment under this Agreement may be suspended or terminated, or both, and Recipient may be subject to debarment if the CDFA determines that Recipient has breached the terms of this Agreement. Upon discovery of any violations of the Agreement terms and conditions, Recipient will be advised in writing of the terms breached and the reasons for imposing suspension of payments. A determination of breach may be appealed in writing and post marked within ten (10) business days of the date of notification, and mailed to:

California Department of Food and Agriculture
Legal Hearing and Appeals Office
1220 N Street, Suite 400
Sacramento, CA 95814

Or delivered by email with a date/timestamp within ten (10) business days to:
CDFA.LegalOffice@cdfa.ca.gov

18. Closeout

The Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, resolution of any audit/desk review findings, and resolution of any performance or compliance issues.

19. Record Retention and Accessibility

The Recipient must comply with the procedures and requirements regarding record retention and accessibility as contained in 2 CFR 200.333-200.337.

20. Plant Protection Act Memorandum of Understanding

The County agrees to abide by Articles 3 through 13 of the Memorandum of Understanding (MOU) agreed to between the California Department of Food and Agriculture (CDFA) and the United States Department of Agriculture (USDA), Animal and Plant Health Inspections Services Plant Protection and Quarantine executed on October 7, 2014. The Articles in the MOU provide for cooperation, of the parties involved in plant protection and quarantine programs and activities directed at plant pests and noxious weeds of mutual concern to the USDA and California. The Articles outline authorities, codes and sections under which cooperation will be met, including data sharing responsibilities, limitations and confidentiality under Section 1619 of the Food, Conservation, and Energy Act of 2008 (Section 1619 was codified into law 7 USC §8791).

EXHIBIT C

PAYMENT AND BUDGET PROVISIONS

1. Invoicing and Payment

- A. For activities performed according to the attached Scope of Work, Budget and the terms of this Agreement, and upon receipt of the invoices, the CDFA agrees to compensate the Recipient for actual allowable expenditures incurred in accordance with this Agreement and stated herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work, monthly invoices must be submitted to the CDFA Agreement Manager, within thirty (30) calendar days after the end of each month in which activities under this Agreement were performed.
- D. A final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

2. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA will have the option to either terminate this Agreement with no liability occurring to the CDFA, or offer to amend the Agreement to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

4. Allowable Line Item Shifts

The Recipient must obtain written approval from the CDFA Agreement Manager for any line-item shifts.

5. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures subject to this Agreement to permit the determination of the allowability of expenditures reimbursed by the CDFA under this Agreement. If CDFA cannot determine expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, the CDFA may disallow the expenditure.
- B. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human resources (CalHR). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration (GSA).
- C. If international travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.

6. Budget

For a detailed budget of all the activities to be performed under the Scope of Work, see attached Budget.

EXHIBIT D

FEDERAL TERMS AND CONDITIONS

The Recipient must comply with all applicable requirements of all Federal laws, executive orders, regulations, and policies governing this program.

1. Civil Rights

The Recipient must comply with civil rights and nondiscrimination standards pursuant to the following:

- A. Civil Rights Act, 42 USC 2000, as implemented at 28 CFR Part 42;
- B. Age Discrimination Act, 42 USC 6101, as implemented at 45 CFR Part 90;
- C. Age Discrimination in Employment Act, 29 USC 621, as implemented at 29 CFR Part 1625;
- D. Title IX of the Education Amendments of 1972, 20 USC 1681, as implemented at 45 CFR Part 86;
- E. Section 504 of the Rehabilitation Act, 29 USC 791, as implemented at 28 CFR Part 41;
- F. Executive Order (EO) 11246; and
- G. Americans with Disabilities Act, (PL 101-366).

2. Labor Standards

The Recipient must comply with labor standards pursuant to the following:

- A. Fair Labor Standards Act, 29 USC 207, as implemented at 29 CFR Part 500-899;
- B. Davis-Bacon Act, 40 USC 3141-3148, as implemented at 29 CFR Parts 1, 3, 5, and 7; and
- C. Contract Work Hours and Safety Standards Act, 40 USC 327, as implemented at 29 CFR Part 5.

3. Environmental Standards

The Recipient must comply with environmental standards pursuant to the following:

- A. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and EO 11514 as implemented at 7 CFR Part 1b.
- B. Notification of violating facilities pursuant to EO 11738;
- C. Protection of wetlands pursuant to EO 11990;
- D. Evaluation of flood hazards in floodplains in accordance with EO 11988;
- E. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC §§1451 *et seq.*);
- F. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176 (c) of the Clean Air Act of 1955, as amended (42 USC §§7401 *et seq.*);
- G. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and,
- H. Protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).

4. Drug-Free Environment

The Recipient must comply with drug-free environment standards pursuant to §5151-5610 of the Drug-Free Workplace Act of 1988, as implemented by 2 CFR 421.

5. Restrictions on Lobbying and Political Activities

The Recipient must comply with lobbying restriction standards pursuant to the Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC 1352, as implemented at 2 CFR 418.

6. Officials Not to Benefit

The Recipient must ensure that no member of Congress be admitted to any share or part of this Agreement or to any benefit arising from it, in accordance with 41 USC 22.

7. Trafficking in Persons

The Recipient must comply with the provisions in 2 CFR Part 175, prohibiting trafficking in persons.

8. Intergovernmental Review

The Recipient must comply with intergovernmental review standards pursuant to the following:

- A. Executive Order 12372, as implemented at 7 CFR part 3015, subpart V; and
- B. The Intergovernmental Cooperation Act of 1968, 31 USC 6501.

9. Confidentiality

The Recipient must comply with confidentiality standards pursuant to the following:

- A. Freedom of Information Act, 5 USC 552, as implemented at 7 CFR Part 1; and
- B. Privacy Act, 5 USC 552 (a).

10. Conservation in Procurement

The Recipient must comply with procurement standards pursuant to the Resource Conservation and Recovery Act, 42 USC 6962 and EO 12873, as implemented at 40 CFR Part 247.

11. Debarment, Suspension, Criminal or Civil Convictions

The Recipient and its principals must comply with debarment and suspension standards pursuant to the EO 12549, as implemented at 2 CFR 180 and 2 CFR 417.

The Recipient must provide immediate written notice to CDFA if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances, and must require recipients of lower-tier covered transactions under this Agreement to similarly certify pursuant to EO 12549, as implemented by 2 CFR 180 and 2 CFR 417.

See www.sam.gov to determine debarment and suspension status.

12. Crimes and Prohibited Activities

The Recipient must comply with crimes and prohibited activities standards pursuant to the following:

- A. Anti-Kickback (Copeland) Act, as implemented at 29 CFR Part 3.1;
- B. False Claims Act, 31 USC 3729; and
- C. Program Fraud Civil Remedies Act, 31 USC 3801-3812.

