

**COOPERATIVE AGREEMENT
SIGNATURE PAGE**

**AGREEMENT NUMBER
21-0284-000-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 CONTRA COSTA
2. The Agreement Term is: July 1, 2021 through June 30, 2022
3. The maximum amount of this Agreement is: \$38,153.80
4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Prime Award Information Recipient and Project Information	2 Page(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	

FORM APPROVED
Sharon L. Anderson, County Counsel
By Deputy AMS

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

RECIPIENT'S NAME (*Organization's Name*)
COUNTY OF CONTRA COSTA

BY (*Authorized Signature*)

DATE SIGNED

MS

PRINTED NAME AND TITLE OF PERSON SIGNING Matthew Slattengren,
Agricultural Commissioner/
Director of Weights & Measures

ADDRESS
2380 Bisso Lane, Suite A, Concord, CA 94520

STATE OF CALIFORNIA

AGENCY NAME
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (*Authorized Signature*)

DATE SIGNED

MS

PRINTED NAME AND TITLE OF PERSON SIGNING
CRYSTAL MYERS, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION

ADDRESS
1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
County Agricultural Commissioners will develop, implement, and report on activities associated with the Bee Safe Program. Food and Agricultural Code 29000 - 29812.

Project Title: Bee Safe Program

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Robert James	Name:	Matthew Slattengren
Division/Branch:	PHPPS / INTEGRATED PEST CONTROL	Organization:	COUNTY OF CONTRA COSTA
Address:	2800 Gateway Oaks Drive	Address:	2380 Bisso Lane, Suite A
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	Concord, CA 94520
Phone:	916-262-1102	Phone:	925-646-5250
Email Address:	robert.james@cdfa.ca.gov	Email Address:	matt.slattengren@ag.cccounty.us

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Melissa Amaya	Name:	Beth Slate, Deputy Agricultural Commissioner
Division/Branch:	PHPPS / INTEGRATED PEST CONTROL	Organization:	Contra Costa County Department of Agriculture/Weights & Measures
Address:	2800 Gateway Oaks Drive	Address:	2380 Bisso Lane, Concord, CA 94520 (925)608-6600 beth.slate@ag.cccounty.us
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	
Phone:	916-262-1102	Phone:	
Email Address:	melissa.amaya@cdfa.ca.gov	Email Address:	

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.

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. Equipment

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

24. Closeout

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

25. Confidential and Public Records

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

26. 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. Mileage reimbursement for using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on IRS's website regardless of funding source/type.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human Resources (CalHR). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration (GSA).
- D. If foreign travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, Department of State Standardized Regulations.
- E. The Recipient will maintain and have available, upon request by CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

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
Bee Safe Program
July 1, 2021 – June 30, 2022

The county agrees to perform and provide the following apiary related activities for the California Department of Food and Agriculture (CDFA) in compliance with the requirements imposed by (FAC §§ 29000-29322).

This agreement is inclusive of the County's agreement to perform activities approved by the CDFA as described in the attached Work Plan (budget) and by this reference made a part hereof.

This Scope of Work will provide direction for the Counties that engage in apiary registration, training, and outreach, as well as the following activities that are designed to protect bees and beekeepers:

- 1) Theft of apiary and apiary equipment.
- 2) Colony weakness or loss due to inadequate foraging opportunities.
- 3) Colony weakness or loss due to pest and disease pressure.
- 4) Colony weakness, distress, or loss due to pesticide exposure.

