

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



**ITEM: 3.9**  
(ID # 19751)

**MEETING DATE:**  
Tuesday, August 30, 2022

**FROM :** AGRICULTURAL COMMISSIONER:

**SUBJECT:** AGRICULTURAL COMMISSIONER: Ratify and Approve Cooperative Agreement No. 22-0761-000-SA with California Department of Food and Agriculture for the Industrial Hemp Program effective July 1, 2022 through June 30, 2024. All Districts. [\$111,472 Total Cost - State Funds 100%]

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

1. Ratify and Approve Cooperative Agreement No. 22-0761-000-SA with the California Department of Food and Agriculture for the Industrial Hemp Program, effective July 1, 2022 through June 30, 2024, in the amount of \$111,472;
2. Authorize the Chair of the Board of Supervisors 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 the California Department of Food and Agriculture related to the above-mentioned agreement, as approved by County Counsel.

**ACTION:**Policy

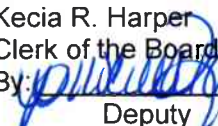
Delia Cioc, Assistant Agricultural Commissioner. 8/18/2022

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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: August 30, 2022  
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>	\$ 55,736	\$ 55,736	\$ 111,472	\$ 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> 22/23 and 23/24	

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

**BACKGROUND:**

**Summary**

This agreement is entered into with the California Department of Food and Agriculture for the County to enforce laws and regulations pertaining to industrial hemp cultivation, including registration requirements, in accordance with the Memorandum of Understanding between the California Department of Food and Agriculture and the California Agricultural Commissioner's and Sealers Association. Revenue from this source was previously included in the Agricultural Commissioner's FY 22/23 budget request.

**Impact on Residents and Businesses**

Residents and businesses will be positively impacted through uniform and consistent statewide enforcement of Industrial Hemp laws and regulations.

**Contract History and Price Reasonableness**

This is a 2-year agreement, and the third year the Agricultural Commissioner's Office is entering into an agreement with the California Department of Food and Agriculture for hemp activities.

**ATTACHMENTS:**

**Attachment A: Cooperative Agreement No. 22-0761-000-SA with California Department of Food and Agriculture**

  
 Jason Farin, Principal Management Analyst 8/25/2022

State of California, Department of Food and Agriculture  
AGREEMENT  
GAU-03 (Rev.6/2022)

COOPERATIVE AGREEMENT  
SIGNATURE PAGE

AGREEMENT NUMBER  
22-0761-000-SA

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, 2022 through June 30, 2024

3. The maximum amount of this Agreement is: \$111,472.00

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

Exhibit A: Recipient and Project Information	2 Page(s)
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)

DATE SIGNED

✗

AUG 30 2022

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

ADDRESS  
P.O. Box 1089, Riverside, CA 92502-1089

ATTEST:

KEGIA R. HARPER, CLERK  
By *[Signature]*  
DEPUTY

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)

DATE SIGNED

✗ Laura H. Rodriguez

Digitally signed by Laura H. Rodriguez  
Date: 2022.09.30 07:25:08 -07'00'

PRINTED NAME AND TITLE OF PERSON SIGNING

LAURA RODRIGUEZ, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS  
1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

LB

FORM APPROVED COUNTY COUNSEL  
BY *[Signature]*  
DANIEL S. WALAND

AUG 30 2022 39

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.

**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.

**Scope of Work**  
**Industrial Hemp Cultivation Program with Registration**  
**July 1, 2022 – June 30, 2024**

The Recipient agrees to enforce all laws and regulations pertaining to industrial hemp cultivation, including registration requirements, in accordance with the Memorandum of Understanding (MOU) between the California Department of Food and Agriculture (CDFA) and the California Agricultural Commissioners and Sealers Association entitled "State-County Industrial Hemp Cultivation Program."