13. Biosafety in Laboratories

The Recipient must comply with laboratory biosafety standards pursuant to the following the *Biosafety in Microbiological and Biomedical Laboratories*, published jointly by the Centers for Disease Control and the National Institutes of Health.

14. Conflicts of Interest

The Recipient must comply with the conflict of interest standards pursuant to 2 CFR 400.2.

15. Inventions, Patents, Copyrights and Project Results

A. The Recipient must comply with invention and patent standards pursuant to the following:

- 1. Patent Rights in Inventions Made with Federal Assistance, 35 USC 202-204, as implemented at 37 CFR Part 401 (Bayh-Dole Act and the Technology Transfer Commercialization Act of 2000) to ensure that inventions made are used in a manner to promote free competition and enterprise without unduly encumbering future research and discovery.
- 2. The Plant Variety Protection Act, 7 USC 2321 *et seq.*

B. The Recipient may retain title to any invention conceived of or first actually reduced to practice using Federal funds provided Recipient does the following:

- 1. Reports all subject inventions to CDFA;
- 2. Makes efforts to commercialize the subject invention through patent or licensing;
- 3. Formally acknowledges the Federal government's support in all patents that arise from the subject invention; and
- 4. Formally grants the Federal government and CDFA a limited use license to the subject invention.

C. The Recipient may copyright any publications, data, or other copyrightable works developed using Federal funds provided it provides the Federal government and CDFA a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the material, and agrees that the Federal government and CDFA may do so in cooperation with other public agencies.

D. The Recipient agrees that the results of this project may be published by the Federal government, CDFA or appropriate contractors or cooperators as mutually agreed.

16. Care and Use of Laboratory Animals

The Recipient must comply with the care and use of laboratory animal standards pursuant to the following:

- A. Animal Welfare Act, 7 USC 2131, as implemented at 9 CFR, Sub Chapter A, Parts 1-4; and
- B. Marine Mammal Protection Act, 16 USC 1361-1407.

17. Fly America Act

The Recipient must comply with the Fly America Act (49 USC 40118) as implemented at 41 CFR 301-10.131 to 301-10.143.

18. Motor Vehicle Safety

The Recipient must comply with seat belt use standards pursuant to the following:

- A. Highway Safety Act of 1966 as amended (23 USC 402-403);
- B. Government Organization and Employees Act as amended (5 USC 7902 (c));
- C. Occupational Safety and Health Act of 1970 as amended (29 USC 668); and
- D. Increasing Seat Belt Use in the United States (EO 13043).
- E. Federal Leadership on Reducing Text Messaging While Driving (EO 13513).

19. All Other Federal Laws

The Recipient must comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SCOPE OF WORK

AGREEMENT SPECIFICATIONS FOR STATE-COUNTY ASIAN CITRUS PSYLLID DETECTION TRAPPING

Fiscal Years 2016 - 2017 and 2017 - 2018

Effective Dates: January 1, 2017 to September 30, 2017

AGENCY RESPONSIBILITY

Section 1

The California Department of Food and Agriculture (CDFA) shall:

- A. Provide all traps, trap parts, and handouts.
- B. Provide technical assistance and training to county agricultural commissioner personnel on the use of traps and detection procedures.
- C. Provide county trappers with copies of the CDFA Insect Trapping Guide (ITG). The current version is on the CDFA website at www.cdfa.ca.gov/go/ITG.
- D. Provide training programs for county trapping supervisors and trappers.
- E. Provide quality control (QC) of the county trapping program via inspections.
- F. Provide training on management practices as they relate to CDFA's Statewide Pest Prevention Program Final Programmatic Environmental Impact Report (PEIR) at least one week prior to any covered activity occurring. The PEIR is available in its entirety at <http://www.cdfa.ca.gov/plant/peir/>.

Section 2

The County Agricultural Commissioner shall:

- A. Hire and train personnel.
- B. Provide and maintain trapping vehicles.
- C. Purchase supplies such as zip lock bags, Sharpie markers, paper clips, etc.

- D. Ensure that supervisors and trapping personnel attend training provided by CDFA District Entomologists.
- E. Ensure that all trapping activities conform to the current versions of the ITG and the attached supplemental ACP Trapping Guidelines.
- Ensure that a copy of the current version of the ITG is kept in each trapper's vehicle for reference.
 - Should there be a discrepancy between the Scope of Work or Trapping Guidelines and the ITG, the Scope of Work and Trapping Guidelines shall supersede the ITG.
- F. Place traps beginning of the season start date of January 1, 2017. Remove traps at the last servicing for the season so that all traps have been removed by the end of the season, September 30, 2017. Traps may be left in place if direction is received from the CDFA that a new agreement is being offered to start October 1, 2017.
- G. Ensure that all traps are properly identified with a unique trap number and accurately reflect servicing, baiting and rebaiting dates. The unique trap numbering system is based upon the Statewide Trapping Grid, reference <http://maps.cdfa.ca.gov/TrapBooks/MapBookHelp.pdf> for software needs, links to the Map Books and GIS layers, and contacts for assistance.
- The naming convention for the grid system is alphanumeric. Columns are Alpha (A – UW) and rows are Numeric (001 – 656). The grid name is the combination of column and row names. Naming starts in the northwest corner of the state and runs through the southeast. The remainder of the trap number consists of the quint or subgrid, trap type, and an intra-quint or intra-subgrid designation if more than one trap of that type is present or it is otherwise needed to track a trap that moves between quints. For example, trap EV241-S-ACP1 is in grid EV241, south quint, trap type is Asian citrus psyllid (ACP), and it is designated as number “1” ACP trap within that quint.
 - Ensure that the unique trap number is placed properly on all traps, along with accurate placement, servicing, baiting, and rebaiting dates, as appropriate. Requirements for ACP trapping are as follows.
 - Yellow panel trap – full trap number, placement date, and trapper’s initials on white backside when placing; note servicing dates on outside non-sticky margins.
- H. Ensure that ACP traps are serviced monthly from January 1, 2017 through September 30, 2017.

