

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.4**  
**(ID # 17022)**

**MEETING DATE:**

Tuesday, September 21, 2021

**FROM :** AGRICULTURAL COMMISSIONER:

**SUBJECT:** AGRICULTURAL COMMISSIONER: Cooperative Agreement No. 21-0401-000-SG with California Department of Food and Agriculture for the High-Risk Pest Exclusion Program effective July 1, 2021 through June 30, 2022, All Districts [\$162,792.88 - 100% State Funds].

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve Cooperative Agreement No. 21-0401-000-SG with California Department of Food and Agriculture for the High-Risk Pest Exclusion Program, effective July 1, 2021 through June 30, 2022, in the amount of \$162,792.88;
2. Authorize the Chair of the Board to sign the agreement on behalf of the County; and
3. Authorize the Agricultural Commissioner, or his designee, to sign any certifications, assurances, reports, or other documents required by California Department of Food and Agriculture, related to the above-mentioned agreement, and consistent with the Board's approval.

**ACTION:Policy**


  
Ruben J. Arroyo, Agricultural Commissioner/Sealer 9/7/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: September 21, 2021  
xc: Agric. Comm.

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 162,792.88	\$ 0	\$ 162,792.88	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> California Department of Food and Agriculture 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2021/2022	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

This agreement is entered into annually. The purpose of this agreement is for the county to perform high-risk, pest exclusion inspections and enforcement activities for the California Department of Food and Agriculture (CDFA) and for CDFA to reimburse the county for these activities. Revenue from this source was previously included in the Agricultural Commissioner's FY 21/22 budget request. This agreement was approved as to form by County Counsel.

**Impact on Residents and Businesses**


Residents and businesses will be positively impacted in that this program is aimed at preventing invasive species that are injurious to landscape and agricultural plants, as well as to the local environment, from entering and becoming established within the county and the state. This will result in reduced pest control efforts/costs and an increased quality of life.

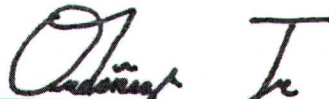
**Contract History and Price Reasonableness**

This agreement has been entered into each year since its inception in FY 1998/99 and the dollar amount covers all related costs.

**ATTACHMENTS:**

**Attachment A:**      **Cooperative Agreement No. 21-0401-000-SG with California Department of Food and Agriculture**

  
Douglas Ordóñez Jr.

  
9/9/2021

  
Gregory L. Priaplos, Director County Counsel

9/8/2021

# RESOLUTION

**BE IT RESOLVED** by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, September 28, 2021, that the Chair is authorized and directed to execute on behalf of said County the Cooperative Agreement No. 21-0401-000-SG between Riverside County and California Department of Food and Agriculture providing: High-Risk Pest Exclusion Program Services.

## Roll Call:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA R. HARPER, Clerk of said Board

By: 

Deputy



COOPERATIVE AGREEMENT  
SIGNATURE PAGE

AGREEMENT NUMBER  
21-0401-000-SG

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 RIVERSIDE**
2. The Agreement Term is: July 1, 2021 through June 30, 2022
3. The maximum amount of this Agreement is: \$162,792.88
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:	2 Page(s)
Recipient and Project Information	
Exhibit B: General Terms and Conditions	5 Page(s)
Exhibit C: Payment and Budget Provisions	2 Page(s)
Attachments: Scope of Work and Budget	

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

RECIPIENT

RECIPIENT'S NAME (Organization's Name)

COUNTY OF RIVERSIDE

BY (Authorized Signature)

*Karen S. Spiegel*

DATE SIGNED

SEP 21 2021

PRINTED NAME AND TITLE OF PERSON SIGNING

KAREN SPIEGEL

CHAIR, BOARD OF SUPERVISORS

ADDRESS

Post Office Box 1089, Riverside, CA 92502-1089

ATTEST:  
KECIA R. HARPER, Clerk  
By *[Signature]* DEPUTY

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)

*[Signature]*

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

CRYSTAL MYERS, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

CJ

FORM APPROVED COUNTY COUNSEL  
BY: DANIELLE D. MALAND

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

SEP 21 2021 3.4

**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.**



#### **10. Contractors/Consultants**

The Recipient assumes full responsibility for its obligation to pay its Contractors/Consultants. The Recipient is responsible to ensure that any/all contractors/consultants it engages to carry out activities under this Agreement shall have the proper licenses/certificates required in their respective disciplines. The Recipient's use of contractors/consultants shall not affect the Recipient's responsibilities under this Agreement.