The laws and regulations pertaining to the Industrial Hemp Program are contained in Division 24 of the Food and Agricultural Code and Title 3, Division 4, Chapter 8 of the California Code of Regulations (CCR). All forms, templates, guidelines, and MOU referenced in this document are available on the PHPPS industrial hemp extranet webpage (<http://phpps.cdfa.ca.gov/pbuilder/FileReader.asp?pageid=1449>).

The County must submit a County Hemp Report and Supplemental along with an Invoice, using the provided templates, to CDFA no later than 30 days after the end of the coinciding reporting period. The County Hemp Report and Invoice shall reference the Cooperative Agreement Number and be sent to:

California Department of Food and Agriculture  
Pest Exclusion Branch  
Nursery, Seed, and Cotton Program  
1220 N Street  
Sacramento, CA 95814  
Attn: Industrial Hemp Program

Or [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)

Incomplete or incorrectly filled out County Hemp Reports and Invoices will not be accepted and will be returned to the County for corrections prior to processing the invoice.

This Agreement is inclusive of the county's Agreement to perform activities approved by the CDFA as described in the projected scope of work and budget.

**Key activities to be conducted under this Agreement include:**

- I. **Personnel Activities**
  - a. **Registration and Renewal Issuance**
  - b. **Enforcement Activities of Non-Compliant Plantings by Non-Registered Cultivators**
  - c. **Public Outreach Activities**
- II. **Non-personnel**
  - a. **Supplies/Equipment**
  - b. **Vehicle/Mileage**

**Scope of Work**  
**Industrial Hemp Cultivation Program with Registration**  
**July 1, 2022 – June 30, 2024**

**SECTION 1: PERSONNEL ACTIVITIES**

**a. Registration and Renewal Issuance**

The County agrees to perform the following in accordance with CDFA's guidelines:

- Provide the industrial hemp application for registration, renewal, and registration amendments to interested parties.
- Collect the registration/renewal fees if applicable along with the applications for registration and renewal.
- Mail the registration/renewal fees collected along with the Payment Submission Form to the CDFA (1220 N Street, Sacramento, CA 95814, ATTN: Cashier – 85700CS004 or P.O. Box 942872, Sacramento, CA 94271-2872, ATTN: Cashier – 85700CS004) using a trackable mailing service for deposit into the Agriculture Fund within 15 days of collection.
- Submit an electronic copy of the payment submission form to [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov).
- Confirm applicant, registrant, and key participants meet eligibility requirements to participate in the industrial hemp program
- Review and verify the registration application and supporting documents, per CDFA's guidelines to ensure that all required information has been provided for registration, renewal, or registration amendment within 30 calendar days from the application submission date
- Confirm cultivars listed on the registration application for growers meet the requirements outlined in 3 CCR Section 4920.
- Issue a unique registration number and a Proof of Registration, Registration Cover Letter including a list of all of the approved key participants, cultivation sites, cultivars, variety development plans, research plans, and amendments to the applicants that have met the registration requirements.
- After issuing the Proof of Registration, forward the applications, supporting documents, and proofs of registration to the CDFA ([hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)) within 10 calendar days.
- Maintain registration records for a minimum of 3 years from the date of collection.

**b. Enforcement Activities of Non-Compliant Plantings by Non-Registered Cultivators**

The County agrees to perform the following:

- Oversee the regulatory enforcement activities related to the cultivation of industrial hemp by non-registered cultivators.
- Investigate non-compliance issues pertaining to non-registered cultivators.

**Scope of Work**  
**Industrial Hemp Cultivation Program with Registration**  
**July 1, 2022 – June 30, 2024**

- Issue a notice of violation and require a corrective action plan from the non-registered cultivators.
- Coordinate destruction activities of non-compliant plantings grown by non-registered cultivators.
- Notify the CDFA of enforcement activities of non-registered cultivators and forward all notices of violations to CDFA (hempreporting@cdfa.ca.gov).

**c. Public Outreach Activities**

The County agrees to perform the following:

- Develop educational material, publications, and resources related to local industrial hemp cultivation requirements for distribution.
- Prepare and present pertinent information regarding local regulatory requirements for industrial hemp cultivation at public meetings.