- I. Participate in delimitation activities if requested to do so by the CDFA.
- J. Ensure that all activities are performed following CDFA's management practices and any necessary mitigation measures as required and consistent with CDFA's PEIR. A summarized list of pertinent practices and measures is attached. Complete the Tiering Checklist prior to conducting trapping activities and mark any management practices and mitigation measures as required for each specific activity. The Checklist and descriptions of the CDFA's management practices and mitigation measures are found in PEIR Appendix C (PEIR, Appendix C, at http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-3_Appendices_B-G.pdf), Mitigation Reporting Program at http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-4_Appendices_H-P.pdf, and Findings of Fact at <http://www.cdfa.ca.gov/plant/peir/docs/final/Findings-of-Fact-and-Overriding-Considerations.pdf>. When the agreement ends, the Commissioner dates and signs a copy of the Checklist and sends that copy to CDFA to signify that the PEIR requirements were implemented.
- K. Maintain a Daily Trapping Summary (DTS) (Form 60-210, on file at county office) for each trapper. This form must be completed daily, signed by the individual who performed the work and submitted to the trapping supervisor. The current DTS (i.e., the DTS completed the day prior to a QC inspection) must be available for immediate review by the CDFA District Entomologist or designee conducting the QC inspection. All DTS forms must be kept on file, for the CDFA Audits Office, for three years. This form is available from the District Entomologist.
- L. Complete a monthly Pest Detection Report Number One (Form 66-035, on file at county office), documenting all traps deployed, added, removed and serviced during the month. A servicing is an inspection of the trap for the presence of the target pest. Relocations are considered trap servings. Do not count trap relocations as "removed" and then "added." A copy of this form must accompany the monthly invoice. This form is available from the District Entomologist.
- M. Provide one set of trapping records for all traps. This set, in the form of either the "Trap Book" or electronic records, shall indicate the exact trap location using a site map and all information regarding trap placement, servicing, baiting, relocation and removal.
- N. Attend trainings on the use of an electronic trapping database being developed, called CalTrap. Participate in implementation of CalTrap when it becomes operational for your county.
- O. Maintain an inventory of known host sites. The inventory shall be organized by square mile, contain the addresses of host properties traceable to the nearest cross street, and indicate all known hosts on that property. The inventory shall

be updated yearly. The multiple trap card system will suffice for this inventory. This inventory must be available for the trapper to use in the field daily.

- P. Maintain county wall maps with numbered square mile grids based upon the Statewide Trapping Grid, depicting the density of all currently deployed traps.
- Q. Allow state detection personnel and/or federal officers to perform quality control inspections on all county trap lines with a 48 hour notice, including any county commitment trap lines.
- R. Allow state detection personnel and/or federal officers to accompany trappers and/or supervisors in the field with a 48 hour notice. This will be credited as field training for county personnel.
- S. Submit samples to the Plant Pest Diagnostics Laboratory in Sacramento via the most expeditious method. See **Submitting Specimens for Identification** in the enclosed ACP Trapping Guidelines (August 2016).
- T. Be fully reimbursed for trapping not in conjunction with other detection activity (i.e., stand-alone).
- U. Be reimbursed at six minutes per trap for trapping performed in conjunction with existing detection trapping routes or sites (i.e., piggybacked). No mileage reimbursement is allowed for such traps.
- V. Submit invoices along with the corresponding Report Number One monthly by postal mail or e-mail to:

Joanne Shimada
CDFA- PD/EP
1220 N Street, Room 315
Sacramento, CA 95814

joanne.shimada@cdfa.ca.gov.

1. Submit monthly invoices and corresponding Report Number Ones no later than 30 days past the end of the month in which the invoiced activity occurred. Reimbursement will not occur unless the trapping Report Number One is submitted with the invoice.
2. If the invoice carries a signature block, the block must be signed. Invoices with blank signature blocks cannot be processed.
3. Only authorized charges matching the Financial Plan will be reimbursed; for example salaries, benefits, overhead, supplies, vehicle mileage and vehicle leasing costs. These expenditures must be itemized on the invoice with

documentation to support the charges in the event of an audit (federal or state). Any expenditure that is not listed in the Financial Plan is considered unauthorized and cannot be reimbursed.

4. A sample invoice is attached with the agreement. The county may use this form or submit their own invoice, but the invoice must contain the following:
 - County name
 - County address
 - Remit to address
 - Date of submittal
 - Agreement name
 - Agreement number
 - Billing period
 - Allowable itemized charges as listed on the Financial Plan.
 - Employee name (or other unique identifying number), classification, hours worked on the pest detection program, hourly rate, benefit rate. NOTE: The number of hours worked claimed on the invoice must match those documented on the Report Number One. Invoices received without an accurate Report Number One will not be paid.
 - Vehicles license plate number (or unique identifying number), driver name, ownership of the vehicle (county, state, or leased), allowable mileage rate for the vehicle, and if leased, the monthly lease rate for the vehicle.
5. Payment of the invoice is contingent upon submission of the Report Number One, and compliance with the required information as listed in item 4 above.
6. All invoices, including any amendments, must be received within 30 days of the expiration date of the agreement. Invoices received more than 30 days after expiration of the agreement will not be paid.
7. Please do not alter the CDFA invoice (if used), submit the invoice as a PDF file, or use dark highlights. A low resolution PDF file or dark highlights may make the numbers illegible and the invoice unacceptable to the CDFA Accounting Unit.
8. Payment will be made monthly, in arrears, upon receipt of the Report Number One and approval of invoice.
9. Continue to send monthly invoices even if the agreement funds are depleted.

Asian Citrus Psyllid (ACP) Trapping Guidelines San Benito County

Trapping Season

- Conduct trapping from January 1, 2017 through September 30, 2017.

Trapping Locations

- Conduct trapping in all urban, rural residential, and commercial citrus settings (see Insect Trapping Guide [ITG] for definitions, available at www.cdfa.ca.gov/go/ITG).
- If there are areas deemed to be at high-risk of introductions (packing houses, swap meets, farmers markets, etc.) additional traps may be placed. Confer with the District Entomologist prior to placement of these traps for approval.

Trap Density

- Place traps in urban, rural residential, and commercial citrus settings. Traps shall be:
 - Stand-alone (not piggybacked).
 - For Detection trapping – Place 5 traps per square mile in **host trees only**, up to the maximum number of traps in the previous agreement.
 - For Delimitation trapping – Service and maintain the traps placed in all delimitation areas. Keep traps placed in **host trees only**.

Inspection Frequency

- Detection Survey - inspect traps monthly.
- Delimitation Survey (currently in place) – inspect traps monthly.

Trap

- The trap consists of two parts: a yellow panel trap and a trap hanger.

Attractant

- The yellow color is a visual attractant. The trap does not contain a pheromone or an insecticide.

Hosts

- Only citrus (lemon and limes are preferred) and citrus relatives. Citrus relatives include kumquat, curry leaf, *Murraya* spp. and orange jasmine/jessamine. **Do not place traps in non-host trees.**

Trap Numbering & Assembly

- Trap number -- Prior to assembling and placing the trap, write the unique trap number and date of deployment on the interior (non-sticky sides) of the trap body.
 - Using the alpha-numeric STG, list the alpha-numeric grid, hyphen, quint (aka subgrid), hyphen, trap type and number. For example: JT316-W-ACP1 or JT316-5-ACP1.
- Assemble the trap by pulling it open, exposing the yellow, sticky surface. Paperclip the white tabs on the side to hold the trap in position. Place a Jackson trap hanger through the holes in the top end of the trap (see ITG, page ACP-2).