#### **11. Non-Discrimination Clause**

The Recipient agrees that during the performance of this Agreement, it will not discriminate, harass, or allow harassment or discrimination against any employee or applicant for employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Recipient agrees to require the same of all contractors and consultants retained to carry out the activities under this Agreement.

The Recipient agrees that during the performance of this Agreement, the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Recipient will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 *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. The Recipient 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.

The Recipient agrees to require the same of all contractors and consultants retained to carry out activities under this Agreement.

#### **12. 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.

#### **13. Disputes**

The Recipient must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager, identified in Exhibit A, or designee 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 CDFA Agreement Manager or designee 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.

#### **14. Termination for Convenience**

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not 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.



If CDFA notifies the Recipient of its decision to withhold the entire funding amount from the Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by the Recipient and CDFA shall no longer be required to provide funds under this Agreement and the Agreement shall no longer be binding on either party.

In the event CDFA finds it necessary to enforce this provision of this Agreement in the manner provided by law, the Recipient agrees to pay all enforcement costs incurred by CDFA including, if CDFA should prevail in a civil action, reasonable attorneys' fees, legal expenses, and costs related to the action.

**19. 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 and in accordance with the Grant Procedures Manual if incorporated by reference and attachment to the Agreement. The Recipients may not use the CDFA logo.

**20. News Releases/Public Conferences**

The Recipient agrees to notify the CDFA in writing at least two (2) business days before any news releases or public conferences are initiated by the Recipient or its Contractors/Consultants regarding the project described in the Attachments, Scope of Work and Budget and any project results.

**21. Scope of Work and Budget Changes**

Changes to the Scope of Work, Budget, or the Project term, must be requested in writing to CDFA Grant Administrative Contact no less than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to CDFA approval and, at its discretion, CDFA may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. CDFA will respond in writing within ten (10) business days as to whether the proposed changes are accepted.

**22. Reporting Requirements**

The Recipient agrees to comply with all reporting requirements specified in Scope of Work and/or Grant Procedures Manual if incorporated by reference to this Agreement as an attachment.

**23. Equipment**

Purchase of equipment not included in the approved Budget requires prior approval. The Recipient must comply with applicable state requirements regarding the use, maintenance, disposition, and reporting of equipment as contained in CCR, Title 3, Division 1, Chapter 5, sections 303, 311, 324.1 and 324.2.

**24. 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, and resolution of any performance or compliance issues.

**25. Confidential and Public Records**

The Recipient and CDFA understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act or the Public Contract Code. CDFA has the sole authority to determine whether the information is releasable. Each party agrees to maintain such information as confidential and notify the other party of any requests for release of the information.



## EXHIBIT C

### PAYMENT AND BUDGET PROVISIONS

#### 1. Invoicing and Payment

- A. For activities satisfactorily rendered and performed according to the attached Scope of Work and Budget, and upon receipt and approval of the invoices, CDFA agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the rates specified 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, quarterly invoices must be submitted to the CDFA Administrative Contact, within thirty (30) calendar days after the end of each quarter in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work, 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. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by CDFA under this Agreement. If CDFA cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, CDFA may disallow the expenditures.
- B. Mileage reimbursement for using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on IRS's website regardless of funding source/type.
- C. 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).
- D. If foreign 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.
- E. The Recipient will maintain and have available, upon request by CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.