Authorized expenses under this Bee Safe Program agreement include:

- I. **Personnel Activities**
 - A. **Apiary Field Activities**
 1. **Apiary Theft Prevention**
 - i. **Assisting Law Enforcement**
 - ii. **Apiary Compliance**
 2. **Mitigating Colony Loss from Pesticide Exposure**
 - i. **Pesticide Notifications**
 3. **Mitigating Colony Loss from Inadequate Forage**
 - i. **Survey for Safe Forage**
 4. **Mitigating Colony Loss from Pests and Diseases**
 - i. **Abatement and Treatment**
 5. **Inspection**
 - i. **Apiary Markings**
 - ii. **Pest Inspection**
 - iii. **Health Certificate Inspection**
 - B. **Apiary Administrative/Other Activities**
 1. **Program Development and Management**
 2. **Data Entry**
 3. **Training**
 4. **Outreach**
 - C. **Apiary Registration**
 1. **Registration**
 2. **Survey for Unregistered Colonies**
- II. **Operating Expenses**
 - A. **Supplies**
 - B. **Travel and Vehicle Mileage**
 - C. **Printing, Postage, and Other Expenses**
- III. **Reporting/Invoicing/Reimbursement**

A. Monthly Activity Report
B. Invoicing/Reimbursement

- I. **Personnel Activities:** The County agrees to perform the listed Bee Safe Program activities required by this agreement. This agreement is inclusive of the following:

A. Apiary Field Activities

1. Apiary Theft Prevention

i. Assisting Law Enforcement

Personnel hours associated with working with law enforcement on apiary theft incidents. This includes meetings with law enforcement, investigation assistance, including information sharing, apiary theft incidence reporting, and documentation as requested by County Sheriff's Offices, Rural Crimes Task Forces, and District Attorney Offices.

ii. Apiary Compliance

Personnel hours associated with following up on local apiary-related ordinances, issuing violations, and information regarding non-compliance. This includes enforcing proper apiary markings.

2. Mitigating Colony Loss from Pesticide Exposure

i. Pesticide Notifications

Personnel hours associated with pesticide notification.

3. Mitigating Colony Loss from Inadequate Forage

i. Survey for Safe Forage

Counties can survey for potential safe forage space for honey bee colonies, maintain a list of these areas, and provide this information to beekeepers. If counties have grower incentive programs for forage purposes and would like to include this as an option, please contact Patricia Bohls (Patricia.Bohls@cdfa.ca.gov) for approval prior to submission.

4. Mitigating Colony Loss from Pests and Diseases

i. Abatement and Treatment

Personnel hours associated with abatement and treatment of apiaries may be billed as necessary. This includes serving notices to beekeepers, corresponding with beekeepers, communicating with local fire department and air quality management districts, sample submissions, destroying necessary apiary equipment, disinfecting equipment, treatment, and abatement of the equipment.

5. Inspection

i. Apiary Markings

Counties will strive to perform a minimum of one compliance visit per apiary per year. In addition, when an unregistered hive is found a compliance inspection should be conducted. This is to determine if apiaries are being appropriately marked and if apiaries have opted to use branded equipment to ensure branded apiaries and apiary equipment are being handled by the lawful owners.

ii. Pest Inspection

Inspections will be conducted when receiving and processing a bee colony shipment, including when receiving a notice of apiary shipment from the border station, when surveying the county and finding an unregistered hive, as requested by a beekeeper, and as required by need for apiaries requiring certification. American Foulbrood suspected samples should be sent to the Beltsville Bee Lab and prepared according to <https://www.ars.usda.gov/northeast-area/beltsville-md-barc/beltsville-agricultural-research-center/bee-research-laboratory/docs/how-to-submit-samples/>. They should be sent within 24 hours of obtaining the sample. Notify Patricia Bohls via email (patricia.bohls@cdfa.ca.gov) of sample submission.

iii. Health Certificate Inspection

A colony health assessment can be done for certification or inspection reasons. For further instructions on colony health assessments email Patricia Bohls at patricia.bohls@cdfa.ca.gov.

B. Apiary Administrative/Other Activities

1. Program Development and Management

Personnel hours associated with further developing the program. This includes county and state level meetings discussing the Bee Safe Program or apiary related issues. This category amount is not to exceed 25% of the total county budget.