Trap Placement

- Follow the parameters for ACP listed in the Insect Trapping Guide under *Sections: Trap Types* www.cdfa.ca.gov/go/ITG.
- All sites trapped must be GPS'd using Datum NAD83 in decimal degrees to 6 decimal points (e.g., 34.423301, -119.825056). If there are more than 6 digits, truncate (cut off) the additional digits; DO NOT round up or down. Record the unique trap number with the corresponding GPS reading. New GPS points must be recorded for urban ACP traps when they are relocated. The GPS coordinates must be written on the trap data card.

Baiting Interval

- Not applicable.

Trap Relocation

- Relocations should provide for moving the trap evenly throughout its assigned area, with a minimum relocation distance of 500 feet.
- When relocating, **always** use a new trap. Submit all removed traps to a qualified screener or the CDFA screening facility for your district. GPS the new site and document the new GPS coordinates on the trap card.
 - Detection Survey – Relocate traps every eight weeks, if possible, adhering to a minimum relocation distance of 500 feet, per the ITG.
 - Delimitation Trapping - No relocation is required.

Trap Replacement

- Replace detection traps monthly or with each relocation (as with Jackson trap inserts).
- Replace delimitation traps at each servicing.
- Change the trap with each relocation, every time a suspect is captured, or when the trap becomes dirty or cluttered with insects or other debris (i.e., as necessary).

Screening of Traps

- **IMPORTANT:** All traps removed from the field must be screened before being discarded.
 - CDFA maintains a screening center in Los Alamitos for this purpose (address is below).
 - Boxes sent to Los Alamitos must have the county written on the outside of the box, so as to allow the screening center to prioritize particular counties (if directed to do so) and to assure that suspect psyllids are correctly associated with the relevant county if additional trap data is required to complete the PDR.
 - Los Alamitos address and contact information:

Medfly Preventative Release Facility
3802 Constitution Avenue

Los Alamitos, CA 90720-5100
Attention: Manuel Villarreal
Phone: 562-795-1206

- Counties may instead elect to have a qualified staff member perform the screening, with pre-approval from the District Entomologist.

Submitting Specimens for Identification

- If an ACP specimen is observed when servicing the trap, the entire trap containing the suspect insect(s) should be collected and returned to the office for supervisory inspection. Before leaving the site, replace the old trap with a new one.
- Immediately contact the District Entomologist, as per the ITG.
- Submit the entire trap, leaving the suspect ACP on the trap, for identification to the Plant Pest Diagnostics Laboratory in Sacramento as efficiently and quickly as possible. If the suspect insect is alive on the trap, place the trap in the freezer for at least one hour to kill the specimen. Do not transport live specimens!
- All suspect specimens should be submitted along with Form 65-020, the electronic version of the Pest and Damage Record (e-PDR). The website for the e-PDR is <http://phpps.cdfa.ca.gov>. Persons submitting this form will need a username and a password.
- Notify your District Entomologist when suspect specimens are sent. Include the e-PDR number in this communication.

PEIR Management Practices (MP) and Mitigation Measures (MM) For Trapping

August 2016

MP-SPRAY-2: Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities.

- Use dedicated specific equipment for specific products when appropriate.
- Ensure equipment is cleaned properly per the manufacturer's specifications and any pesticide label directions.

MP-SPRAY-3: Follow pesticide application laws and regulations, and label directions.

- Comply with Pesticide label.
- Be aware of any regulations or internal procedures before application.
- Use appropriate application methods and rates.
- Mix and load chemicals in areas where spills can be contained. Limit mixing and loading in the field.

MP-SPRAY-6: Clean equipment and dispose of rinse water per label directions.

- Rinse equipment according to manufacturer's label instructions.
- Discharge rinse water only in areas that are part of the application site or at a certified waste treatment facility.
- Dispose of surplus chemicals and containers according to label instructions.

MP-SPRAY-7: Follow appropriate product storage procedures.

- Ensure proper storage of all pesticides per label instructions.
- Ensure all pesticides removed from their original container are properly sealed for use within a service container.
- Seal all service containers within a tool box.
- Lock tool boxes when unattended.

MP-GROUND-3: Train personnel in proper use of pesticides.

- Conduct training for personnel in the safe and proper mixing, loading, and application of pesticides, in compliance with both federal and State pesticide regulations and the product label.

MP-HAZ-1: Implement a Spill Contingency Plan.

- Contain spill immediately to minimize the risk of further pesticide exposure to people, animals, and the environment.
- Be prepared to respond to pesticide spills.
- Provide clean-up of small spills (50 gallons or less) and properly dispose of residual materials. For larger spills notify the Chemical Transportation Emergency Center at 800-424-9300.
- Follow instructions for First Aid Measures as listed on the Material Safety Data Sheet.
- Call an ambulance in the event of a spill involving severe personal injury.
- Remove anyone exposed to pesticides to a safe location. If applicable, remove their clothing and wash contaminated skin with soap and water.
- Do not move a seriously injured person unless it is absolutely essential because of the risk of further injury.

- Do not leave injured or incapacitated persons until proper medical assistance arrives.
- Provide a pesticide label and/or material safety data sheet for medical personnel.
- For any spill incident, contact the California State Warning Center/Governor's Office of Emergency Services at 916-845- 8911 or warning.center@oes.ca.gov.
- Call the fire department and notify department personnel of the presence of pesticides for a spill involving fire, if a fire hazard exists. Eliminate all sources of ignition (electric motors, gasoline engines, or smoking) to prevent fire or explosion.
- Contact the California Highway Patrol by calling 911 for a spill occurring on a highway.
- Call local police or the county sheriff for a spill occurring off-road.
- For minor spills of 50 gallons or less:
 - Wear rubber boots, coveralls, rubber gloves, and eye protection.
 - Confine the leak or spill to the smallest area possible by using natural terrain, soil, or absorbent material.
 - Shovel contaminated material into a leak-proof container.
 - Do not hose down the area.
 - Work carefully and safely; do not hurry.
 - Dispose contaminated material in the same manner as for excess pesticides or hazardous wastes.
- For major spills of 50 gallons or more:
 - Follow the steps listed for all above and include the additional number below.
 - If the spill is too big, or uncertainty exists as to the appropriate action, notify the Chemical Transportation Emergency Center at 800-424-9300.

MP-HAZ-2: Use a safety and cleanup materials checklist.

- Follow a checklist for safety and cleanup materials to accompany mixing-loading vehicles during treatment activities, which should include the following:
 - For Safety: a first-aid kit; a fire extinguisher (516, type A-B-C), and goggles.
 - For Clean-up: one shovel, large heavy-duty plastic bags, rubber boots, disposable coveralls, water, rubber gloves, a broom and dust pan, liquid detergent, several bags of "kitty litter" or other absorbent materials.

