

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



**ITEM: 3.4
(ID # 21480)**

MEETING DATE:
Tuesday, May 02, 2023

FROM : AGRICULTURAL COMMISSIONER:

SUBJECT: AGRICULTURAL COMMISSIONER: Cooperative Agreement No. 22-1723-000-SG with the California Department of Food and Agriculture for the Pest Detection Trapping Program, effective July 1, 2022 through June 30, 2023, All Districts. [\$49,151 Total Cost - State Funds 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Cooperative Agreement No. 22-1723-000-SG with the California Department of Food and Agriculture (CDFA) for the Pest Detection Trapping Program, effective July 1, 2022 through June 30, 2023, in the amount of \$49,151.
2. Authorize the Chair of the Board of Supervisors to sign the agreement on behalf of the County.

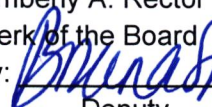
ACTION:Policy


Delia Cioc, Assistant Agricultural Commissioner. 4/20/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: May 2, 2023
xc: Agric. Comm.

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 49,151	\$ 0	\$ 49,151	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: California Department of Food and Agriculture 100%			Budget Adjustment: No	
			For Fiscal Year: 2022/2023	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The county will provide services for placing and servicing traps for the detection of exotic insect pests which are considered detrimental to agriculture and to the economy of California.

This agreement was approved as to form by County Counsel.

Contract History and Price Reasonableness

This agreement has been entered into each year since its inception in FY 2019/2020; the dollar amount shall cover all related costs.

ATTACHMENTS

Attachment A: **Cooperative Agreement No. 22-1723-000-SG with the California Department of Food and Agriculture**



 Jason Farin, Principal Management Analyst 4/26/2023

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RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, May 2nd, 2023, that the Chair is authorized and directed to execute on behalf of said County the Cooperative Agreement No. 22-1723-000-SG between Riverside County and California Department of Food and Agriculture (CDFA) providing for: Pest Detection Trapping Program.

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Abstain: None

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

KIMBERLY A. RECTOR, Clerk of the Board

BY:  Deputy

CLERK'S COPY

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

COOPERATIVE AGREEMENT
SIGNATURE PAGE

Thank you.

AGREEMENT NUMBER

22-1723-000-SG

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

STATE AGENCY'S NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME

COUNTY OF RIVERSIDE

2. The Agreement Term is: July 1, 2022 through June 30, 2023

3. The maximum amount of this Agreement is: \$49,151.00

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



5/2/23

PRINTED NAME AND TITLE OF PERSON SIGNING
KEVIN JEFFRIES CHAIR, BOARD OF SUPERVISORS

ADDRESS

Post Office Box 1089, Riverside, CA 92502-1089

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)

DATE SIGNED



PRINTED NAME AND TITLE OF PERSON SIGNING

ANNABELE CUTAJAR, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

LB

FORM APPROVED COUNTY COUNSEL

BY: DANIELLE D. MALAND

ATTEST:

KIMBERLY A. RECTOR, Clerk

By  DEPUTY

MAY 2 2023 3.4

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.

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 10000 *et seq.*). The applicable regulations of the Fair Employment and Housing Council implementing Government Code section 12990 (a-f), set forth in Division 4.1 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Recipient will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

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

12. Excise Tax

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

13. Disputes

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

14. Termination for Convenience

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

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

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

19. Publicity and Acknowledgement

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material and in accordance with the Grant Procedures Manual if incorporated by reference and attachment to the Agreement. The Recipients may not use the CDFA logo.

20. News Releases/Public Conferences

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

21. Scope of Work and Budget Changes

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

22. Reporting Requirements

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

23. 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

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.