# **SCOPE OF WORK**

## **County High Risk Pest Exclusion Program**

**July 1, 2021 - June 30, 2022**

The county agrees to perform County High Risk Pest Exclusion Program enforcement and inspection activities for the California Department of Food and Agriculture (CDFA) in compliance with the requirements imposed by:

1. Food and Agricultural Code (FAC) Division 2, Chapter 2, Article 8, Section 2282.5 (**Appendix A**) and
2. FAC Division 4, Part 2, Chapter 1, Article 1, Section 6303 (**Appendix A**) and
3. FAC Division 4, Part 2, Chapter 2, Article 1, Section 6401 and 6403 (**Appendix A**).

This agreement is inclusive of the county's agreement to perform activities approved by the CDFA as described in the attached projected work plan (budget and personnel cost worksheet), monthly invoice, and by this reference made a part hereof.

**Key actions to be conducted under this agreement include:**

### **SECTION 1: PERSONNEL ACTIVITIES**

- a. **Pest Exclusion Inspections**
  - i. **Air Freight/Air Freight Forwarded**
  - ii. **Nursery Stock**
  - iii. **Parcel Terminals**
  - iv. **Additional Pathways**
- b. **Data Entry/Sample Submission**
  - i. **Pest and Damage Record (PDR)**
  - ii. **Pest Exclusion Information Management (PEIM)**
- c. **Circumstantial Notification**

### **SECTION 2: NON-PERSONNEL**

- a. **Supplies/Equipment**
- b. **Vehicle/Mileage**

### **SECTION 3: REPORTING/INVOICING/REIMBURSEMENT**

- a. **Monthly Activity Report (Report 4a)**
- b. **Invoicing/Reimbursement**
  - i. **Allowable Costs**
  - ii. **Monthly Activity Report Required for Reimbursement**
  - iii. **Hourly Rate(s) on Invoices**
  - iv. **Personnel on Invoice Must Match Work Plan**
  - v. **Documentation**
  - vi. **Submission of Monthly Invoice**

## SECTION 2: NON-PERSONNEL

### a. **Supplies/Equipment**

Supplies and equipment are not reimbursable under this agreement.

### b. **Vehicle/Mileage**

Vehicle costs and mileage are not reimbursable under this agreement.

## SECTION 3: REPORTING/INVOICING REIMBURSEMENT:

### a. **Monthly Activity Report (Report 4a)**

The county must utilize the online County Monthly Reporting system (<https://secure.cdfa.ca.gov/egov/crs/login.aspx>) to submit a Monthly Activity Report for the County High Risk Pest Exclusion Program. Monthly Activity Reports need to be submitted no later than the fifth day of the month following when the activities took place. Questions about reporting can be directed to Robert Soltero at [Robert.Soltero@cdfa.ca.gov](mailto:Robert.Soltero@cdfa.ca.gov) or by calling (916) 654-0312.

### b. **Invoicing/Reimbursement**

The county must submit monthly an itemized invoice using the provided template (**Appendix F**), on county letterhead, and submit to the CDFA no later than 30 calendar days after the end of the coinciding reporting period. Incomplete or incorrectly filled out invoices will no longer be accepted and returned to county for corrections prior to processing.

#### i. **Allowable Costs**

All invoiced expenses must fall within the parameters of this "Scope of Work" and must be directly related to administering and conducting County High Risk Pest Exclusion Program related activities.

#### ii. **Monthly Activity Report Required for Reimbursement**

Invoices will not be submitted for reimbursement until submission of the online Monthly Activity Report for the invoicing period has been entered by the county and verified by CDFA (see Section 3a. Monthly Activity Report above). Monthly Activity Report hours must match invoice hours and must be in funded pathways before invoices will be submitted for reimbursement.

#### iii. **Hourly Rate(s) on Invoices**

Invoices must reflect the actual hourly rates (salary and benefits) per individual or classification that worked on the program.

#### iv. **Personnel on Invoice Must Match Work Plan**

Invoices must reflect work performed by individuals or classifications listed on the work plan. County may select to subcontract with Cooperative Agricultural Staff Services (CASS) to conduct work outlined in this "Scope of Work".

#### v. **Documentation**

Documentation applicable to reimbursement for expenses does not need to be submitted to CDFA but must be retained by the county and must be made available for audit purposes.

#### vi. **Submission of Monthly Invoice**

Send County High Risk Pest Exclusion Program monthly invoice via email to Jessica Snow ([Jessica.Snow@cdfa.ca.gov](mailto:Jessica.Snow@cdfa.ca.gov)). Questions about invoicing/reimbursement can



**County High Risk Pest Exclusion Program**  
**Appendix Index**

Appendix A.....	FAC 2282.5, 6303, 6401, 6403
Appendix B.....	Air Freight/Air Freight Forwarded Inspection Guidelines
Appendix C.....	Nursery Stock Inspection Guidelines
Appendix D.....	Parcel Terminals Inspection Guidelines
Appendix E.....	Additional Pathways Guidelines
Appendix F.....	Monthly Invoice Template

- (d) If a shipment of plants or things requires a state or county plant quarantine officer to be present at the destination to supervise the unloading, inspection, or treatment of a quarantine shipment, the director or commissioner, as the case may be, may charge the shipper or receiver a service fee for the cost of the services. Service fees shall be determined based on the director or commissioner's costs for the services rendered.

**FOOD AND AGRICULTURAL CODE  
SECTION 6401.**

It is unlawful for any person to transport, receive, or import into the state any plant or anything against which a quarantine has been established, or any plant, unless he does both of the following:

- (a) Notifies the director or the commissioner of the county in which the plant or thing is received, of the arrival of the plant or thing immediately after its arrival.
- (b) Holds the plant, or thing for immediate inspection by the director or commissioner, without unnecessarily moving it, or placing it where it may be harmful.

**FOOD AND AGRICULTURAL CODE  
SECTION 6403.**

The officer who makes the inspection may enter at any time into any conveyance or place within the state where the plant or thing is located to ascertain whether it is, or is liable to be, infested or infected with any pest.



## INSPECTION GUIDELINES FOR NURSERY STOCK

The county will perform pest exclusion activities approved by the CDFA as described below for nursery stock.

### Definitions:

- **Nursery Stock:** Nursery stock shipments that arrive under warning hold notice (008) from Florida, Hawaii, and southern states\*. All shipments will have entered California via truck through a border station or via ship and then trucked from the port to the destination. This does not include blue-tagged intrastate shipments of nursery stock inspected for glassy-winged sharpshooter.

Pest exclusion activities of nursery stock may include, but are not limited to the following:

1. Reviewing invoices and warning hold notices for content origin/destination.
2. Checking shipping documents for quarantine compliance.
3. Rejecting shipments that do not adhere to quarantine compliance.
4. Inspecting for pests (i.e., imported fire ant, Asian citrus psyllid, arthropods, gastropods, and weeds).
5. Sampling for nematodes (less than 100 percent of all shipments may be sampled for nematodes, the decision to conduct nematode sampling on individual shipments should be based upon nematode detection history of the shipper and pest risk associated with the type(s) of plant material in the shipment).
6. Data entry, sample submissions, and reporting as outlined in Scope of Work, Sections 1 and 3.
7. Notifying the Interior Pest Exclusion Program of the presence of any significant pest finds including and/or repeat certification violations.
8. Sealing shipments (up to one percent of all shipments may be sent under seal to the receiver with the concurrence of the receiving county; receiving county inspectors shall be present to break the seal and monitor the unloading of all sealed shipments).
9. Reviewing Pest Exclusion Advisories and relevant reports maintained on the CDFA Interior Pest Exclusion Extranet website.

The county shall determine the time of day and week the inspections are to occur. If a county finds it necessary to deviate from its approved work plan, the county will notify the Interior Pest Exclusion Program of any changes.

\*Southern states are considered those states that are regulated by State Exterior Quarantine CCR 3271-Burrowing and Reniform Nematode and Federal Domestic Quarantine 7 CFR 301.81-Imported Fire Ant.

## **INSPECTION GUIDELINES FOR ADDITIONAL PATHWAYS**

The county will perform pest exclusion activities approved by the CDFA as described below for additional pathways.

Definitions:

### **Additional Pathways:**

- Beehives – inspections of beehives that do not include Bee Safe Program activities
- Facilities and Properties – inspections of recreation vehicle (RV) parks and other recreational properties/facilities
- Grain – inspections of grain and storage facilities as described in CCR 3556, and inspections of mills/storage facilities inspections of grain that may host high risk pests
- Gypsy Moth – inspections conducted at residential, storage, or other locations (such as military facilities) on articles regulated by the Federal Domestic Gypsy Moth Quarantine
- Hay 008 – inspections of hay shipments that arrive under warning hold notice (008)
- Other Parcel – inspections conducted at Amazon, CA Overnight, DHL, FedEx Ground, GLS/GSO, or OnTrac
- Post Entry – inspection of facilities and growing grounds receiving post entry quarantine material to ensure compliance with importing requirements
- Roadside Vendors – inspections of independent vendors selling agricultural products by or near public roads
- Seed 008 – inspections of seed shipments that arrive under warning hold notice (008)
- Special Survey - Pest Exclusion inspection activities involving survey of quarantine pests detected in interstate and international transit, as approved by CDFA
- Specialty Warehouse/Markets – inspections conducted at warehouses/markets that cater towards a given community
- Spotted Lanternfly – inspections conducted at residential, storage, or other locations (such as military facilities) on articles regulated by the State Exterior Spotted Lanternfly Quarantine
- Swapmeets/Flea Markets – inspections conducted at multiple independent vendors at one location
- Truck – inspections of plant shipments not from Florida, Hawaii, or southern states\*

Pest exclusion activities for Additional Pathways inspections may include, but are not limited to, the following:

1. Reviewing invoices for content origin/destination.
2. Checking agricultural products, shipments, material, or means of conveyance for quarantine compliance.
3. Rejecting agricultural products, shipments, or material that are in violation of Food and Agricultural Codes and quarantines.
4. Inspecting for pests (i.e., imported fire ant, Asian citrus psyllid, arthropods, gastropods, and weeds).



**California Department of Food and Agriculture**  
 Plant Health and Pest Prevention Services  
 Email Jessica Snow  
[Jessica.Snow@cdfa.ca.gov](mailto:Jessica.Snow@cdfa.ca.gov)

**County High Risk Pest Exclusion Program**  
 Contract #  
 Budget Display FY 2021/2022  
 Invoice for Period from 07/01/2021 to 06/30/2022

**Personnel Services**

Employee and Classification	Total Hours	Hourly Rate	Total Salaries
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>Total Hours</b>	<b>0.00</b>	<b>Total Salaries</b>	<b>0.00</b>
<b>Total Personnel Services</b>			<b>0.00</b>
<b>Indirect (up to 25% of Personnel Services)</b>			<b>0.00</b>
<b>Grand Total:</b>			<b>0.00</b>

Contract Amount  
 Billed to Date  
 Balance

0.00
0.00
0.00

**High Risk Pest Exclusion Program**  
**Prorated County Personnel Cost Worksheet**  
**FY 2021/2022**  
**July 1, 2021 through June 30, 2022**

County: Riverside

Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Estimated Hours to be Worked	Total Cost
Agriculture and Standard Investigator I-IV	\$35.09	\$16.50	\$51.59	2330	\$120,204.70
Supervising Agriculture and Standards Investigator	\$40.05	\$18.90	\$58.95	60	\$3,537.00
Deputy Agricultural Commissioner	\$50.00	\$23.50	\$73.50	60	\$4,410.00
Office Assistant	\$23.61	\$11.10	\$34.71	60	\$2,082.60
Title 5	\$0.00	\$0.00	\$0.00	0	\$0.00
<b>Total Hours/Cost:</b>				2510	\$130,234.30
<b>Insert Overhead Cost Percentage:</b>					25%

Estimated Annual Cost: **\$162,792.88**

The work plan must be submitted with the personnel cost worksheet.