MP-HAZ-3: Implement decontamination.

- Decontaminate paved surfaces per site specific protocols and Accidental Release Measures on the Material Safety Data Sheet.
- Shovel contaminated material into a leak-proof metal drum for final disposal.

MP-HAZ-4: Follow appropriate disposal procedures.

- Dispose all materials that have been contaminated by spillage or exposed to large volumes of pesticides, including cloth, soil, and wood that cannot be decontaminated, in the same manner as done for excess pesticides.
- Store contaminated absorbent material and materials that cannot be

decontaminated in a leak-proof container and dispose the container at a Class I landfill.

Mitigation Measure HAZ-GEN-4a: Determine Potential for Hazardous Materials Exposure.

- Before conducting any activities under the Proposed Program, CDFA staff (or the entity conducting the activity) shall determine whether the potential exists for the activity, based on its characteristics and location, to result in exposure to existing sites of hazardous materials contamination.

Mitigation Measure HAZ-GEN-4b: Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site.

- If exposure to hazardous materials contamination is determined to be a possibility, before conducting the activity under the Proposed Program, CDFA staff (or the entity conducting the activity) shall search the EnviroStor database to identify any area that may be on sites containing known hazardous materials. If hazardous sites are encountered, CDFA shall coordinate with the property owners and/or site managers, and regulatory agencies with jurisdiction over these sites for proper protocols to follow to protect worker health and safety. At a minimum, these protocols shall ensure that workers are not subjected to unacceptable health risk or hazards, as determined by existing regulations and standards that have been developed to protect human health.

Mitigation Measure HAZ-GEN-4c: Stop work and implement hazardous materials investigations/ remediation for contamination health risks.

- In the event that during the activity, previously unknown hazardous materials not related to the Proposed Program are encountered that may pose a health risk to those implementing Proposed Program activities, all activities will stop and CDFA (or the entity conducting the activity) shall consult the landowner and appropriate agencies to determine the extent of the hazardous material and determine what safety protocols need to be implemented to continue Proposed Program activities. At a minimum, these protocols will ensure that workers are not subjected to unacceptable health risk or hazards, as determined by existing regulations and standards that have been developed to protect human health.

Mitigation Measure HAZ-CHEM-1a: Conduct Public Information Sessions Regarding Pesticide Safety Practices.

- CDFA shall continue to work with CDPR and CACs to conduct public information sessions in the local communities where Proposed Program chemical management activities are proposed to be conducted. The focus will be on educating residents whose properties are being treated or who live in proximity to areas being treated on MPs for pesticide applications, including an emphasis on notification, signage, re-entry periods, potential adverse health effects, and how to seek proper help if an accident is suspected. As necessary, sessions will be conducted or translated in a language understood by the target audience, such as Spanish.

Mitigation Measure HAZ-CHEM-1b: Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides.

- CDFA shall continue training sessions for its staff and contractors

regarding safe pesticide handling and application.

- In addition, for quarantine areas, CDFA shall include materials in its compliance agreements with regulated entities (e.g., growers) with information for pesticide applicators and agricultural workers regarding MPs for pesticide applications, including an emphasis on notification, signage, re-entry periods, potential adverse health effects, and how to seek proper help if an accident is suspected. A regulated entity is defined as someone who has to comply with the quarantine requirements in order to move their products outside of the regulated area. This may include but not be limited to growers, nurseries, and commodity shippers. The compliance agreements will require that regulated entities distribute these materials to applicators and workers.
- As necessary, all materials will be presented in a language understood by the target audience, such as Spanish.

Mitigation Measure HAZ-CHEM-3: Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios.

- CDFA shall require Proposed Program staff and contractors to conduct chemical applications in a manner consistent with the Proposed Program's authorized chemical application scenarios, resulting in acceptable human health risk as described in Chapter 2, Proposed Program Description and the HHRA (Appendix B). Deviations from the authorized chemical application scenarios may be allowed if:
 - An evaluation is conducted pursuant to the CEQA Tiering Strategy (Appendix C), which concludes that the alternative scenario will not exceed the level of concern for any receptor; or
 - A certified industrial hygienist concludes that the alternative scenario will not result in risk exceeding the level of concern for any potential receptor, and the scenario is implemented by a licensed or certified applicator. This conclusion may be based on site-specific factors that minimize potential for exposure, absence of a particular receptor, use of additional or different PPE, or monitoring of the exposure, such as regular blood tests to ensure blood concentrations in the exposed individuals are below the risk threshold.
 - The results of the evaluation or hygienist's conclusions will be documented, along with any monitoring results.
 - CDFA will conduct training for its staff and contractors on these approaches. CDFA also will require adherence to these scenarios by including requirements in contractual agreements, such as compliance agreements (for quarantines), permits (e.g., for movement of certain materials outside quarantine areas), contracts (e.g., with CDFA contractors), or other similar means.

Attachment 1 - Tiering Strategy Checklist

Start Date:	January 1, 2017
Project Leader:	Karen Overstreet
Description of Activity:	Asian citrus psyllid yellow panel traps are hung in or near host plants during the prescribed trapping season. Residents are notified at time of placement.
Activity Surroundings (Residential, agriculture, mixed use, other regulated entities):	Asian citrus psyllid trapping is conducted within the whole of San Benito County. Property types are various (residential, agriculture, mixed use, undeveloped) and have Asian citrus psyllid host plants on or near them.

Part A

	Response	Justification/Rationale
Is the proposed activity under CDFA's discretion?	Yes	Detect Asian citrus psyllid
Is the activity described in the PEIR?	Yes	(If the Response is "Partially" or "No" skip to Part C) PEIR section 3.4.1

Part B

Check Applicable Requirements		
General Requirements		
Conduct activity as described in Chapters 2 and 3 of PEIR	✓	
Include applicable PEIR requirements in Compliance Agreements with regulated entities, based on the activities the regulated entities may conduct in response to quarantine		
Activity Site Specific Review		
Database	Date Reviewed	Mitigation If Any
California Natural Diversity Database	N/A	
303(d) List of Impaired Waters	N/A	
EnviroStor Hazardous Site	N/A	