SCOPE OF WORK

AGREEMENT SPECIFICATIONS FOR STATE-COUNTY INSECT PEST DETECTION TRAPPING

Fiscal Year 2022 – 2023

Effective Agreement Period: July 1, 2022 through June 30, 2023

Pest Detection County Agreement Attachments Index:

1. Attachment A - Financial Plans
2. Attachment B – Pest Detection Trapping Guidelines
3. Attachment C – Commitment Form 60-221
4. Attachment D – Quality Control Plant Protocols
5. Attachment E – PEIR Management Practices and Mitigation Measures for Trapping
6. Attachment F – Tiering Strategy Checklist (N/A to this Agreement)
7. Attachment G – Budget and Survey Quick Guide
8. Attachment H – Invoice Template

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

- A. Provide the attachments for the financial plans, Commitment Form 60-221, Quality Control Plant Protocols, PEIR Management Practices and Mitigation Measures for Trapping, Tiering Strategy Checklist (N/A), Budget and Survey Quick Guide, and Invoice templates following CDFA form instructions.
- B. Provide all fruit fly, spongy moth, and Japanese beetle traps, trap parts and lures.
- C. Provide technical assistance and training to county agricultural commissioner personnel on the use of traps and detection procedures.
- D. Assist with and review the county's trapping programs annually for the purpose of establishing and approving the Commitment Form 60-221 (Attachment C).
- E. Provide county trappers with trapping guidelines.
 - Provide the Insect Trapping Guide (ITG) at: www.cdfa.ca.gov/go/ITG.
 - Provide county specific pest detection trapping guidelines (Attachment B), expanding on the ITG in this pest detection agreement.
 - For additional activity guidelines, see:
<https://phpps.cdfa.ca.gov/PDEP/PDF/Detection2020-22/AdditionalCountySurveyTargets2022Final.pdf>
- F. Provide annual training programs for county trapping supervisors and trappers as needed.

2. Should there be a discrepancy between the Scope of Work or the enclosed Pest Detection Trapping Guidelines (Attachment B) and the ITG, the Scope of Work and Pest Detection Trapping Guidelines must supersede the ITG.
- G. Place and service the specified number of each trap type as indicated on the Trapping Hours Worksheet and Commitment Form 60-221 (Attachment C).
- H. Ensure that all traps are properly identified with a unique trap number and accurately reflect servicing, baiting, and rebaiting dates. The unique trap numbering system is based upon the Statewide Trapping Grid, referenced here <http://maps.cdfa.ca.gov/TrapBooks/MapBookHelp.pdf> for software needs, links to the Map Books and GIS layers, and contacts for assistance.
1. The naming convention for the grid system is alphanumeric. Columns are Alpha (A – UW) and rows are Numeric (001 – 656). The grid name is the combination of column and row names. Naming starts in the northwest corner of the state and runs through the southeast. The remainder of the trap number consists of the quint or subgrid, trap type, and an intra-quint or intra-subgrid designation if more than one trap of that type is present or it is otherwise needed to track a trap that moves between quints. For example, trap EV241-S-OF1 is in grid EV241, south quint, trap type is oriental fruit fly, and it is designated as number “1” OF trap within that quint.
 2. Ensure that the unique trap number is placed properly on all traps, along with accurate placement, servicing, baiting, and rebaiting dates, as appropriate. Requirements for the various trap types are as follows.
 - a. Jackson trap – full trap number and servicing and rebaiting dates on outside.
 - b. Jackson trap insert – full trap number, placement date, and trapper’s initials on non-sticky side.
 - c. Delta trap – full trap number, servicing and rebaiting dates, and trapper’s initials on outside.
 - d. Japanese beetle trap – full trap number and servicing and rebaiting dates on calendar card in cup of trap.
 - e. ChamP™ trap – full trap number, servicing dates, and trapper’s initials on the top fold.
 - f. Yellow panel trap – full trap number, placement date, and trapper’s initials on white backside when placing; note servicing dates on outside non-sticky margins.
 - g. McPhail trap – full trap number and servicing dates on calendar card.
- I. Ensure that all sticky traps (i.e., Jackson, ChamP™, yellow panel, and SM) inspected and removed from the field shall be screened for suspects a second

performing the data conversion); or 2) Bulk upload – enter data into an Excel spreadsheet; or 3) the CDFA will enter the data. Reference the CalTrap website at www.caltrap-info.com for additional information about the project.

- a. Participate in implementation of CalTrap when it becomes operational for your county. Counties that have completed the data conversion should plan for using CalTrap in Fiscal Year 2022-2023.
- Q. Maintain an inventory of known host sites either in the trap book or electronic records. The inventory shall be organized by square mile, contain the addresses of host properties traceable to the nearest cross street, and indicate all known hosts on that property. The inventory shall be updated yearly. The multiple trap card system will suffice for this inventory. This inventory must be available for the trapper to use in the field daily.
- R. Allow the CDFA personnel and/or federal officers to perform QC inspections on all county trap lines, including any county commitment trap lines. Also, follow any recommendations to address problems revealed through quality control inspections.
- S. Allow the CDFA personnel and/or federal officers to accompany trappers and/or supervisors in the field. This will be credited as field training for county personnel.
- T. Submit an electronic invoice (Attachment H) monthly to the Invoice Team at cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov. The counties must use the provided invoice.
1. Submit monthly invoices 30 days after the last date the work was completed.
 2. Reimbursement of the monthly invoice will not occur unless the Report 1 is completed and submitted.
 3. All invoice charges for reimbursement must match expenses listed on the executed county Financial Plans. All expenses listed on a monthly invoice, must be itemized, and kept for three years in county records in the event of an audit (federal or state). Any expense that is not listed in the Financial Plan is considered unauthorized and will not be reimbursed by the CDFA. A Budget and Survey Quick Guide (Attachment G) shows the total reimbursement cost CDFA must pay. Any cost over CDFA's reimbursable cost will not be paid. The Budget and Survey Quick Guide (Attachment G) can be used to assist in monthly invoicing.
 4. The Invoice Template provided with the county cooperative agreement must be used and must contain the following:
 - i. County name
 - ii. Remit to address

California Department of Food and Agriculture
Pest Detection County Agreements
CalTrap Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Riverside County

Attachment A

FY 2022-2023 CalTrap Financial Plan				
A. Personnel Services				
				Billable Hours
Personnel Training Hours				110.00
Personnel Data Conversion Hours (if not billing for manual or bulk entry)				10.00
		Total Hours:		8000.00
		Subtotal Personnel Cost:		\$8,000.00
		Overhead: 25%		\$2,000.00
		Total Personnel Cost:		\$10,000.00
B. Data Conversion Costs (if not Billing Personnel Hours)				
		NO. OF SITES	COST PER SITE	COST
Data Conversion Manual Entry	0	\$1.40000		\$0.00
Data Conversion Bulk Upload	0	\$0.6323		\$0.00
			Total Data Conversion Cost:	\$0.00
C. Other Items of Expenses				
		NO. OF ITEMS	COST PER ITEM	COST
Additional iPad(s)	0	\$0.00		\$0.00
Additional iPad Accessories	0	\$0.00		\$0.00
	COST PER MONTH	NO. OF USAGE MONTHS	NO. OF DEVICES	COST
Data Plan	\$0.00	0	0	\$0.00
Insurance/Warranty (Optional)	\$0.00	0	0	\$0.00
			Total Operating Expense Cost:	\$0.00
*Total CalTrap Cost:				\$10,000.00
**Total Agreement Amount CDFA will reimburse for CalTrap:				\$10,000.00

* "Total CalTrap 'Actual' Cost" is the full cost the county requests to fully fund their CalTrap activities.

** "Total Agreement Amount CDFA will reimburse for CalTrap" is the total cost CDFA will reimburse the counties for their CalTrap activities. CDFA cannot reimburse more than the total amount listed here.

*COMMENT: Staff time spent receiving training, providing training, attending meetings, conference calls related to CalTrap training. Time allocated for data entry and data conversion if not billed by site or bulk upload.

California Department of Food and Agriculture
Pest Detection County Agreements
Additional Spongy Moth (SM) Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Riverside County

Attachment A

A. Personnel Services - Additional Spongy Moth (SM)				
			Billable Hours	
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>			95.00	
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>			30.00	
			Total Hours:	
			125.00	
			Subtotal Personnel Cost:	
			\$7,350.00	
			Overhead: 25%	
			\$1,837.50	
			Total Personnel Cost:	
			\$9,187.50	
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Office Supplies			\$100.00	
Field/Sun Protection Equipment			\$200.00	
Sampling Supplies			\$100.00	
			Total Operating Expense Cost:	
			\$400.00	
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1			\$0.00	
			Total Operating Expense Cost:	
			\$0.00	
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	250.0	0.625	\$312.50
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
			Total Mileage Cost:	\$312.50

**Total Additional SM Cost:	\$9,900.00
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***Total Agreement Amount CDFA will reimburse for Additional SM Surveys:	\$9,900.00
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* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total Additional SM Cost" is the full cost the county requests to fully fund their Additional SM activities.

*** "Total Agreement Amount CDFA will reimburse for Additional SM" is the total cost CDFA will reimburse the counties for their Additional activities. CDFA cannot reimburse more than the total amount listed here.

California Department of Food and Agriculture
Pest Detection County Agreements
Additional European Corn Borer (ECB) Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Riverside County

Attachment A

A. Personnel Services - Additional European Corn Borer (ECB)				
				Billable Hours
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>				130.00
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>				20.00
Total Hours:				150.00
Subtotal Personnel Cost:				\$8,660.00
Overhead: 25%				\$2,165.00
Total Personnel Cost:				\$10,825.00
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Office Supplies				\$100.00
Field/Sun Protection Equipment				\$200.00
Sampling Supplies				\$100.00
Total Operating Expense Cost:				\$400.00
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1				\$0.00
Total Operating Expense Cost:				\$0.00
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	250.0	0.625	\$312.50
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
Total Mileage Cost:				\$312.50

**Total Additional ECB Cost:	\$11,538.00
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***Total Agreement Amount CDFA will reimburse for Additional ECB Surveys:	\$11,538.00
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* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total Additional ECB Cost" is the full cost the county requests to fully fund their Additional ECB activities.

*** "Total Agreement Amount CDFA will reimburse for Additional ECB" is the total cost CDFA will reimburse the counties for their Additional activities. CDFA cannot reimburse more than the total amount listed here.

California Department of Food and Agriculture
Pest Detection County Agreements
Additional Khapra Beetle (KB) Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Riverside County

Attachment A

A. Personnel Services - Additional Khapra Beetle (KB)				
				Billable Hours
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>				100.00
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>				20.00
Total Hours:				120.00
Subtotal Personnel Cost:				\$6,920.00
Overhead: 25%				\$1,730.00
Total Personnel Cost:				\$8,650.00
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Office Supplies				\$100.00
Field/Sun Protection Equipment				\$200.00
Sampling Supplies				\$100.00
Total Operating Expense Cost:				\$400.00
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1				\$0.00
Total Operating Expense Cost:				\$0.00
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	250.0	0.625	\$312.50
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
Total Mileage Cost:				\$312.50

**Total Additional KB Cost:	\$9,363.00
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***Total Agreement Amount CDFA will reimburse for Additional KB Surveys:	\$9,363.00
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* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total Additional ECB Cost" is the full cost the county requests to fully fund their Additional ECB activities.

*** "Total Agreement Amount CDFA will reimburse for Additional ECB" is the total cost CDFA will reimburse the counties for their Additional activities. CDFA cannot reimburse more than the total amount listed here.

California Department of Food and Agriculture
Pest Detection County Agreements
Additional Cotton Seed Bug (CSB) Financial Plan
FY 2022/2023
July 1, 2022 - June 30, 2023
Riverside County

Attachment A

A. Personnel Services - Cotton Seed Bug (CSB)				Billable Hours
Detection Trapping <i>(Total hours pulled from the Personnel Work Sheet)</i>				80.00
Non-Detection Trapping Hours <i>(Total hours pulled from Personnel Cost Work Sheet)</i>				30.00
Total Hours:				110.00
Subtotal Personnel Cost:				\$6,480.00
Overhead: 25%				\$1,620.00
200 Total Personnel Cost:				\$8,100.00
B. Supplies <i>(Itemized such as trapping poles, office & field supplies, etc.)</i>				
Item 1				\$0.00
Total Operating Expense Cost:				\$0.00
D. Other Items of Expense <i>(Communications, IT Services, Subcontractor, etc.)</i>				
Item 1				\$0.00
Total Operating Expense Cost:				\$0.00
E. Mileage				
	# of Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost
County Vehicles	2.0	200.0	0.625	\$250.00
State Vehicles	0.0	0.0	0.000	\$0.00
Rental Vehicles	0.0	0.0	0.000	\$0.00
Total Mileage Cost:				\$250.00

**Total Additional CSB Cost:	\$8,350.00
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***Total Agreement Amount CDFA will reimburse for Additional CSB Surveys:	\$8,350.00
--	-------------------

* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

** "Total Additional CSB Cost" is the full cost the county requests to fully fund their Additional CSB activities.

*** "Total Agreement Amount CDFA will reimburse for Additional CSB" is the total cost CDFA will reimburse the counties for their Additional activities. CDFA cannot reimburse more than the total amount listed here.

State of California
 Department of Food and Agriculture
 Plant Health and Pest Prevention Services
 Pest Detection/Emergency Projects

County: Riverside
 Fiscal Year: 2022-2023

TRAPPING HOURS/YEAR WORKSHEET

TRAPPING & SURVEY SEASON for ADDITIONAL ACTIVITIES

Survey Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SM						2	2	2				
ECB				2	2	2	2	2	2			
KB	1	1	1	1	1	1	1	1	1	1	1	1
CSB							1	1	1	1		
	4	weekly servicings			2	biweekly servicings			1	monthly servicings		

Survey Type	# of traps/sites	x	serv/year	=	serv/year/trap
SM	40.00	x	6.51	=	260.40
ECB	46.00	x	13.00	=	598.00
KB	24.00	x	12.00	=	288.00
CSB	20.00	x	1.00	=	20.00
Total:					1,166.40

	Servicings/year /trap		Avg traps serve/hr	=	Hours/year		Hours/year plus 10%
SM TOTAL:	260.40	+	3.00	=	86.80	x1.1(10%	95.48
	(A)		(B)		(C)		(D)
ECB TOTAL:	598.00	+	5.00	=	119.60	x1.1(10%	131.56
	(A)		(B)		(C)		(D)
KB TOTAL:	288.00	+	3.00	=	96.00	x1.1(10%	105.60
	(A)		(B)		(C)		(D)
CSB TOTAL:	20.00	+	0.25	=	80.00	x1.1(10%	88.00
	(A)		(B)		(C)		(D)

B = Average # of traps serviced per hour - figure entered by person completing work sheet.
 C = Hours/year - calculated electronically.
 D = Hours/year plus 10% - calculated electronically. "D" represents the billable hours for the trapper(s) in the field and is applied to the work plan in the "Detection" section. In addition to the detection trapper hours, the financial plans also cover non-detection (supervisor, administrative, etc.) hours.

PEST DETECTION TRAPPING GUIDELINES (#12)

Spongy Moth, Riverside, South District

Fiscal Year 2022-23

1. Place spongy moth (SM) and Japanese beetle (JB) traps beginning on or prior to the season start date (normally June 1). Remove all SM and JB traps after August 31, unless a different time period has been agreed upon with the District Entomologist.
2. Ensure that spongy moth (SM) traps are serviced every 14 days during the trapping season from June 1 through August 31, 2022, and from June 1 through June 30, 2023, unless determined otherwise by the CDFA District Entomologist and noted on the Trapping Hours Worksheet (THWS) and Commitment Form (60-221).
3. Place and service any other traps or conduct any surveys as included on the THWS and Commitment Form. Follow additional activity guidelines posted at:
<https://phpps.cdfa.ca.gov/PDEP/PDF/Detection2020-22/AdditionalCountySurveyTargets2022Final.pdf>
unless other arrangements are agreed upon with PD/EP.

PEST DETECTION/EMERGENCY PROJECTS **FY 2022 / 2023** **COMMITMENT FORM**

AGRICULTURAL COMMISSIONER Riverside- Ruben Arroyo	Riverside
DETECTION SPECIALIST Deputy- Erik Downs	9/29/2022

		Other COMMITMENT	Core and Additional COMMITMENT		TOTAL COMMITMENT
			CORE	ADDITIONAL	
TRAPPING					
JACKSON TRAP - MEDFLY	MF	0	0 /	0	0
McPHAIL TRAP	MP	0	0 /	0	0
JACKSON TRAP - ORIENTAL FRUIT FLY	OF	0	0 /	0	0
JACKSON TRAP - MELON FLY	ML	0	0 /	0	0
CHAMP TRAP - Garden	CP	0	0 /	0	0
CHAMP TRAP - Rural	CP	0	0 /	0	0
CHAMP TRAP - Rural Residential	CP	0	0 /	0	0
SPONGY MOTH	SM	0	0 /	40	40
JAPANESE BEETLE	JB	0	0 /	0	0
OTHER ADDITIONAL	ECB	0	0 /	46	46
	KB	0	0 /	24	24
	CSB	0	0 /	20	20
		0	0 /	0	0
		0	0 /	0	0
		0	0 /	0	0
		0	0 /	0	0

SPECIAL TRAPPING CONSIDERATIONS:
 CSB "traps" will be visual survey locations

<u>TRAP</u>	<u>QCP</u>
a. McPhail, Multilure or ChamP	Any one of the target fly species: MF, ML, MX, OF
b. Trimedlure Jackson	MF
c. Cue-lure Jackson	ML
d. Methyl eugenol Jackson	OF
e. SM	SM
f. JB	JB
g. EGVM	EGVM

4. Only one specimen per trap will be planted.
5. Specimens which are the same species as that being released as part of a sterile release project will not be planted into traps either within the release area or within a one-mile buffer surrounding the release area.
6. All planting specimens will be in good condition, clearly showing distinguishing body parts.
7. Specimens are available to District Entomologists through the CDFA Statewide Trapping QC Coordinator or designee.
7. Upon receipt, the District Entomologist is responsible for their specimens' distribution, condition, proper reporting, and follow-up to any identified problems.
8. All specimens are stored in alcohol, with the exception of EGVM and SM, which are stored dry in a freezer.
9. Specimens are kept secured by being stored in locked cabinets, boxes, etc.

Planting Procedure

1. The District Entomologist, or designee, will notify the county trapping supervisor that planting will occur within a general timeframe. All involved parties shall maintain the confidential nature of this process and must not inform trappers that planting will be performed during that timeframe. Trapping supervisors and District Entomologists should promote the concepts that planting can be performed at any time during the trapping season and that trappers should always be on the alert for targeted insects, not only when they think planting is occurring.
2. Traps to be planted will be those scheduled to be serviced within three to four working days of the planting. This will reduce the possibility of plants being destroyed while in the traps.
3. Trap address will be verified and all other identifying descriptions of that trap will be checked for accuracy.
4. The planter shall carefully place the planted insect within the trap in a manner that will not damage the insect and that will allow for accurate identification by the trapper. Flies placed on sticky traps will be placed so that one wing adheres to the adhesive on the insert, and one or both wings should be in full view. SM and EGVM will be placed so that the tops of the wings are visible, and SM may be placed under the trap lip to ensure that

AnaMaria.Nistor@cdfa.ca.gov

Sample Submission

Routine QCP recoveries should not be sent to the CDFA Plant Pest Diagnostics Center (PPDC), provided that the trapping supervisor can confirm the presence of identifying QCP markings on the specimen (e.g., clipped wing, fluorescent dye, pin hole through the sternum, etc.) and the trap information matches that on the QCPF. Such recovered plants should be returned to the District Entomologist or designee, who will destroy them. It is critical that all recovered plants are returned for disposal.

In the event that the identity of the sample as a QCP is not 100% assured as outlined above, the trapping program will send the sample to the PPDC at the address below, accompanied by an electronic Pest and Damage Record (ePDR). Examples of less-than-100% assurance can include the presence of two specimens on one insert when the QCPF shows only one, the inability to confirm identifying QCP markings as described above, or discrepancy in the trap information. Such specimens shall be considered a possible wild suspect and should be submitted as a RUSH wild A-rated suspect would be submitted (see ITG). In addition, in the "Remarks" section of the ePDR, state the following: "Questionable QC Planted Insect". Include the reason for the uncertainty in this section (e.g., "Two specimens on insert, one specimen known to be a plant." or "possible plant but lacking any marked features – no clipped wing", etc.). Report any such specimens to the District Entomologist immediately.

Send suspects to: Entomology Lab
 CDFA Plant Pest Diagnostics Center
 3294 Meadowview Road
 Sacramento, CA 95832-1448
 Phone: 916-262-1100

Missed Plant

Any missed plants will require the trapping supervisor to visit the subject trap location as soon as possible to determine if the plant is still in the trap and if it is in recognizable condition. A trapper who misses a plant shall be immediately retrained in target pest identification by the trapping supervisor, and will be re-planted within two weeks of the retraining session. The re-plant of a missed training plant is considered a general plant; i.e., it is not a second training plant.

In the event that the missed plant is determined by the District Entomologist to not be the fault of the trapper (e.g., plant missing from trap or plant damaged beyond recognition), this situation will be noted on the QCPF as "MNFT" (Missed Not Fault of Trapper) in the "Status" column. MNFT specimens will not be reported on the Missed QC Plant Report and do not count towards employee evaluations.

Trappers will be recommended for removal from the trapping program if they miss non-training planted insects in the following numbers during a 12-month period, starting on the date of the first miss.

1. Fruit Flies or EGVM: Three (in any combination)
2. SM or JB: Two, or one plus any other insect (in any combination)

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

January 2022

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- CDFA shall continue training sessions for its staff and contractors

Budget and Survey Quick Guide
Pest Detection County Agreements

County: Riverside
FY: 22/23

Budget summary guide of the fund source breakdown.

Total Agreement Amount CDFA will reimburse \$ 49,151.00

Funding Sources	CORE Costs			Additional Costs	CalTrap Costs
	Fruit Fly	Spongy Moth	Japanese Beetle		
<i>Federal Funds</i>					
<i>State Funds</i>					
<i>Unclaimed Gas Tax</i>				\$ 39,151.00	\$ 10,000.00
<i>PD/EP Branch general funds</i>					
<i>CDFA Emergency Funds</i>					

The **Total Agreement Amount CDFA will reimburse** for is the total cost CDFA may reimburse the counties. Any costs exceeding this total will not be paid.

The **Funding sources** give a summary of the funding costs CDFA uses to charge county monthly billing. Each fund source listed comes from separate pots of money. Once each fund source is exhausted, no more funds can be reimbursed through that specific fund source. Counties must not exceed the total individual costs listed above for each activity and fund source.


COUNTY LETTERHEAD

Attachment H

SUBMIT MONTHLY TO: cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov

Invoice Month/Year: _____

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
PLANT HEALTH AND PEST PREVENTION SERVICES
Pest Detection Emergency Projects Branch
1220 N STREET
SACRAMENTO CA 95814



REMIT PAYMENT TO: (County Address)

Accounting use only:

Agreement/Program Name: _____
Agreement Number: _____
Agreement Amount: _____

For State Use Only

Accounting use only:

Date: _____
County: _____
Amount Billed to Date: _____
Invoice #: _____
Revision Date: _____
Billing Period: From: _____ To: _____

CORE Costs

	Total Hours	Total Costs
Personnel Expenses		
Detection Activities	0.00	\$ -
Non-Detection Activities	0.00	\$ -
Indirect Rate	25%	\$ -
Operating Expenses		\$ -
Sub-Contracting Expenses		\$ -
Mileage Expenses		\$ -
Grand Total	0.00	\$ -

PDEP County Agreements Required		
Trap Activity	%	Cost
Core Cost		
Fruit Flies	0.000%	\$0.00
GM	0.000%	\$0.00
JB	0.000%	\$0.00
Total	0.000%	\$0.00

Mileage Expense Breakout	Total Miles	Rate	Total Cost
County Vehicles	0.00	0.000	\$0.00
State Vehicles	0.00	0.000	\$0.00
Rental Vehicles	0.00	0.000	\$0.00
Total Mileage Expenses:			\$0.00

COMMENTS:

[Redacted Comment Area]


COUNTY LETTERHEAD

Attachment H

Invoice Month/Year: _____

SUBMIT MONTHLY TO: cdfa.phpps_pdepb_county_invoices@cdfa.ca.gov

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
PLANT HEALTH AND PEST PREVENTION SERVICE
 Pest Detection Emergency Projects Branch
 1220 N STREET
 SACRAMENTO CA 95814



Accounting use only:

Agreement/Program Name:	
Agreement Number:	
Agreement Amount:	

Accounting use only:

Date:	
County:	
Amount Billed to Date:	
Invoice #	
Revision Date:	
Billing Period:	From: _____ To: _____

REMIT PAYMENT TO: (County Address)

	Total Hours	Total Costs
Personnel Expenses		
Training Hours	0	\$ -
Data Entry Hours	0	\$ -
Indirect Rate	25%	\$ -
Grand Total	0	\$ -

For State Use Only

CALTRAP EXPENSES			
	No. of Sites	Cost Per Site	Cost
Data Conversion - Manual Entry	0.00	\$1.4000	\$0.00
Data Conversion - Bulk Upload	0.00	\$0.6323	\$0.00
	No. of Devices	Cost Per Devise	Cost
iPad	0.00	\$0.00	\$0.00
iPad Accessories	0.00	\$0.00	\$0.00
Data Plan	0.00	\$0.00	\$0.00
Insurance/Warranty (optional)	0.00	\$0.00	\$0.00
CalTrap Cost:			\$0.00

COMMENTS:

E. Other Items of Expense (e.g., communications, IT services, Travel)		Total
1		\$0.00
2		\$0.00
3		\$0.00
4		\$0.00
Other Total:		\$0.00

Remit payment to:

Invoice Total Cost: \$0.00

Contact Person
Mailing Address
Contact Phone No
Contact Email

COMMENTS:

Green = Fillable cells to be completed by the County.
Purple = Subtotals and totals. These contain formulas - DO NOT MODIFY!
Orange = Instructions.

22
23
24
25

0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:		\$0.00

SALARY - Data Conversion Personnel Costs

Employee Name Title

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

HOURLY RATE	HOURS	COST
w/o BENEFITS		
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
\$0.00	0.00	\$0.00
SALARY SUBTOTAL:		\$0.00

BENEFITS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

BENEFIT RATE %	SALARY	BENEFIT COST
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
0.0000%	\$0.00	\$0.00
BENEFIT SUBTOTAL:		\$0.00

0 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST*
\$0.00	\$0.00	\$0.00

TOTAL PERSONNEL COST: \$0.00

B. Data Conversion Costs (Manual and Bulk) and Operating Expenses

Item

Data Conversion - Manual Entry
Data Conversion - Bulk Upload

NO. OF SITES*	COST PER SITE	COST
0.00	\$1.4000	\$0.00
0.00	\$0.6323	\$0.00

iPad
iPad Accessories
Data Plan
Insurance/Warranty (optional)

NO. OF DEVICES	COST PER DEVICE	COST
0.00	\$0.00	\$0.00
0.00	\$0.00	\$0.00
0.00	\$0.00	\$0.00
0.00	\$0.00	\$0.00

TOTAL SECTION B COSTS: \$0.00

*This is the number of sites successfully uploaded to CalTrap with confirmation from the database administrator.

TOTAL MONTHLY INVOICE: \$0.00