2. Data Entry

Personnel hours associated with completion of Monthly Report 10, Bee Safe Invoice, and other data entry directly related to the Bee Safe Program. Monthly Report 10 can be found at <https://secure.cdfa.ca.gov/egov/crs/login.aspx?> and Bee Safe Invoice can be found at: <http://phpps.cdfa.ca.gov/pbuilder/FileReader.asp?pageid=1464>

3. Training

Personnel hours associated with learning about apiary issues. Inspectors can be reimbursed for trainings. Semi-annual trainings will be offered regionally through the Bee Safe Program. This can also include internal county agricultural mentoring and trainings regarding the Bee Safe Program.

4. Outreach

Personnel hours associated with developing or distributing apiary related outreach material. This includes preparation and conducting outreach meetings, developing outreach materials related to the Bee Safe Program or apiary issues, distributing Bee Safe or apiary outreach materials, and attending beekeeper or apiary industry meetings to provide outreach materials or education.

C. Apiary Registration

1. Registration

Personnel hours associated with registering honey bee colonies, collecting the annual assessment fee, and notification of movement. Registration includes a beekeeper paying a single county a fee of \$10 per year (multiple registrations and fee charges per beekeeper are not

allowed). Counties not utilizing BeeWhere must identify another resource for tracking registered colonies, such as a county spreadsheet or database, and use that resource. Counties may assist beekeepers in utilizing the BeeWhere software program. Counties may send postcards or emails to beekeepers to remind them to register.

2. Survey for Unregistered Colonies

Counties can survey for unregistered apiaries. All unregistered apiaries are to be inspected, and a notice must be served to the apiary operator or posted at the apiary regarding the importance and legal need of registering the apiary. Inspections must be performed by a certified County Agricultural Commissioners' inspector. Depending on the inspector's judgement of the state of the apiary the inspection can be either an external hive or internal one. External inspections should check for any hitchhiking pests. Internal inspections should examine for potential American Foulbrood.

II. Operating Expenses

A. Supplies: Supplies are tangible items having a useful life of less than one year or a value of less than \$5,000. Only supplies directly related to administering and conducting Bee Safe related activities will be reimbursed. All records substantiating that the supplies are used for the Bee Safe Program must be maintained by the county.

B. Travel and Vehicle Mileage Travel costs pertaining to the Bee Safe Program (lodging, meals, per diem, etc.) are allowable. All records substantiating travel used for the Bee Safe Program must be maintained by the county. Mileage reimbursement is allowable at the standard mileage rate established by the U.S. Internal Revenue Service (<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2021>) and in effect at the time of travel. Travel logs shall be utilized to substantiate mileage costs. If the County plans to seek reimbursement for vehicle mileage, the documentation for mileage reimbursement must be tracked separately from all other programs and documentation must be available to support the reimbursement. In addition, all invoiced vehicle costs must match the scope of work (work plan).

C. Printing, Postage, and Other (

All other expenses (printing, postage, communications, etc.) for which the County will seek reimbursement under this agreement must be directly related to the cost of administering and conducting the program.

III. Reporting/Invoicing/Reimbursement: Personnel hours associated with the compilation, submittal and maintenance of the following:

A. Monthly Activity Report: The County must submit Monthly Report 10 utilizing the on-line County Monthly Report system (<https://secure.cdfa.ca.gov/egov/crs/login.aspx?>) to report authorized Bee Safe Program activities, no later than the first day of the second month following when the activities took place. The County Monthly Report 10 includes the following fields and these items must be filled out each month:

1. Number of registered colonies and apiaries.
2. Number of stolen colonies and apiary equipment.
3. Number of registered assessment fees.
4. Number of inspected colonies and apiaries.

5. Number of colonies and apiaries found with American Foulbrood.
Questions about reporting can be directed to Patricia Bohls (patricia.bohls@cdfa.ca.gov) or by calling (916) 330-5337.

B. Invoicing/Reimbursement: The county must submit a monthly itemized invoice, on county letterhead, using the provided invoice template. Invoices must be emailed to BeeSafe Invoices@cdfa.ca.gov. Invoices must be submitted to CDFA **no later than 30 days** after the end of the coinciding reporting period.

1. Allowable Costs: All invoiced expenses must fall within the parameters of this "Scope of Work" and must be directly related to administering and conducting Bee Safe Program activities.