	Check Applicable Requirements
Management Practices	
MP-SPRAY-1: Conduct a Site Assessment	
MP-SPRAY-2: Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities	✓
MP-SPRAY-3: Follow pesticide application laws and regulations, and label directions	✓
MP-SPRAY-4: Apply chemicals only under favorable weather conditions	
MP-SPRAY-5: Follow integrated pest management and drift reduction techniques	
MP-SPRAY-6: Clean equipment and dispose of rinse water per label directions	✓
MP-SPRAY-7: Follow appropriate product storage procedures	✓
MP-AERIAL-1: Use appropriate aerial spray treatment procedures	
MP-GROUND-1: Follow appropriate ground-rig foliar treatment procedures	
MP-GROUND-2: Follow appropriate low-pressure backpack treatment procedures	
MP-GROUND-3: Train personnel in proper use of pesticides	✓
MP-GROUND-4: Enforce runoff and drift prevention	
MP-HAZ-1: Implement a Spill Contingency Plan	✓
MP-HAZ-2: Use safety and cleanup materials checklist	✓
MP-HAZ-3: Implement decontamination	✓
MP-HAZ-4: Follow appropriate disposal procedures	✓
Mitigation Measures	
Mitigation Measure BIO-CHEM-2: CDFA will obtain technical assistance from USFWS, CDFW and NMFS to identify site-specific buffers and other measures to protect habitats utilized by special-status species	
Mitigation Measure HAZ-GEN-4a: Determine Potential for Hazardous Materials Exposure	✓
Mitigation Measure HAZ-GEN-4b: Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site	✓
Mitigation Measure HAZ-GEN-4c: Stop work and implement hazardous materials investigations/ remediation for contamination health risks	✓
Mitigation Measure HAZ-CHEM-1a: Conduct Public Information Sessions Regarding Pesticide Safety Practices	✓
Mitigation Measure HAZ-CHEM-1b: Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides	✓
Mitigation Measure HAZ-CHEM-3: Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios	✓
Mitigation Measure NOISE-PHYS-1: Conduct Activities during the Daytime	
Mitigation Measure WQ-CHEM-2: Track Emerging Water Quality Standards and Implement Additional Mitigation as Appropriate	
Mitigation Measure WQ-CHEM-5: Require Implementation of Proposed Program MPs as Part of Compliance Agreements	
Mitigation Measure WQ-CUM-1: Identify whether Proposed Program Pesticide Applications May Occur in Proximity to Impaired Waterbodies, and Implement Appropriate MPs	

Part C

	Y/N	Justification/Rationale
Step 1		
Is the Activity substantially similar to that considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a management practice that was not included in the PEIR is being considered, would it be equivalent or more effective to the management practice originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a mitigation measure that was not included in the PEIR is being considered, would it be equivalent or more effective to the mitigation measure originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
Would the activity result in potentially significant impacts which were not considered in the PEIR, not considered to be significant in the PEIR, or would be substantially more significant than disclosed in the PEIR?		(If yes go to Step 3, if no go to Step 2)
Step 2	Attach supporting documentation for determination, and CEQA Addendum, as applicable	
Step 3	Attach tiered CEQA document, and identify additional requirements from that document	

Confirmation of Implementation (following completion of activity)	
Project Leader Name:	Karen Overstreet
Signature*:	
End Date:	September 30, 2017

*This signature confirms that all applicable requirements identified on this checklist and related documentation has been properly implemented.

**"COUNTY NAME" COUNTY DEPARTMENT OF AGRICULTURE
FY 2016-17 & FY 2017-18 ACP Detection**

INVOICE

8/30/2016

Green = fillable cells to be completed by the County.
Purple = subtotals and totals. These contain formulas - **DO NOT MODIFY!**
Orange = instructions.

Date:
Agreement Number:
Billing Period:

A. PERSONNEL

SALARY - Detection Trappers

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS</u>	<u>HOURLY RATE w/o BENEFITS</u>	<u>Total</u>
1			0.00	\$0.00	\$0 00
2			0.00	\$0.00	\$0.00
3			0.00	\$0.00	\$0 00
4			0.00	\$0.00	\$0 00
5			0.00	\$0.00	\$0 00
6			0.00	\$0.00	\$0 00
7			0.00	\$0.00	\$0 00
8			0.00	\$0.00	\$0 00
9			0.00	\$0.00	\$0 00
10			0.00	\$0.00	\$0 00
SALARY SUBTOTAL:					\$0.00

BENEFITS

	<u>BENEFIT RATE %</u>	<u>SALARY</u>	<u>BENEFIT COST</u>
1	0.0000%	\$0.00	\$0 00
2	0.0000%	\$0.00	\$0 00
3	0.0000%	\$0.00	\$0 00
4	0.0000%	\$0.00	\$0 00
5	0.0000%	\$0.00	\$0.00
6	0.0000%	\$0.00	\$0 00
7	0.0000%	\$0.00	\$0 00
8	0.0000%	\$0.00	\$0 00
9	0.0000%	\$0.00	\$0 00
10	0.0000%	\$0.00	\$0 00
BENEFIT SUBTOTAL:			\$0.00

SALARY - Non-Detection

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS</u>	<u>HOURLY RATE w/o BENEFITS</u>	<u>Total</u>
1			0.00	\$0.00	\$0 00
2			0.00	\$0.00	\$0 00
3			0.00	\$0.00	\$0 00
4			0.00	\$0.00	\$0.00
5			0.00	\$0.00	\$0.00
6			0.00	\$0.00	\$0.00
7			0.00	\$0.00	\$0 00
8			0.00	\$0.00	\$0 00
9			0.00	\$0.00	\$0.00
10			0.00	\$0.00	\$0 00
SALARY SUBTOTAL:					\$0.00

BENEFITS

	<u>BENEFIT RATE %</u>	<u>SALARY</u>	<u>BENEFIT COST</u>
1	0.0000%	\$0.00	\$0.00
2	0.0000%	\$0.00	\$0.00
3	0.0000%	\$0.00	\$0.00
4	0.0000%	\$0.00	\$0.00
5	0.0000%	\$0.00	\$0 00
6	0.0000%	\$0.00	\$0 00
7	0.0000%	\$0.00	\$0.00
8	0.0000%	\$0.00	\$0.00
9	0.0000%	\$0.00	\$0 00
10	0.0000%	\$0.00	\$0 00
BENEFIT SUBTOTAL:			\$0.00

0 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST*
\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL COST:		\$0.00

B. SUPPLIES (Itemized such as: trapping poles, office supplies, etc.,)

Description	Cost	
1	\$0.00	\$0.00
2	\$0.00	\$0.00
3	\$0.00	\$0.00
4	\$0.00	\$0.00
TOTAL SUPPLY COST:		\$0.00

C. SUBCONTRACTOR

TITLE

HOURLY RATE	HOURS	COST
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
TOTAL SUBCONTRACTOR COST:		\$0.00

D. VEHICLE OPERATIONS

LICENSE #

OWNED BY (County or State)

MILEAGE PER MONTH	RATE*	
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
0.00	\$0.000	\$0.00
STATE/COUNTY VEHICLE SUBTOTAL:		\$0.00

* Mileage rates: County vehicle = Not to exceed \$0.54 per mile. Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied.
State-owned vehicle = \$0.286 per mile.