Reimbursement of activities related to the development of educational materials, publications, and resources, and public presentations related to local requirements shall require prior authorization by CDFA. For each activity authorized by CDFA, the County shall be reimbursed for no more than 8 hours of personnel costs.

**SECTION 2: NON-PERSONNEL**

**a. Supplies/Equipment**

Supplies and equipment related to activities listed can be invoiced under this Agreement.

**b. Vehicle/Mileage**

Mileage related to activities listed can be invoiced under this Agreement.



**COUNTY HEMP REPORT**

COUNTY:	MONTH/YEAR:
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<b>A. REGISTRATION ACTIVITIES</b>					
TYPE	NEW REGISTRATIONS	AMENDMENTS	RENEWALS	NUMBER ISSUED	HOURS
NUMBER OF REGISTRANTS					
VETERAN EXEMPT REGISTRANTS					
EARI EXEMPT REGISTRANTS					
<b>TOTAL HOURS FOR SECTION A</b>					<b>0</b>

<b>B. ENFORCEMENT ACTIVITIES OF NON-COMPLIANT PLANTINGS BY NON-REGISTERED CULTIVATORS</b>		
ACTIVITY	NUMBER	HOURS
Investigating Complaints		
Sampling		
Site Inspections		
Destruction Confirmation		
Issue and/or submission of Notice of Violation (NOV)		
<b>TOTAL HOURS FOR SECTION B</b>		<b>0</b>

<b>C. PUBLIC OUTREACH ACTIVITIES</b>			
ACTIVITY	CDFA APPROVAL DATE	NUMBER	HOURS
<b>TOTAL HOURS FOR SECTION C</b>			<b>0</b>

<b>D. COMMENTS</b>

<b>TOTAL ACTIVITY HOURS (ADD TOTAL HOURS FOR SECTIONS A, B, C)</b>	<b>0</b>
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SUPPLEMENTAL SHEET TO  
 COUNTY HEMP REPORT

CDFA USE ONLY	
APPROVED BY:	
REGISTRATION REIMBURSEMENT:	
ENFORCEMENT REIMBURSEMENT:	
PUBLIC OUTREACH REIMBURSEMENT:	
TOTAL REIMBURSEMENT:	

COUNTY:	AGREEMENT NUMBER:	MONTH/YEAR:
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REGISTRATION ACTIVITIES				
NAME AND CLASSIFICATION	TOTAL HOURS WORKED	SALARY PER HOUR	BENEFIT PER HOUR	COST
NUMBER OF STAFF WORKED	0	TOTAL HOURS:	0.00	TOTAL COST: 0

ENFORCEMENT ACTIVITIES OF NON-COMPLIANT PLANTINGS BY NON-REGISTERED CULTIVATORS				
NAME AND CLASSIFICATION	TOTAL HOURS WORKED	SALARY PER HOUR	BENEFIT PER HOUR	COST
NUMBER OF STAFF WORKED	0	TOTAL HOURS:	0.00	TOTAL COST: 0

PUBLIC OUTREACH ACTIVITIES				
NAME AND CLASSIFICATION	TOTAL HOURS WORKED	SALARY PER HOUR	BENEFIT PER HOUR	COST
NUMBER OF STAFF WORKED	0	TOTAL HOURS:	0.00	TOTAL COST: 0





## INSTRUCTIONS FOR COUNTY HEMP REPORT

### County Hemp Report - Submit Monthly

Include time spent on activities related to enforcement of State Industrial Hemp Laws and Regulations. *Do not report time spent on inspections of hemp shipments in transit or at destination, or inspections conducted to certify for export. These are quarantine activities.*

The County must submit a County Hemp Report and Supplemental along with an Invoice, using the provided templates, to CDFA no later than 30 days after the end of the coinciding reporting period. The County Hemp Report and Invoice shall reference the Cooperative Agreement Number and be sent to:

California Department of Food and Agriculture  
Pest Exclusion Branch  
Nursery, Seed, and Cotton Program  
1220 N Street  
Sacramento, CA 95814  
Attn: Industrial Hemp Program

Or [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)

Incomplete or incorrectly filled out County Hemp Reports and Invoices will not be accepted and will be returned to the County for corrections prior to processing the invoice.

#### **Section A. Registration Activities**

Report in this section the number of applicants whom applied for registration, registration renewal, or registration amendment, and the actual number of registrations, registration renewal, or registration amendment were approved. All time spent by the county personnel to provide registration, registration renewal, and registration amendment will be indicated in the last column. Registration activities will include reviewing the application for the registration of industrial hemp cultivation, collecting registration fees, entering application information, verifying application information, and issuing registration number.

#### **Section B. Enforcement Activities of Non-Registered Plantings**

Report in this section the time spent by county personnel in enforcement activities for non-compliant plantings by non-registered cultivators and the number of occurrences for each activity. Enforcement activities include but are not limited to investigation of public complaints, site inspections, sampling, and destruction confirmation.

Any enforcement activities regarding non-compliant plantings by non-registered cultivators must be entered into the supplemental sheet. In the supplemental sheet, list all county personnel's name and classifications along with their salary and benefit per hour and provide the total hours worked for each county personnel.

All supplies and travel mileage related to the enforcement activities should be entered in the supplemental sheet under Supplies and Equipment and Travel Mileage.

#### **Section C. Public Outreach Activities**

Report in this section activities related to the development of educational materials, publications, and resources, and public presentations related to local requirements shall require prior authorization by CDFA. For each activity authorized by CDFA, the County shall be reimbursed for no more than 8 hours of personnel costs.

#### **Section D. Comments**

Use this section to report any additional information regarding industrial hemp cultivation related activities, which is pertinent but not reported in the sections above.

Date

To: Industrial Hemp Program  
California Department of Food and Agriculture  
Pest Exclusion Branch  
1220 N Street  
Sacramento, CA 95814

County of \_\_\_\_\_  
Cooperative Agreement Number 20- XXXX-XXX- SA  
Fiscal Year 20/21  
Invoice for Period from XX/XX/XXXX to XX/XX/XXXX  
Invoice Number \_\_\_\_\_

Personnel Services			
Name/Classification	Hours Worked	Salary including Benefits per hour	Total
			\$ -
			\$ -
			\$ -
Total Personnel Services Cost			\$ -

Supplies	
Item Description	Total
	0
	0
	0
Total Supplies Cost	\$ -

Vehicle Mileage		
Total Mileage	Reimbursement Rate	Total
	\$0.585	\$ -
	\$0.585	\$ -
	\$0.585	\$ -
Total Travel Cost		\$ -

Total Personnel Services:	\$ -
Total Overhead Cost (up to 25% of Total Personnel Services):	\$ -
Total Supplies Cost:	\$ -
Total Travel Cost:	\$ -
Grand Total (not to exceed agreement amount):	\$ -

Please remit payment to

County of \_\_\_\_\_  
Address line 1  
Address Line 2  
Address line 3

Signature Block

\_\_\_\_\_  
(Original Signature), (Title)



**Industrial Hemp Program**  
**County Work Plan**  
**July 1, 2022 through June 30, 2024**  
**County: Riverside**  
**Agricultural Commissioner/Sealer: Ruben Arroyo**  
**Agreement Manager: Erik Downs**



	FY 2022-23	FY 2023-24	Total Cost
Personnel Services	\$ 41,948.80	\$ 41,948.80	\$ 83,897.60
Travel	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
Equipment	\$ 200.00	\$ 200.00	\$ 400.00
Supplies	\$ 500.00	\$ 500.00	\$ 1,000.00
Contractual	\$ -	\$ -	\$ -
Other	\$ 100.00	\$ 100.00	\$ 200.00
<b>Subtotal</b>	<b>\$ 45,248.80</b>	<b>\$ 45,248.80</b>	<b>\$ 90,497.60</b>
<b>Indirect Costs</b>	<b>\$ 10,487.20</b>	<b>\$ 10,487.20</b>	<b>\$ 20,974.40</b>
<b>Grant Agreement Total:</b>	<b>\$ 55,736.00</b>	<b>\$ 55,736.00</b>	<b>\$ 111,472.00</b>

# RESOLUTION

1  
2 **BE IT RESOLVED** by the Board of Supervisors of the County of Riverside, State of  
3 California, in regular session assembled on Tuesday, August 30, 2022, that the Chair is  
4 authorized and directed to execute on behalf of said County the Cooperative Agreement 22-  
5 0761-000-SA between Riverside County and California Department of Food and Agriculture  
6 (CFDA) providing: Industrial Hemp Program.

7  
8 Roll Call:

9 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
10 Nays: None  
11 Absent: None  
12  
13  
14  
15  
16  
17

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

20 KECIA R. HARPER, Clerk of said Board

21 By:   
22 Deputy

COOPERATIVE AGREEMENT  
SIGNATURE PAGE

AGREEMENT NUMBER  
22-0761-000-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, 2024
- The maximum amount of this Agreement is: \$111,472.00
- 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 Page(s)
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)  
*Jeff Hewitt*

DATE SIGNED  
AUG 30 2022

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

ADDRESS  
P.O. 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  
LAURA RODRIGUEZ, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS  
1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

LB

WHEN DOCUMENT IS FULLY EXECUTED RETURN  
CLERK'S COPY  
Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

FOR RIVERSIDE COUNTY COUNSEL  
BY: *[Signature]*  
DANIEL S. WALAND

AUG 30 2022 39

EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:  
County shall register interested industrial hemp growers and seed breeders and enforce all laws and regulations pertaining to industrial hemp.

Project Title: Industrial Hemp Cultivation Program

2. The Managers for this Agreement are:

FOR CDFA:	FOR RECIPIENT:
Name: Natalie Jacuzzi	Name: Ruben Arroyo
Division/Branch: PHPPS / Pest Exclusion	Organization: County of Riverside
Address: 1220 N Street, Room 220	Address: P.O. Box 1089
City/State/Zip: Sacramento, CA 95814	City/State/Zip: Riverside, CA 92502-1089
Phone: 916-654-0435	Phone: 951-955-3022
Email Address: natalie.jacuzzi@cdfa.ca.gov	Email Address: agdept@rivco.org

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:	FOR RECIPIENT:
Name: Kapua Kahumoku	Name: Erik Downs
Division/Branch: PHPPS / Pest Exclusion	Organization: Riverside County Agricultural Commissioner's Office
Address: 1220 N Street, Room 220	Address: 3403 10th Street, Suite 701
City/State/Zip: Sacramento, CA 95814	City/State/Zip: Riverside CA 92501
Phone: 916-350-0579	Phone: 951.955.3004
Email Address: kapua.kahumoku@cdfa.ca.gov	Email Address: edowns@rivco.org

FISCAL CONTACT FOR RECIPIENT (if different from above):
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.



**Scope of Work**  
**Industrial Hemp Cultivation Program with Registration**  
**July 1, 2022 – June 30, 2024**

The Recipient agrees to enforce all laws and regulations pertaining to industrial hemp cultivation, including registration requirements, in accordance with the Memorandum of Understanding (MOU) between the California Department of Food and Agriculture (CDFA) and the California Agricultural Commissioners and Sealers Association entitled "State-County Industrial Hemp Cultivation Program."

The laws and regulations pertaining to the Industrial Hemp Program are contained in Division 24 of the Food and Agricultural Code and Title 3, Division 4, Chapter 8 of the California Code of Regulations (CCR). All forms, templates, guidelines, and MOU referenced in this document are available on the PHPPS industrial hemp extranet webpage (<http://phpps.cdfa.ca.gov/pbuilder/FileReader.asp?pageid=1449>).

The County must submit a County Hemp Report and Supplemental along with an Invoice, using the provided templates, to CDFA no later than 30 days after the end of the coinciding reporting period. The County Hemp Report and Invoice shall reference the Cooperative Agreement Number and be sent to:

California Department of Food and Agriculture  
Pest Exclusion Branch  
Nursery, Seed, and Cotton Program  
1220 N Street  
Sacramento, CA 95814  
Attn: Industrial Hemp Program

Or [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)

Incomplete or incorrectly filled out County Hemp Reports and Invoices will not be accepted and will be returned to the County for corrections prior to processing the invoice.

This Agreement is inclusive of the county's Agreement to perform activities approved by the CDFA as described in the projected scope of work and budget.

**Key activities to be conducted under this Agreement include:**

- I. **Personnel Activities**
  - a. **Registration and Renewal Issuance**
  - b. **Enforcement Activities of Non-Compliant Plantings by Non-Registered Cultivators**
  - c. **Public Outreach Activities**
- II. **Non-personnel**
  - a. **Supplies/Equipment**
  - b. **Vehicle/Mileage**

**Scope of Work**  
**Industrial Hemp Cultivation Program with Registration**  
**July 1, 2022 – June 30, 2024**

**SECTION 1: PERSONNEL ACTIVITIES**

**a. Registration and Renewal Issuance**

The County agrees to perform the following in accordance with CDFA's guidelines:

- Provide the industrial hemp application for registration, renewal, and registration amendments to interested parties.
- Collect the registration/renewal fees if applicable along with the applications for registration and renewal.
- Mail the registration/renewal fees collected along with the Payment Submission Form to the CDFA (1220 N Street, Sacramento, CA 95814, ATTN: Cashier – 85700CS004 or P.O. Box 942872, Sacramento, CA 94271-2872, ATTN: Cashier – 85700CS004) using a trackable mailing service for deposit into the Agriculture Fund within 15 days of collection.
- Submit an electronic copy of the payment submission form to [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov).
- Confirm applicant, registrant, and key participants meet eligibility requirements to participate in the industrial hemp program
- Review and verify the registration application and supporting documents, per CDFA's guidelines to ensure that all required information has been provided for registration, renewal, or registration amendment within 30 calendar days from the application submission date
- Confirm cultivars listed on the registration application for growers meet the requirements outlined in 3 CCR Section 4920.
- Issue a unique registration number and a Proof of Registration, Registration Cover Letter including a list of all of the approved key participants, cultivation sites, cultivars, variety development plans, research plans, and amendments to the applicants that have met the registration requirements.
- After issuing the Proof of Registration, forward the applications, supporting documents, and proofs of registration to the CDFA ([hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)) within 10 calendar days.
- Maintain registration records for a minimum of 3 years from the date of collection.

**b. Enforcement Activities of Non-Compliant Plantings by Non-Registered Cultivators**

The County agrees to perform the following:

- Oversee the regulatory enforcement activities related to the cultivation of industrial hemp by non-registered cultivators.
- Investigate non-compliance issues pertaining to non-registered cultivators.

**Scope of Work**  
**Industrial Hemp Cultivation Program with Registration**  
**July 1, 2022 – June 30, 2024**

- Issue a notice of violation and require a corrective action plan from the non-registered cultivators.
- Coordinate destruction activities of non-compliant plantings grown by non-registered cultivators.
- Notify the CDFA of enforcement activities of non-registered cultivators and forward all notices of violations to CDFA (hempreporting@cdfa.ca.gov).

**c. Public Outreach Activities**

The County agrees to perform the following:

- Develop educational material, publications, and resources related to local industrial hemp cultivation requirements for distribution.
- Prepare and present pertinent information regarding local regulatory requirements for industrial hemp cultivation at public meetings.

Reimbursement of activities related to the development of educational materials, publications, and resources, and public presentations related to local requirements shall require prior authorization by CDFA. For each activity authorized by CDFA, the County shall be reimbursed for no more than 8 hours of personnel costs.

**SECTION 2: NON-PERSONNEL**

**a. Supplies/Equipment**

Supplies and equipment related to activities listed can be invoiced under this Agreement.

**b. Vehicle/Mileage**

Mileage related to activities listed can be invoiced under this Agreement.

**COUNTY HEMP REPORT**

COUNTY:	MONTH/YEAR:
---------	-------------

<b>A. REGISTRATION ACTIVITIES</b>					
TYPE	NEW REGISTRATIONS	AMENDMENTS	RENEWALS	NUMBER ISSUED	HOURS
NUMBER OF REGISTRANTS					
VETERAN EXEMPT REGISTRANTS					
EARI EXEMPT REGISTRANTS					
<b>TOTAL HOURS FOR SECTION A</b>					<b>0</b>

<b>B. ENFORCEMENT ACTIVITIES OF NON-COMPLIANT PLANTINGS BY NON-REGISTERED CULTIVATORS</b>			
ACTIVITY		NUMBER	HOURS
Investigating Complaints			
Sampling			
Site Inspections			
Destruction Confirmation			
Issue and/or submission of Notice of Violation (NOV)			
<b>TOTAL HOURS FOR SECTION B</b>			<b>0</b>

<b>C. PUBLIC OUTREACH ACTIVITIES</b>			
ACTIVITY	CDFA APPROVAL DATE	NUMBER	HOURS
<b>TOTAL HOURS FOR SECTION C</b>			<b>0</b>

<b>D. COMMENTS</b>

<b>TOTAL ACTIVITY HOURS (ADD TOTAL HOURS FOR SECTIONS A, B, C)</b>	<b>0</b>
--	----------

SUPPLEMENTAL SHEET TO  
 COUNTY HEMP REPORT

CDFA USE ONLY	
APPROVED BY:	
REGISTRATION REIMBURSEMENT:	
ENFORCEMENT REIMBURSEMENT:	
PUBLIC OUTREACH REIMBURSEMENT:	
TOTAL REIMBURSEMENT:	

COUNTY:	AGREEMENT NUMBER:	MONTH/YEAR:
---------	-------------------	-------------

REGISTRATION ACTIVITIES					
NAME AND CLASSIFICATION	TOTAL HOURS WORKED	SALARY PER HOUR	BENEFIT PER HOUR	COST	
NUMBER OF STAFF WORKED	0	TOTAL HOURS:	0.00	TOTAL COST:	0

ENFORCEMENT ACTIVITIES OF NON-COMPLIANT PLANTINGS BY NON-REGISTERED CULTIVATORS					
NAME AND CLASSIFICATION	TOTAL HOURS WORKED	SALARY PER HOUR	BENEFIT PER HOUR	COST	
NUMBER OF STAFF WORKED	0	TOTAL HOURS:	0.00	TOTAL COST:	0

PUBLIC OUTREACH ACTIVITIES					
NAME AND CLASSIFICATION	TOTAL HOURS WORKED	SALARY PER HOUR	BENEFIT PER HOUR	COST	
NUMBER OF STAFF WORKED	0	TOTAL HOURS:	0.00	TOTAL COST:	0



## **INSTRUCTIONS FOR COUNTY HEMP REPORT**

### **County Hemp Report - Submit Monthly**

Include time spent on activities related to enforcement of State Industrial Hemp Laws and Regulations. *Do not report time spent on inspections of hemp shipments in transit or at destination, or inspections conducted to certify for export. These are quarantine activities.*

The County must submit a County Hemp Report and Supplemental along with an Invoice, using the provided templates, to CDFA no later than 30 days after the end of the coinciding reporting period. The County Hemp Report and Invoice shall reference the Cooperative Agreement Number and be sent to:

California Department of Food and Agriculture  
Pest Exclusion Branch  
Nursery, Seed, and Cotton Program  
1220 N Street  
Sacramento, CA 95814  
Attn: Industrial Hemp Program

Or [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)

Incomplete or incorrectly filled out County Hemp Reports and Invoices will not be accepted and will be returned to the County for corrections prior to processing the invoice.

#### **Section A. Registration Activities**

Report in this section the number of applicants whom applied for registration, registration renewal, or registration amendment, and the actual number of registrations, registration renewal, or registration amendment were approved. All time spent by the county personnel to provide registration, registration renewal, and registration amendment will be indicated in the last column. Registration activities will include reviewing the application for the registration of industrial hemp cultivation, collecting registration fees, entering application information, verifying application information, and issuing registration number.

#### **Section B. Enforcement Activities of Non-Registered Plantings**

Report in this section the time spent by county personnel in enforcement activities for non-compliant plantings by non-registered cultivators and the number of occurrences for each activity. Enforcement activities include but are not limited to investigation of public complaints, site inspections, sampling, and destruction confirmation.

Any enforcement activities regarding non-compliant plantings by non-registered cultivators must be entered into the supplemental sheet. In the supplemental sheet, list all county personnel's name and classifications along with their salary and benefit per hour and provide the total hours worked for each county personnel.

All supplies and travel mileage related to the enforcement activities should be entered in the supplemental sheet under Supplies and Equipment and Travel Mileage.

#### **Section C. Public Outreach Activities**

Report in this section activities related to the development of educational materials, publications, and resources, and public presentations related to local requirements shall require prior authorization by CDFA. For each activity authorized by CDFA, the County shall be reimbursed for no more than 8 hours of personnel costs.

#### **Section D. Comments**

Use this section to report any additional information regarding industrial hemp cultivation related activities, which is pertinent but not reported in the sections above.

Date

To: Industrial Hemp Program  
California Department of Food and Agriculture  
Pest Exclusion Branch  
1220 N Street  
Sacramento, CA 95814

County of \_\_\_\_\_  
Cooperative Agreement Number 20- XXXX-XXX- SA  
Fiscal Year 20/21  
Invoice for Period from XX/XX/XXXX to XX/XX/XXXX  
Invoice Number \_\_\_\_\_

Personnel Services			
Name/Classification	Hours Worked	Salary including Benefits per hour	Total
			\$ -
			\$ -
			\$ -
Total Personnel Services Cost			\$ -

Supplies	
Item Description	Total
	0
	0
	0
Total Supplies Cost	\$ -

Vehicle Mileage		
Total Mileage	Reimbursement Rate	Total
	\$0.585	\$ -
	\$0.585	\$ -
	\$0.585	\$ -
Total Travel Cost		\$ -

Total Personnel Services:	\$	-
Total Overhead Cost (up to 25% of Total Personnel Services):	\$	-
Total Supplies Cost:	\$	-
Total Travel Cost:	\$	-
Grand Total (not to exceed agreement amount):	\$	-

Please remit payment to

County of \_\_\_\_\_  
Address line 1  
Address Line 2  
Address line 3

Signature Block

\_\_\_\_\_  
(Original Signature), (Title)





**Industrial Hemp Program**  
**County Work Plan**  
**July 1, 2022 through June 30, 2024**  
**County: Riverside**  
**Agricultural Commissioner/Sealer: Ruben Arroyo**  
**Agreement Manager: Erik Downs**



	FY 2022-23	FY 2023-24	Total Cost
<b>Personnel Services</b>	\$ 41,948.80	\$ 41,948.80	\$ 83,897.60
<b>Travel</b>	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
<b>Equipment</b>	\$ 200.00	\$ 200.00	\$ 400.00
<b>Supplies</b>	\$ 500.00	\$ 500.00	\$ 1,000.00
<b>Contractual</b>	\$ -	\$ -	\$ -
<b>Other</b>	\$ 100.00	\$ 100.00	\$ 200.00
<b>Subtotal</b>	<b>\$ 45,248.80</b>	<b>\$ 45,248.80</b>	<b>\$ 90,497.60</b>
<b>Indirect Costs</b>	<b>\$ 10,487.20</b>	<b>\$ 10,487.20</b>	<b>\$ 20,974.40</b>
<b>Grant Agreement Total:</b>	<b>\$ 55,736.00</b>	<b>\$ 55,736.00</b>	<b>\$ 111,472.00</b>