

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



**ITEM: 3.5  
(ID # 18992)**

**MEETING DATE:**  
Tuesday, June 07, 2022

**FROM :** AGRICULTURAL COMMISSIONER:

**SUBJECT:** AGRICULTURAL COMMISSIONER: Cooperative Agreement No. 22-0348-000-SA with California Department of Food and Agriculture for the Navel and Valencia Inspections Program effective July 1, 2022 through June 30, 2023; All Districts. [\$15,388 Total Cost - State Funds 100%]

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

1. Approve Cooperative Agreement No. 22-0348-000-SA with California Department of Food and Agriculture for the Navel and Valencia Inspections Program effective July 1, 2022 through June 30, 2023 in the amount of \$15,388; and
2. Authorize the Chair of the Board of Supervisors to sign the agreement on behalf of the County.

**ACTION:**Policy

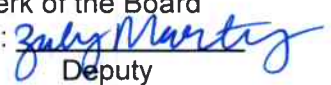
  
Ruben J. Arroyo, Agricultural Commissioner/Chair 5/24/2022

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez 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: June 7, 2022  
xc: Agricultural 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>	\$ 0	\$ 15,388	\$ 15,388	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% California Department of Food and Agriculture			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	22/23

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

**BACKGROUND:**

**Summary**

This agreement is entered into annually and provides for inspection services for the Navel and Valencia orange regulatory program that enforces orange quality standards related to fruit maturity and freeze damage per the Food and Agricultural Code. Revenue from this source was included in the Agricultural Commissioner's FY 2022-2023 budget request. This program is 100% state funded.

This agreement was approved as to form by County Counsel.

**Impact on Residents and Businesses**

Consumers will be positively impacted in that they will be better assured of a consistent supply of quality oranges.

**Contract History and Price Reasonableness**

This agreement has been entered into each year since its inception in FY 03/04, and the dollar amount covers all related costs.

**ATTACHMENTS:**

**Attachment A:** Cooperative Agreement No. 22-0348-000-SA with California Department of Food and Agriculture

  
 Jason Farin, Principal Management Analyst      6/1/2022

# RESOLUTION

1  
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3  
4 **BE IT RESOLVED** by the Board of Supervisors of the County of Riverside, State of  
5 California, in regular session assembled on Tuesday, June 7, 2022, that the Chair is authorized  
6 and directed to execute on behalf of said County the Standard Agreement No. 22-0348-000-SA  
7 between Riverside County and State of California Department of Food and Agriculture for  
8 providing: Navel and Valencia Inspections Program.

9  
10 Roll Call:

11 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
12 Nays: None  
13 Absent: None  
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15  
16  
17  
18

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

21 KECIA R. HARPER, Clerk of said Board

22 By:   
23 Deputy

CLERK'S COPY

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

State of California, Department of Food and Agriculture  
AGREEMENT  
GAU-03 (Rev.10/2021)

COOPERATIVE AGREEMENT  
SIGNATURE PAGE

AGREEMENT NUMBER  
22-0348-000-SA

- 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**
- The Agreement Term is: July 1, 2022 through June 30, 2023
- The maximum amount of this Agreement is: \$15,388.00
- 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: Recipient and Project Information 2 Pages
- Exhibit B: General Terms and Conditions 5 Pages
- Exhibit C: Payment and Budget Provisions 2 Pages
- Attachments: Scope of Work and Budget

ATTEST:  
KECIA R. HARPER, Clerk  
By *Judy Martinez*  
DEPUTY

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) *Jeff Hewitt* DATE SIGNED  
JUN 07 2022

PRINTED NAME AND TITLE OF PERSON SIGNING  
JEFF HEWITT CHAIR, BOARD OF SUPERVISORS

ADDRESS  
Post Office Box 1089, Riverside, California 92502

STATE OF CALIFORNIA

AGENCY NAME  
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized 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

NM

STATE COUNSEL  
*Crystal Myers*

JUN 07 2022 3.5

## EXHIBIT A

### RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:  
The County will provide inspections regulating maturity of all Navel and Valencia oranges and in the case of freeze damage, perform inspections on oranges, lemons and mandarins.