LICENSE #

LEASED

LEASE RATE	MILEAGE PER MONTH	RATE*	
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
\$0.00	0.00	\$0.285	\$0.00
LEASED VEHICLE SUBTOTAL:			\$0.00

TOTAL TRANSPORTATION COST: \$0.00

E. OTHER ITEMS OF EXPENSE (e.g., communications, IT services)

<u>Description</u>		<u>COST</u>
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
TOTAL SUPPLY COST:		\$0.00

TOTAL MONTHLY INVOICE: \$0.00

COMMENTS:

8/30/16
Form 66-223

County: San Benito

Fiscal Year: 2017-18

ACP TRAPPING

TRAPPING SEASON

Trap Type	# of traps	x	serv/year*	=	serv/year/trap
ACP YP	700	x	3.25	=	2,275
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
0		x		=	0
Total:					2,275

$$\text{TOTAL: } \underset{(A)}{2,275} \div \underset{(B)}{3.00} = \underset{(C)}{758.33} \times 1.1 \text{ (10\%)} = \underset{(D)}{834.16}$$

- 8/30/16
Form 66-223

SAN BENITO

COUNTY DEPARTMENT OF AGRICULTURE

FY 2016-17 Asian Citrus Psyllid (ACP) Detection Trapping Financial Plan

8/30/16

Green = fillable cells to be completed by the County.
Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!
Orange = instructions.

A. PERSONNEL

1. STAFF - Detection Trappers

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS/ DAY</u>	<u>TOTAL WORK DAYS</u>	<u>HOURS</u>
1		Agricultural Technician	8.00	60.00	480.00
2		Agricultural Technician	8.00	48.00	384.00
3		Agricultural Technician	8.00	48.00	384.00
4		Agricultural Biologist I	4.00	60.00	240.00
5		Agricultural Biologist II	6.00	22.00	132.00
6		Agricultural Biologist III	2.00	24.00	48.00
7			0.00	0.00	0.00
8			0.00	0.00	0.00
9			0.00	0.00	0.00
10			0.00	0.00	0.00
			1,668.00	Subtotal:	1,668.00

2. SALARIES - Detection Trappers

		<u>HOURLY RATE w/o BENEFITS</u>	<u>HOURS</u>	<u>SALARY</u>
1	Agricultural Technician	\$18.86	480.00	\$9,053.00
2	Agricultural Technician	\$17.11	384.00	\$6,570.00
3	Agricultural Technician	\$17.11	384.00	\$6,570.00
4	Agricultural Biologist I	\$20.38	240.00	\$4,891.00
5	Agricultural Biologist II	\$21.40	132.00	\$2,825.00
6	Agricultural Biologist III	\$29.47	48.00	\$1,415.00
7		\$0.00	0.00	\$0.00
8		\$0.00	0.00	\$0.00
9		\$0.00	0.00	\$0.00
10		\$0.00	0.00	\$0.00
			Subtotal:	\$31,324.00

3. BENEFITS - Detection Trappers

		<u>BENEFIT RATE (%)</u>	<u>SALARY</u>	<u>BENEFIT COST</u>
1	Agricultural Technician	29.9000%	\$9,053.00	\$2,707.00
2	Agricultural Technician	10.9700%	\$6,570.00	\$721.00
3	Agricultural Technician	10.9700%	\$6,570.00	\$721.00
4	Agricultural Biologist I	72.9100%	\$4,891.00	\$3,566.00
5	Agricultural Biologist II	68.3800%	\$2,825.00	\$1,932.00
6	Agricultural Biologist III	68.3800%	\$1,415.00	\$968.00
7		0.0000%	\$0.00	\$0.00
8		0.0000%	\$0.00	\$0.00
9		0.0000%	\$0.00	\$0.00
10		0.0000%	\$0.00	\$0.00
			Subtotal:	\$10,615.00
			DETECTION STAFF SUBTOTAL:	\$41,939.00

4. STAFF - Non-Detection

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS/ DAY</u>	<u>TOTAL WORK DAYS</u>	<u>HOURS</u>
1		Deputy Agricultural Commissioner	8.00	6.00	48.00
2		Agricultural Biologist III	8.00	6.00	48.00
3		Agricultural Biologist II	8.00	12.00	96.00
4		Agricultural Biologist I	8.00	12.00	96.00
5		Secretary II	8.00	6.00	48.00
6		Accounty Clerk II	4.00	6.00	24.00
				Subtotal:	360.00

5. SALARIES - Non-Detection Staff

		<u>HOURLY RATE w/o BENEFITS</u>	<u>HOURS</u>	<u>SALARY</u>
1	Deputy Agricultural Commissioner	\$60.59	48.00	\$2,908.00
2	Agricultural Biologist III	\$29.47	48.00	\$1,415.00
3	Agricultural Biologist II	\$21.40	96.00	\$2,054.00
4	Agricultural Biologist I	\$20.40	96.00	\$1,958.00
5	Secretary II	\$30.17	48.00	\$1,448.00
6	Accounty Clerk II	\$16.04	24.00	\$385.00
			Subtotal:	\$10,168.00

6. **BENEFITS - Non-Detection Staff**

1	Deputy Agricultural Commissioner
2	Agricultural Biologist III
3	Agricultural Biologist II
4	Agricultural Biologist I
5	Secretary II
6	Accounty Clerk II

BENEFIT RATE (%)	SALARY	BENEFIT COST
49.6200%	\$2,908.00	\$1,443.00
68.3800%	\$1,415.00	\$968.00
68.3800%	\$2,054.00	\$1,405.00
72.9100%	\$1,958.00	\$1,428.00
56.6900%	\$1,448.00	\$821.00
43.2100%	\$385.00	\$166.00
	Subtotal:	\$6,231.00

NON-DETECTION STAFF SUBTOTAL: \$16,399.00

25.00 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$41,492.00	\$16,846.00	\$14,585.00
TOTAL PERSONNEL COST :		\$72,923.00

B. SUPPLIES (Itemized, such as: trapping poles, office supplies, etc.)

Description

1	Office Supplies
2	Trapping Supplies
3	
4	

COST
\$100.00
\$200.00
\$0.00
\$0.00

TOTAL SUPPLY COST: \$300.00

C. SUBCONTRACTOR

TITLE

1	
2	
3	
4	

HOURLY RATE	HOURS	COST
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL SUBCONTRACTOR COST:		\$0.00

D. VEHICLE OPERATIONS

COUNTY VEHICLES		NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
3.00		6.00	300.00	\$0.540	\$2,916.00
STATE VEHICLES		NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
0.00		0.00	0.00	\$0.285	\$0.00
NO. OF LEASED VEHICLES	COST PER MONTH	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
0.00	0.00	0.00	0.00	\$0.285	\$0.00
VEHICLE COST TOTAL:					\$2,916.00

E. OTHER ITEMS OF EXPENSE (e.g., communications, IT services)

Description

1	
2	
3	
4	

COST
\$0.00
\$0.00
\$0.00
\$0.00

TOTAL SUPPLY COST: \$0.00

* Per federal audit guidelines, this rate cannot be exceeded. However, if your county's Internal policy uses a lower rate, that rate may be applied.
 * Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, etc.