2. Monthly Activity Report Required for Reimbursement: Invoices will not be paid until submission of Monthly Report 10 on the county reporting website (<https://secure.cdfa.ca.gov/egov/crs/login.aspx?>) for the invoicing period, which has been submitted by the County.

3. Hourly Rate(s) on Invoices: Invoices must reflect the actual hourly rates (salary and benefits) for each personnel classification listed on the Work Plan (budget) that conducted Bee Safe Program activities.

4. Personnel on Invoice Must Match Work Plan (Budget): Invoices must reflect work performed by personnel classifications listed on the Work Plan (budget).

5. Documentation: Documentation (including purchase receipts) for expense reimbursement does not need to be submitted to CDFA but must be retained by the County and shall be made available upon request for audit purposes.

6. Substantiation of Costs: Please be sure that personnel costs can be traced back to original documents detailing the account to which personnel hours are billed.

INSERT COUNTY LETTERHEAD HERE

SECTION I: COUNTY INFORMATION

Name of County: _____
 Grant Manager: _____
 Address: _____
 Phone: _____
 Email: _____

Invoice Date: _____
 Invoice Number: _____
 Invoice Period: _____
 Agreement Number: _____

SECTION II: PERSONNEL COSTS - Please input hours per category per classification.

Aplary Field Activities	Theft Prevention			Aplary Compliance		Pesticide Exposure		Safe Forage		Fests and Diseases		Inspection			Personnel Rate Information				
	Assisting Law Enforcement	Enforcement	Compliance	Notifications	Survey for Safe Forage	Abatement and Treatment	Aplary Markings	Pest Inspection	Health Certificate Inspection	Total Hours per Invoice Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title					
Employee Classification															0	\$0.00	\$0.00	\$0.00	\$0.00
Employee Classification															0	\$0.00	\$0.00	\$0.00	\$0.00
Employee Classification															0	\$0.00	\$0.00	\$0.00	\$0.00
Employee Classification															0	\$0.00	\$0.00	\$0.00	\$0.00
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Total Aplary Field Activities Cost \$0.00			

***Send information for all samples submitted to Beltsville and CDFA-PPDL to Patricia Bohls (patricia.bohls@cdfa.ca.gov)**

Aplary Administrative/Other Activities and Aplary Registration	Aplary Administration / Other				Aplary Registration				Personnel Rate Information							
	Program & Development	Data Entry	Training	Outreach	Registration	Survey for Unregistered	Total Hours per Invoice Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title					
Employee Classification												0	\$0.00	\$0.00	\$0.00	
Employee Classification												0	\$0.00	\$0.00	\$0.00	
Employee Classification												0	\$0.00	\$0.00	\$0.00	
Employee Classification												0	\$0.00	\$0.00	\$0.00	
Employee Classification												0	\$0.00	\$0.00	\$0.00	
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	Total Aplary Admin/Other and Registration Cost \$0.00			

Total Cost (All Activities)	0	Total Cost (All Activities)	\$0.00
Overhead Rate: 25%		Overhead Rate: 25%	\$0.00
Total Personnel Cost		Total Personnel Cost	\$0.00

Outreach Reporting Number of Classes	Theft	Inspection	Bee Health	Program Reporting	Total
Beekeepers					0
County Staff					0
Law Enforcement					0
Other					0
Total Attendance	0	0	0	0	0

Hive Compliance Reporting	Aplary Markings	Aplary Brand	Total
Hives in Compliance			0
Hives not in Compliance			0
Total Hives Inspected	0	0	0

SECTION II: OPERATING EXPENSES		Total
Supplies		
Bee Suits		
Aplary Inspection Equipment & Tools		
Supplies 3		
Supplies 4		
Supplies 5		
Total Supplies		\$0.00
Printing		
Travel (lodging, meals, per diem)		
Other		
Postage		
Miles: _____	Rate: \$0.56	\$0.00
Total Operating Expenses		\$0.00

Total Cost for Invoice Period:	\$0.00
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FY 21/22 Bee Safe Program Work Plan
July 1, 2021 - June 30, 2022

SECTION I: COUNTY INFORMATION

Name of County: **Contra Costa**
 Grant Manager: Elizabeth Slate
 Address: 2380 Blisso Lane, Suite A, Concord, CA 94520
 Phone: (925) 608-6600
 Email: Beth.Slate@ag.cccounty.us ; Jose.Arnaga@ag.cccounty.us ; Matt.Slattengren@ag.cccounty.us ; Omar.Luna@ag.cccounty.us

SECTION II: PERSONNEL COSTS - Please provide estimated hours per category per classification

Apiary Field Activities	Theft Prevention		Pesticide Exposure		Safe Forage		Pests and Diseases		Total Hours per Grant Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
	Assisting Law Enforcement	Inspection	Pesticide Notifications	Colony Strength	Survey for Safe Forage	Inspection	Abatement and Treatment						
Agricultural Biologist I	0	8	8	4		8	2	30	\$44.70	\$13.03	\$57.73	\$1,731.90	
Agricultural Biologist II	2	20	16	4		8	4	54	\$51.96	\$14.84	\$66.80	\$3,607.20	
Agricultural Biologist III	4	28	16	4		16	4	72	\$65.20	\$28.05	\$93.25	\$6,714.00	
Agricultural & Standards Aide	0	0	0	0		0	2	2			\$0.00	\$0.00	
Classification								0			\$0.00	\$0.00	
Classification								0			\$0.00	\$0.00	
Classification								0			\$0.00	\$0.00	
Total Hours	6	56	40	12	0	32	12	158	Total Apiary Field Activities Cost				\$12,053.10

Apiary Administrative/Other Activities and Apiary Registration	Apiary Administrative/Other				Apiary Registration			Total Hours per Invoice Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
	Program Development and Management	Data Entry	Training	Outreach	Registration	Survey for Unregistered						
Agricultural Biologist I	2	0	12	4	12	6	36	\$44.70	\$13.03	\$57.73	\$2,078.28	
Agricultural Biologist II	2	12	12	6	18	6	56	\$51.96	\$14.84	\$66.80	\$3,740.80	
Agricultural Biologist III	2	28	12	6	32	6	86	\$65.20	\$28.05	\$93.25	\$8,019.50	
Deputy Agricultural Commissioner	4	12	8	0	0	0	24	\$73.51	\$23.81	\$97.32	\$2,335.68	
Assistant Agricultural Commissioner	4	12	0	0	0	0	16	\$83.62	\$31.86	\$115.48	\$1,847.68	
Agricultural & Standards Aide	0	0	8	0	0	0	8			\$0.00	\$0.00	
Classification							0			\$0.00	\$0.00	\$0.00
Classification							0			\$0.00	\$0.00	\$0.00
Total Hours	14	64	52	16	62	18	226	Total Apiary Admin/Other and Registration Cost				\$18,021.94

Total Cost (All Activities)	\$30,075.04
Overhead Rate: 25%	\$7,518.76
Total Personnel Cost	\$37,593.80

SECTION III: OPERATING EXPENSES

Supplies	Miles:	Rate:	Total Operating Expenses	Cost per Title
Disposable Gloves			\$25.00	\$25.00
Sampling Equipment (Foulbrood)			\$75.00	\$75.00
Bee Jacket (Half Suit)			\$150.00	\$150.00
Smoker Fuel			\$30.00	\$30.00
Supplies 5			\$0.00	\$0.00
Total Supplies			\$280.00	\$280.00
Printing			\$0.00	\$0.00
Travel (lodging, meals, per diem)			\$0.00	\$0.00
Other			\$0.00	\$0.00
Postage			\$0.00	\$0.00
Vehicle Use			\$0.00	\$0.00
Total FY 21/22: Bee Safe Program Cost	500	\$0.56	\$280.00	\$280.00
Total Operating Expenses			\$560.00	\$560.00
Total FY 21/22: Bee Safe Program Cost			\$38,153.80	\$38,153.80