Project Title: Navel and Valencia Inspections

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Kiley Potter	Name:	Ruben Arroyo
Division/Branch:	Inspection Services / Inspection & Compliance	Organization:	County of Riverside
Address:	1220 N Street	Address:	PO Box 1089
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Riverside, CA 92502
Phone:	916-597-7328	Phone:	951-955-3045
Email Address:	kiley.potter@cdfa.ca.gov	Email Address:	agdept@rivco.org

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Kiley Potter	Name:	Misael Martinez
Division/Branch:	Inspection Services / Inspection & Compliance	Organization:	Riverside County Agricultural Commissioner's Office
Address:	1220 N Street	Address:	3403 10th Street, Suite 701
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Riverside CA 92501
Phone:	916-597-7328	Phone:	(951) 955-3003
Email Address:	kiley.potter@cdfa.ca.gov	Email Address:	mimartinez@rivco.org

<b>FISCAL CONTACT FOR RECIPIENT (if different from above):</b>
Name:
Organization:
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. Agreement Execution

Unless otherwise prohibited by state law, regulation, or Department or Recipient policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

#### 3. Assignment

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

#### 4. Governing Law

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

#### 5. State and Federal Law

It is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

#### 6. Recipient Commitments

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

#### 7. Performance and Assurances

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to allowable Project costs.

#### 8. Mutual Liability

Parties shall, to the extent allowed by law, each be individually liable for any and all claims, losses, causes of action, judgments, damages, and expenses to the extent directly caused by their officers, agents, or employees.

#### 9. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of this Agreement shall remain operative and binding.

#### **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.



#### **15. Termination for Cause**

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach and ten (10) calendar days to cure the breach. If the breach is not cured to the satisfaction of the non-breaching party within ten (10) calendar days of receipt of notice, this Agreement shall automatically terminate and the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations.

#### **16. Acceptable Failure to Perform**

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, or the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

#### **17. Breach**

Reimbursement under this Agreement may be suspended, terminated, or both, and the Recipient may be subject to debarment if CDFA determines that the Recipient has breached the terms of this Agreement. A determination of breach may be appealed in writing to the CDFA. The appeal must be post marked within ten (10) calendar days of the date the Recipient received notification and addressed to the CDFA Legal Office of Hearing and Appeals or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov).

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

#### **18. Non-Material Breach**

The Recipient may be in material breach under this Agreement if it fails to comply with any term of this Agreement. In the event of a material breach, CDFA shall provide in writing a Notice of Breach to the Recipient within ten (10) calendar days upon discovery of breach. The Recipient shall have ten (10) calendar days from receipt of the notice to cure the breach. If the Recipient fails to cure the breach within the time prescribed by this Agreement, CDFA may do any of the following:

- A. Suspend payments;
- B. Demand repayment of all funding;
- C. Terminate the Agreement; or
- D. Take any other action deemed necessary to recover costs.

If CDFA determines that the Recipient is not in material breach but that the Project is not being implemented in accordance with the provisions of this Agreement, or that the Recipient has failed in any other respect to comply with the provisions of this Agreement, and the Recipient has failed to remedy any such failure in a reasonable and timely manner, CDFA may withhold all or any portion of the grant funding and take any other action that CDFA deems necessary to protect its interests.

Where a portion of the grant funding has been disbursed to the Recipient and CDFA notifies the Recipient of its decision not to release funds that have been withheld pursuant to paragraph 17, the portion that has been disbursed shall thereafter be repaid immediately. CDFA may consider the Recipient's refusal to repay the requested disbursed amount a material breach.

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. California State Auditor**

This Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years after final payment under the Agreement.

**24. 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.

**25. 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.

**26. 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.

**27. Amendments**

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the CDFA Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to CDFA approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

## 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. If mileage is a reimbursable expense, 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.

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. **Budget Contingency Clause**

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

**CITRUS PROGRAM  
SCOPE OF WORK  
Fiscal Year 2022/23**

**County Responsibilities**

The County agrees to provide inspection services for the Citrus Program (Program). These services include regulating the minimum maturity for all Navel and Valencia oranges, monitor freezing temperatures, providing the Program and the Citrus Advisory Committee freeze assessment information and implementing a Freeze Inspection Program for oranges, lemons, and mandarins if declared necessary.

The inspections shall be performed as outlined in the Food and Agricultural Code (FAC), Division 17, Chapter 11; the California Code of Regulations, Title 3, Subchapter 4. The County shall follow all established Standardization practices and procedures and all state policies. Services to be invoiced to this Cooperative Agreement will commence no earlier than July 1, 2022.

The County shall perform inspection services at a cost not to exceed the approved agreement amount. Inspection hours and workdays should vary where appropriate and practical. Services provided by the County include hours of enforcement work, mileage, and travel time incurred to perform enforcement activities. All activities under this agreement shall be reimbursed on an hourly basis, for actual time incurred.

The County shall provide routine inspection supplies with the exception of forms and supplies that are provided by the State. Inspection equipment and supplies that are required to be used by regulation, may be eligible for reimbursement under this agreement. Examples of eligible equipment include Hydrometers, Pycnometers, and Temperature Recording Devices. Eligible supplies may include Sodium Hydroxide, purchased directly from Fruit Growers Supply Services or Distilled Water. Further details regarding purchasing equipment and supplies can be found on the Fiscal Display.

**Orange Maturity Inspection Program**

Each year under the Orange Maturity Inspection Program, once navel harvest begins, counties should perform a minimum of one test per grower, per block, per variety. Once the season is underway, an inspector may use discretion to discontinue testing a specific grower/block/variety, if previous tests revealed no cause for further testing.

Upon a collective decision made by the Citrus Advisory Committee, State and County officials, mandatory navel orange maturity testing will revert to spot inspection testing when warranted by county or state personnel.

### **Citrus Freeze Monitoring and Freeze Inspection Program**

In the event the State of California experiences weather conditions directly affecting the quality of oranges, mandarins, or lemons produced within the state, the Department of Food and Agriculture (CDFA) may declare a freeze on a county-by-county basis. The County will be allowed to exceed the approved agreement amount upon approval by the Secretary of CDFA and the California Citrus Advisory Committee. If exceeded, payment will be initiated after the approval of the amended County Agreement. However, in accordance with the California FAC, Section 48002, Subsection b (1), the authorized expenditures shall not exceed the combined total of reserve moneys and revenue received in that fiscal year.

### **Agreement Invoice – Form #51-066/Citrus**

The County shall invoice the state for work performed under this agreement no later than the 15th day of each month following the month in which the services were provided. The County must use State Invoice Form 51-066/Citrus, and it must include at least the following information:

- Inspection Type- Production, Wholesale, Retail, Other Activities
- Name(s) of commodities inspected
- Number of premises inspected
- Number of lots inspected per commodity
- Number of containers inspected per commodity
- Number of noncompliance's issued per commodity for maturity or freeze
- Number of maturity tests performed
- Number of tests below minimum soluble solids
- Number of containers rejected per commodity
- Reason for the rejection
- Number of disposal orders issued per commodity
- Name/title and number of inspectors
- Total number of hours worked per commodity
- Total number of overtime hours worked per commodity
- Total cost to include personnel, mileage and indirect costs - if applicable (indirect costs cannot to exceed 25% of personnel costs)
- Name and signature of authorized county personnel submitting invoice

Any revisions made to previously submitted invoices must include the word "REVISED" and the revision date, in red ink, on the top right corner of the revised invoice. Refer to the instructions that accompany Form 51-066/Citrus when preparing and submitting the monthly invoice.

### **Invoicing for Other Activities**

The County may invoice for inspection staff to attend a CDFA commodity training session, however the hours charged must be limited to staff that will actually be inspecting the commodity. All commodity training expenses charged will require the names of the inspectors to be listed on the invoice along with the date and name of commodity training they attended.

The County may also invoice for one county representative to attend a Citrus Advisory Committee meeting. The name of the county representative and the date of the committee meeting must be included on the invoice.

Counties will not be allowed to invoice for indirect costs in months when no inspection or program related activities occurred. All agreement amendment requests must be reviewed by the Citrus Advisory Committee. Final approval will be determined by CDFA.

### **CDFA Responsibilities**

CDFA may perform evaluations of county inspections, including, but not limited to; on-site observations; assessment of inspection procedures; and review of non-compliance's and other reports for accuracy and consistency.



2022/23  
CITRUS FISCAL DISPLAY

(Rev. 2/2022)

County Riverside  
Cooperative Agreement # 22-0348-000-SA

All hourly rates shown below are to include employee benefits. If more than one hourly rate is applicable in any category, an average rate may be shown.

PERSONNEL:						
# of Biologists or Ag Technicians	Hours		Rate			Total
7						
Regular	195	@	\$ 55.47	=		\$ 10,816.65
Overtime		@		=		\$ -
<b># of Seasonal Staff</b>						
	<b>Hours</b>		<b>Rate</b>			<b>Total</b>
Regular		@	\$ -	=		\$ -
Overtime		@	\$ -	=		\$ -
<b># of Supervisory Staff</b>						
2						
Regular	15	@	\$ 63.32	=		\$ 949.80
<b>Total Personnel Costs</b>						<b>\$ 11,766.45</b>
<b>TRANSPORTATION:</b>						
<b>Rental Rate:</b>	<b>\$ Per Mile</b>		<b>Per Month</b>			
Total Rate:	\$ -	@	\$ -	=		\$ -
<b>Mileage:</b>	<b>Total Miles</b>		<b>\$ Per Mile</b>			
Total Miles:	820	@	\$ 0.585	=		\$ 479.70
<small>(Not to exceed \$0.585)</small>						
<b>EQUIPMENT &amp; SUPPLIES:</b>						
Equipment and supplies obtained thru this agreement must be required by Regulation. Purchases over \$100.00 will require prior approval by CDFA. Please list any anticipated equipment needs below						
<u>Total Equipment &amp; Supplies Costs may not exceed \$1,200.00</u>						
<u>Pycnometer &amp; Hydrometer</u>						
<b>INDIRECT COSTS:</b>						
Overhead for Agreement Administration (if not included above within hourly rates)						\$ 2,941.61
<u>Indirect Costs cannot exceed 25% of Personnel Costs</u>						
<b>COOPERATIVE AGREEMENT TOTAL:</b>						<b>\$ 15,388.00</b>

Operational needs may require changes to line item expenditures within the Agreement budget. Personnel and Transportation Costs may be redirected. Equipment & Supplies and Indirect Costs may not be redirected.

Hours, average rates, mileage, and other costs are projected. Actual costs must be reflected on monthly invoices and may not exceed the Cooperative Agreement Total.

Note: Type in shaded areas only

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.

State of California, Department of Food and Agriculture  
AGREEMENT  
GAU-03 (Rev.10/2021)

**COOPERATIVE AGREEMENT  
SIGNATURE PAGE**

**AGREEMENT NUMBER  
22-0348-000-SA**

- 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**
- The Agreement Term is: July 1, 2022 through June 30, 2023
- The maximum amount of this Agreement is: \$15,388.00
- 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: Recipient and Project Information | 2 Pages |
| Exhibit B: General Terms and Conditions      | 5 Pages |
| Exhibit C: Payment and Budget Provisions     | 2 Pages |
| Attachments: Scope of Work and Budget        |         |

ATTEST:  
KECIA R. HARPER, Clerk  
By *Judy Martinez*  
DEPUTY

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)  
*Jeff Hewitt*

DATE SIGNED  
**JUN 07 2022**

PRINTED NAME AND TITLE OF PERSON SIGNING  
**JEFF HEWITT CHAIR, BOARD OF SUPERVISORS**

ADDRESS  
Post Office Box 1089, Riverside, California 92502

**STATE OF CALIFORNIA**

AGENCY NAME  
**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**

BY (Authorized Signature)  
**Laura H. Rodriguez**

DATE SIGNED  
Digitally signed by Laura H. Rodriguez  
Date: 2022.06.21 11:52:20 -07'00'

PRINTED NAME AND TITLE OF PERSON SIGNING  
**Laura Rodriguez, Staff Services Manager I,  
CRYSTAL MEXES, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION**

ADDRESS  
1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

NM

JUN 07 2022 3.5

*Handwritten signature*  
COUNSEL

## EXHIBIT A

### RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:  
The County will provide inspections regulating maturity of all Navel and Valencia oranges and in the case of freeze damage, perform inspections on oranges, lemons and mandarins.

Project Title: Navel and Valencia Inspections

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Kiley Potter	Name:	Ruben Arroyo
Division/Branch:	Inspection Services / Inspection & Compliance	Organization:	County of Riverside
Address:	1220 N Street	Address:	PO Box 1089
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Riverside, CA 92502
Phone:	916-597-7328	Phone:	951-955-3045
Email Address:	kiley.potter@cdfa.ca.gov	Email Address:	agdept@rivco.org

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Kiley Potter	Name:	Misael Martinez
Division/Branch:	Inspection Services / Inspection & Compliance	Organization:	Riverside County Agricultural Commissioner's Office
Address:	1220 N Street	Address:	3403 10th Street, Suite 701
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Riverside CA 92501
Phone:	916-597-7328	Phone:	(951) 955-3003
Email Address:	kiley.potter@cdfa.ca.gov	Email Address:	mimartinez@rivco.org

<b>FISCAL CONTACT FOR RECIPIENT (if different from above):</b>
Name:
Organization:
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. Agreement Execution

Unless otherwise prohibited by state law, regulation, or Department or Recipient policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

#### 3. Assignment

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

#### 4. Governing Law

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

#### 5. State and Federal Law

It is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

#### 6. Recipient Commitments

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

#### 7. Performance and Assurances

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to allowable Project costs.

#### 8. Mutual Liability

Parties shall, to the extent allowed by law, each be individually liable for any and all claims, losses, causes of action, judgments, damages, and expenses to the extent directly caused by their officers, agents, or employees.

#### 9. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of this Agreement shall remain operative and binding.

#### **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.

**15. Termination for Cause**

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach and ten (10) calendar days to cure the breach. If the breach is not cured to the satisfaction of the non-breaching party within ten (10) calendar days of receipt of notice, this Agreement shall automatically terminate and the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations.

**16. Acceptable Failure to Perform**

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, or the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

**17. Breach**

Reimbursement under this Agreement may be suspended, terminated, or both, and the Recipient may be subject to debarment if CDFA determines that the Recipient has breached the terms of this Agreement. A determination of breach may be appealed in writing to the CDFA. The appeal must be post marked within ten (10) calendar days of the date the Recipient received notification and addressed to the CDFA Legal Office of Hearing and Appeals or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov).

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

**18. Non-Material Breach**

The Recipient may be in material breach under this Agreement if it fails to comply with any term of this Agreement. In the event of a material breach, CDFA shall provide in writing a Notice of Breach to the Recipient within ten (10) calendar days upon discovery of breach. The Recipient shall have ten (10) calendar days from receipt of the notice to cure the breach. If the Recipient fails to cure the breach within the time prescribed by this Agreement, CDFA may do any of the following:

- A. Suspend payments;
- B. Demand repayment of all funding;
- C. Terminate the Agreement; or
- D. Take any other action deemed necessary to recover costs.

If CDFA determines that the Recipient is not in material breach but that the Project is not being implemented in accordance with the provisions of this Agreement, or that the Recipient has failed in any other respect to comply with the provisions of this Agreement, and the Recipient has failed to remedy any such failure in a reasonable and timely manner, CDFA may withhold all or any portion of the grant funding and take any other action that CDFA deems necessary to protect its interests.

Where a portion of the grant funding has been disbursed to the Recipient and CDFA notifies the Recipient of its decision not to release funds that have been withheld pursuant to paragraph 17, the portion that has been disbursed shall thereafter be repaid immediately. CDFA may consider the Recipient's refusal to repay the requested disbursed amount a material breach.

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. California State Auditor**

This Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years after final payment under the Agreement.

**24. 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.

**25. 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.



**26. 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.

**27. Amendments**

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the CDFA Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to CDFA approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

## 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. If mileage is a reimbursable expense, 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.

**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. Budget Contingency Clause**

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

**CITRUS PROGRAM  
SCOPE OF WORK  
Fiscal Year 2022/23**

**County Responsibilities**

The County agrees to provide inspection services for the Citrus Program (Program). These services include regulating the minimum maturity for all Navel and Valencia oranges, monitor freezing temperatures, providing the Program and the Citrus Advisory Committee freeze assessment information and implementing a Freeze Inspection Program for oranges, lemons, and mandarins if declared necessary.

The inspections shall be performed as outlined in the Food and Agricultural Code (FAC), Division 17, Chapter 11; the California Code of Regulations, Title 3, Subchapter 4. The County shall follow all established Standardization practices and procedures and all state policies. Services to be invoiced to this Cooperative Agreement will commence no earlier than July 1, 2022.

The County shall perform inspection services at a cost not to exceed the approved agreement amount. Inspection hours and workdays should vary where appropriate and practical. Services provided by the County include hours of enforcement work, mileage, and travel time incurred to perform enforcement activities. All activities under this agreement shall be reimbursed on an hourly basis, for actual time incurred.

The County shall provide routine inspection supplies with the exception of forms and supplies that are provided by the State. Inspection equipment and supplies that are required to be used by regulation, may be eligible for reimbursement under this agreement. Examples of eligible equipment include Hydrometers, Pycnometers, and Temperature Recording Devices. Eligible supplies may include Sodium Hydroxide, purchased directly from Fruit Growers Supply Services or Distilled Water. Further details regarding purchasing equipment and supplies can be found on the Fiscal Display.

**Orange Maturity Inspection Program**

Each year under the Orange Maturity Inspection Program, once navel harvest begins, counties should perform a minimum of one test per grower, per block, per variety. Once the season is underway, an inspector may use discretion to discontinue testing a specific grower/block/variety, if previous tests revealed no cause for further testing.

Upon a collective decision made by the Citrus Advisory Committee, State and County officials, mandatory navel orange maturity testing will revert to spot inspection testing when warranted by county or state personnel.

### **Citrus Freeze Monitoring and Freeze Inspection Program**

In the event the State of California experiences weather conditions directly affecting the quality of oranges, mandarins, or lemons produced within the state, the Department of Food and Agriculture (CDFA) may declare a freeze on a county-by-county basis. The County will be allowed to exceed the approved agreement amount upon approval by the Secretary of CDFA and the California Citrus Advisory Committee. If exceeded, payment will be initiated after the approval of the amended County Agreement. However, in accordance with the California FAC, Section 48002, Subsection b (1), the authorized expenditures shall not exceed the combined total of reserve moneys and revenue received in that fiscal year.

### **Agreement Invoice – Form #51-066/Citrus**

The County shall invoice the state for work performed under this agreement no later than the 15th day of each month following the month in which the services were provided. The County must use State Invoice Form 51-066/Citrus, and it must include at least the following information:

- Inspection Type- Production, Wholesale, Retail, Other Activities
- Name(s) of commodities inspected
- Number of premises inspected
- Number of lots inspected per commodity
- Number of containers inspected per commodity
- Number of noncompliance's issued per commodity for maturity or freeze
- Number of maturity tests performed
- Number of tests below minimum soluble solids
- Number of containers rejected per commodity
- Reason for the rejection
- Number of disposal orders issued per commodity
- Name/title and number of inspectors
- Total number of hours worked per commodity
- Total number of overtime hours worked per commodity
- Total cost to include personnel, mileage and indirect costs - if applicable (indirect costs cannot to exceed 25% of personnel costs)
- Name and signature of authorized county personnel submitting invoice

Any revisions made to previously submitted invoices must include the word "REVISED" and the revision date, in red ink, on the top right corner of the revised invoice. Refer to the instructions that accompany Form 51-066/Citrus when preparing and submitting the monthly invoice.

### **Invoicing for Other Activities**

The County may invoice for inspection staff to attend a CDFA commodity training session, however the hours charged must be limited to staff that will actually be inspecting the commodity. All commodity training expenses charged will require the names of the inspectors to be listed on the invoice along with the date and name of commodity training they attended.

The County may also invoice for one county representative to attend a Citrus Advisory Committee meeting. The name of the county representative and the date of the committee meeting must be included on the invoice.

Counties will not be allowed to invoice for indirect costs in months when no inspection or program related activities occurred. All agreement amendment requests must be reviewed by the Citrus Advisory Committee. Final approval will be determined by CDFA.

### **CDFA Responsibilities**

CDFA may perform evaluations of county inspections, including, but not limited to; on-site observations; assessment of inspection procedures; and review of non-compliance and other reports for accuracy and consistency.



**2022/23  
CITRUS FISCAL DISPLAY**

(Rev. 2/2022)

County Riverside

Cooperative Agreement # 22-0348-000-SA

All hourly rates shown below are to include employee benefits. If more than one hourly rate is applicable in any category, an average rate may be shown.

<b>PERSONNEL:</b>					
# of Biologists or Ag Technicians	Hours		Rate		Total
7					
	Regular	195	@	\$ 55.47 =	\$ <u>10,816.65</u>
	Overtime		@	=	\$ <u>-</u>
# of Seasonal Staff	Hours		Rate		Total
	Regular		@	\$ - =	\$ <u>-</u>
	Overtime		@	\$ - =	\$ <u>-</u>
# of Supervisory Staff	Hours		Rate		Total
2					
	Regular	15	@	\$ 63.32 =	\$ <u>949.80</u>
<b>Total Personnel Costs</b>					\$ <u>11,766.45</u>
<b>TRANSPORTATION:</b>					
	<b>Rental Rate:</b>	<b>\$ Per Mile</b>		<b>Per Month</b>	
	Total Rate:	\$ -	@	\$ - =	\$ <u>-</u>
	<b>Mileage:</b>	<b>Total Miles</b>		<b>\$ Per Mile</b>	
	Total Miles:	820	@	\$ 0.585 =	\$ <u>479.70</u>
					<small>(Not to exceed \$0.585)</small>
<b>EQUIPMENT &amp; SUPPLIES:</b>					\$ <u>200.24</u>
Equipment and supplies obtained thru this agreement must be required by Regulation. Purchases over \$100.00 will require prior approval by CDFA. Please list any anticipated equipment needs below. Total Equipment & Supplies Costs may not exceed \$1,200.00					
<u>Pycnometer &amp; Hydrometer</u>					
<b>INDIRECT COSTS:</b>					\$ <u>2,941.61</u>
Overhead for Agreement Administration (if not included above within hourly rates)					
<u>Indirect Costs cannot exceed 25% of Personnel Costs</u>					
<b>COOPERATIVE AGREEMENT TOTAL:</b>					\$ <u>15,388.00</u>

Operational needs may require changes to line item expenditures within the Agreement budget. Personnel and Transportation Costs may be redirected. Equipment & Supplies and Indirect Costs may not be redirected.

Hours, average rates, mileage, and other costs are projected. Actual costs must be reflected on monthly invoices and may not exceed the Cooperative Agreement Total.

Note: Type in shaded areas only

Max Agreement Amount \$15,388.00