FY 2016-17 ACP Detection Trapping Total Cost: \$76,139.00

FY 2016-17 & 17-18 ACP Detection Trapping Total Cost \$113,451.00

COMMENTS:

SAN BENITO

COUNTY DEPARTMENT OF AGRICULTURE

FY 2017-18 Asian Citrus Psyllid (ACP) Detection Trapping Financial Plan

8/30/16

Green = fillable cells to be completed by the County.

Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!

Orange = instructions.

A. PERSONNEL

1. STAFF - Detection Trappers

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS/ DAY</u>	<u>TOTAL WORK DAYS</u>	<u>HOURS</u>
1		Agricultural Technician	8.00	30.00	240.00
2		Agricultural Technician	8.00	30.00	240.00
3		Agricultural Technician	8.00	24.00	192.00
4		Agricultural Biologist I	4.00	24.00	96.00
5		Agricultural Biologist II	6.00	6.00	36.00
6		Agricultural Biologist III	2.00	15.00	30.00
7			0.00	0.00	0.00
8			0.00	0.00	0.00
9			0.00	0.00	0.00
10			0.00	0.00	0.00
			834.00	Subtotal:	834.00

2. SALARIES - Detection Trappers

		<u>HOURLY RATE w/o BENEFITS</u>	<u>HOURS</u>	<u>SALARY</u>
1	Agricultural Technician	\$18.86	240.00	\$4,526.00
2	Agricultural Technician	\$17.11	240.00	\$4,106.00
3	Agricultural Technician	\$17.11	192.00	\$3,285.00
4	Agricultural Biologist I	\$20.38	96.00	\$1,956.00
5	Agricultural Biologist II	\$21.40	36.00	\$770.00
6	Agricultural Biologist III	\$29.47	30.00	\$884.00
7		\$0.00	0.00	\$0.00
8		\$0.00	0.00	\$0.00
9		\$0.00	0.00	\$0.00
10		\$0.00	0.00	\$0.00
			Subtotal:	\$15,527.00

3. BENEFITS - Detection Trappers

		<u>BENEFIT RATE (%)</u>	<u>SALARY</u>	<u>BENEFIT COST</u>
1	Agricultural Technician	29.9000%	\$4,526.00	\$1,353.00
2	Agricultural Technician	10.9700%	\$4,106.00	\$450.00
3	Agricultural Technician	10.9700%	\$3,285.00	\$360.00
4	Agricultural Biologist I	72.9100%	\$1,956.00	\$1,426.00
5	Agricultural Biologist II	68.3800%	\$770.00	\$527.00
6	Agricultural Biologist III	68.3800%	\$884.00	\$604.00
7		0.0000%	\$0.00	\$0.00
8		0.0000%	\$0.00	\$0.00
9		0.0000%	\$0.00	\$0.00
10		0.0000%	\$0.00	\$0.00
			Subtotal:	\$4,720.00

DETECTION STAFF SUBTOTAL: \$20,247.00

4. STAFF - Non-Detection

	<u>Employee Name</u>	<u>Title</u>	<u>HOURS/ DAY</u>	<u>TOTAL WORK DAYS</u>	<u>HOURS</u>
1		Deputy Agricultural Commissioner	8.00	3.00	24.00
2		Agricultural Biologist III	8.00	3.00	24.00
3		Agricultural Biologist II	8.00	6.00	48.00
4		Agricultural Biologist I	8.00	6.00	48.00
5		Secretary II	8.00	3.00	24.00
6		Accounty Clerk II	4.00	3.00	12.00
				Subtotal:	180.00

5. SALARIES - Non-Detection Staff

		<u>HOURLY RATE w/o BENEFITS</u>	<u>HOURS</u>	<u>SALARY</u>
1	Deputy Agricultural Commissioner	\$60.59	24.00	\$1,454.00
2	Agricultural Biologist III	\$29.47	24.00	\$707.00
3	Agricultural Biologist II	\$21.40	48.00	\$1,027.00
4	Agricultural Biologist I	\$20.40	48.00	\$979.00
5	Secretary II	\$30.17	24.00	\$724.00
6	Accounty Clerk II	\$16.04	12.00	\$192.00
			Subtotal:	\$5,083.00

6. BENEFITS - Non-Detection Staff

1	Deputy Agricultural Commissioner
2	Agricultural Biologist III
3	Agricultural Biologist II
4	Agricultural Biologist I
5	Secretary II
6	Accounty Clerk II

BENEFIT RATE (%)	SALARY	BENEFIT COST
49.6200%	\$1,454.00	\$721.00
68.3800%	\$707.00	\$483.00
68.3800%	\$1,027.00	\$702.00
72.9100%	\$979.00	\$714.00
56.6900%	\$724.00	\$410.00
43.2100%	\$192.00	\$83.00
	Subtotal:	\$3,113.00

NON-DETECTION STAFF SUBTOTAL: \$8,196.00

25.00 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$20,610.00	\$7,833.00	\$7,111.00
TOTAL PERSONNEL COST :		\$35,554.00

B. SUPPLIES (Itemized, such as: trapping poles, office supplies, etc.)

Description

1	Office Supplies
2	Trapping Supplies
3	
4	

COST
\$100.00
\$200.00
\$0.00
\$0.00
TOTAL SUPPLY COST: \$300.00

C. SUBCONTRACTOR

TITLE

1	
2	
3	
4	

HOURLY RATE	HOURS	COST
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL SUBCONTRACTOR COST:		\$0.00

D. VEHICLE OPERATIONS

COUNTY VEHICLES		NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
3.00		3.00	300.00	\$0.540	\$1,458.00
STATE VEHICLES		NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
0.00		0.00	0.00	\$0.285	\$0.00
NO. OF LEASED VEHICLES	COST PER MONTH	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
0.00	0.00	0.00	0.00	\$0.285	\$0.00
VEHICLE COST TOTAL:					\$1,458.00

E. OTHER ITEMS OF EXPENSE (e.g., communications, IT services)

Description

1	
2	
3	
4	

COST
\$0.00
\$0.00
\$0.00
\$0.00
TOTAL SUPPLY COST: \$0.00

* Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied.

* Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits, et

FY 2017-18 ACP Detection Trapping Total Cost: \$37,312.00

COMMENTS: