

Attachment 1

State of California, Department of Food and Agriculture
AGREEMENT
GAU-03 (Rev.9/2018)

COOPERATIVE AGREEMENT
SIGNATURE PAGE

AGREEMENT NUMBER
18-0566-000-SG

- 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 MONTEREY
- The Agreement Term is: November 15, 2018 through June 30, 2019
- The maximum amount of this Agreement is: \$20,100.90
- 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	1 Page
Exhibit B: General Terms and Conditions	3 Page(s)
Exhibit C: Payment and Budget Provisions	1 Page
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 MONTEREY

BY (Authorized Signature)

DATE SIGNED (Do not type)

1-9-19

PRINTED NAME AND TITLE OF PERSON SIGNING

Henry S. Gonzales, Agricultural Commissioner

ADDRESS

1428 Abbott Street, Salinas, CA 93901

2-11-2019
APPROVED AS TO FORM

DEPUTY COUNTY COUNCIL
COUNTY OF MONTEREY
MARY GRACE PERRY

STATE OF CALIFORNIA

AGENCY NAME
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)

DATE SIGNED (Do not type)

1/11/19

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:	Victoria Hornbaker	Name:	Henry Gonzales
Division/Branch:	PHPPS / INTEGRATED PEST CONTROL	Organization:	COUNTY OF MONTEREY
Address:	3294 Meadowview Road	Address:	1428 Abbott Street
City/State/Zip:	Sacramento, CA 95832	City/State/Zip:	Salinas, CA 93901
Phone:	916-654-0317	Phone:	831-759-7325
Email Address:	victoria.hornbaker@cdfa.ca.gov	Email Address:	gonzaleshs@co.monterey.ca.us

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Marc Yee	Name:	Teo Gonzalez
Division/Branch:	PHPPS / INTEGRATED PEST CONTROL	Organization:	COUNTY OF MONTEREY
Address:	3294 Meadowview Road	Address:	1428 Abbott Street
City/State/Zip:	Sacramento, CA 95832	City/State/Zip:	Salinas, CA 93901
Phone:	916-738-6741	Phone:	831-759-7325
Email Address:	marc.yee@cdfa.ca.gov	Email Address:	gonzalezte@co.monterey.ca.us

FISCAL CONTACT FOR RECIPIENT (if different from above):	
Name:	Sheila Salazar
Organization:	COUNTY OF MONTEREY
Address:	1428 Abbott Street
City/State/Zip:	Salinas, CA 93901
Phone:	831-759-7325
Email Address:	salazarss@co.monterey.ca.us

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. **Assignment**

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

3. **Governing Law**

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

4. **State and Federal Law**

It is the responsibility of the Recipient to know and understand which state, federal, and local laws regulations, and ordinances applicable are to this Agreement and Project. Recipient shall be responsible for observing and complying with all applicable state and federal laws and regulations, and failure to comply may constitute a material breach.

5. **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 fulfil all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

6. **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 received only to allowable Project costs in accordance with applicable provisions of the law and Grant Procedures Manual, if applicable.

7. **Mutual Liability**

Each party hereto agrees to be responsible and assume mutual and proportional liability for its own wrongful or negligent acts of omissions, or those of its officers, agents or employees to the full extent required by law.

8. **Unenforceable Provision**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and will not be affected thereby.

9. **Contractors/Consultants**

The Recipient, and the agents and employees of Recipient, in the performance of this Agreement, are not officers, employees, or agents of the CDFA. The Recipient's obligation to pay its Contractors/Consultants is an independent obligation from the CDFA's obligation to make payments to the Recipient. Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Agreement. All Contractors/Consultants shall have the proper licenses/certificates required in their respective disciplines. The Contractors/Consultants shall not affect the Recipient's overall responsibility for the management of the project, and the Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Agreement.

10. **Non-Discrimination Clause**

During the performance of this Agreement, Recipient and its Contractors will not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical or mental disability, medical condition, age, marital status, and denial family care leave.

The Recipient and Contractors will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Recipient and Contractors 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. Recipient and its Contractors 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.

11. 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.

12. 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 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.

13. Right to Terminate

This Agreement may be terminated by either party hereto upon written notice delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. By such termination, neither party may 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.

14. Termination for Cause

Either party reserve the right to immediately terminate this Agreement for cause subject to written notice. However, each party will have ten (10) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within ten (10) calendar days of receipt of notice, the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of termination, including all non-cancellable obligations.

15. Force Majeure

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, failures of any required governmental approval, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, or similar occurrences.

16. Suspension of Payments

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

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

17. Breach Provisions

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. 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 Recipient is not in material breach but that a Project is not being implemented in accordance with the provisions of this Agreement, or that Recipient has failed in any other respect to comply with the provisions of this Agreement, and if Recipient does not remedy any such failure in a reasonable 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 Recipient of its decision not to release funds that have been withheld pursuant to Exhibit B, Suspension of Payments Provision, the portion that has been disbursed shall thereafter be repaid immediately. CDFA may consider Recipient's refusal to repay the requested disbursed amount a contract breach subject to the default provisions in Suspension of Payments Provision.

If CDFA notifies Recipient of its decision to withhold the entire funding amount from Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by 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, Recipient agrees to pay all costs incurred by CDFA including, but not limited to, reasonable attorneys' fees, legal expenses, and costs.

18. 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 in accordance with the Grant Procedures Manual, if applicable. Recipients may not use the CDFA logo.

19. 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.

20. 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 later 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 as to whether the proposed changes are accepted.

21. Reporting Requirements

The Recipient agrees to comply with all reporting requirements specified in Scope of Work and/or Grant Procedures Manual, if applicable.

22. Equipment

The Recipient must comply with the requirements and procedures regarding the use, maintenance, disposition, and reporting of equipment in accordance with the Scope of Work and/or Grant Procedures Manual, if applicable.

23. 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.

24. 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 exempt from public release. If CDFA deems the data exempt, it shall maintain such information as confidential and notify the Recipient of any requests for release of the information.

25. Property Damage Claims Process

Should a property owner claim damages arising under, related to or involving this Agreement, the Recipient shall forward the property owner's written request for compensation to the CDFA Agreement Manager. The written request shall be fully supported by factual information. The Agency Secretary or designee will have thirty (30) calendar days after receipt of the written request to render a written decision. If a written decision is not rendered within thirty (30) calendar days after receipt of the request or the property owner disputes the CDFA's decision, the property owner may file a claim with the California Department of General Services.

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 and/or Grant Procedures Manual, if applicable, 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 and/or Grant Procedures Manual, if applicable, 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 November 15, 2018 - June 30, 2019

Background

Existing state law recognizes the importance of managed honeybees. Per the California Food and Agricultural Code (FAC), “a healthy and vibrant apiary industry is important to the economy and welfare of the people of the State of California. Protection and promotion of this important industry is in the interest of the people of the State of California.” (FAC Division 13, Chapter 1, Article 1, Section 29000).

The health of managed honeybees gained national attention in 2006 following an unsustainable, 50 percent overwinter loss rate of commercial honey bees, then attributed to “Colony Collapse Disorder.” Recognizing the critical role of insect pollinators in producing the wide variety of fruit, vegetables, nuts, and other crops that feed the nation and the world, federal funding was made available for conservation and research to improve health of honeybees and other key pollinators.

In 2012, a report from the United States Department of Agriculture, National Honey Bee Health Stakeholder Conference, concluded that on-going honeybee losses were the result of the combined effects of four key honey bee stressors: pests and parasites; nutrition and lack of forage; pesticide exposure; and genetics. Continued honeybee losses can jeopardize not only commercial bee keepers, but the numerous crops that benefit from, or, in the case of almonds, entirely depend on, the honeybee.

Managed honeybees play a critical role in California’s almond industry. Almonds could not be produced without the pollination services of managed honeybees. In 2014, over 1.6 million bee hives, contained in thousands of shipments, were brought into California to pollinate almonds. Almonds are California’s most valuable agriculture commodity after dairy products, with a 2014 farm output value of \$5.9 billion.

The demand for honeybee pollination services in almonds drives high pollination fees paid by almond growers to bee keepers, which many beekeepers rely on for their livelihood. However, high fees also create incentive for theft. In 2016 through 2017, theft of apiaries and apiary equipment in California’s Central Valley resulted in over \$1 million in damages to the bee keepers.

The annual transport of thousands of shipments of honeybee colonies from around the country into California for the almond bloom can also bring devastating apiary pests, such as varroa mite, into California.

In 2015, ideas and perspectives on how to improve honey bee health were shared with California Department of Food and Agriculture (CDFA) by apiary stakeholders during the

Healthy Pollinators Working Group (HPWG) meeting. These ideas, as well as later input from the County Agricultural Commissioners on financial hardships due to apiary and apiary equipment theft, helped achieve a \$1.5 million per year, three-year, state budget augmentation to develop and implement the Bee Safe Program. The main objectives of the Bee Safe Program are to reduce honeybee stress through:

- Improved apiary theft prevention efforts;
- Decreased apiary pest pressure;
- Decreased apiary stress due to pesticide exposure;
- Increased apiary foraging opportunities.

County Agricultural Commissioners are granted authority identified in the Food and Agricultural Code to enforce various apiary and pest prevention laws (i.e. registration, identification, and placement of hives; inspection and abatement of pests) intended to ensure the vitality of the beekeeping industry and to prevent the introduction into, or the spread within, the state of pests.

The County Agricultural Commissioner shall:

1. Hire and/or train personnel.
2. Perform work activities outlined in the Bee Safe Program Work Plan and Budget.
3. Ensure that all documentation of work is complete and accurate.
4. Submit itemized Bee Safe Program Invoice monthly using the provided template on county letterhead.
5. Submit a monthly Bee Safe Program Report using provided template on county letterhead. Monthly reports must be submitted no later than the fifth day of the month following when the activities took place. Hours reported on the Bee Safe Program Report must match the personnel hours invoiced on the corresponding monthly invoice. Bee Safe Program Report must be submitted via email to Davis Tran, Davis.Tran@cdfa.ca.gov.

Description of Work

Activities will be conducted by County personnel as outlined on the Bee Safe Program Work Plan and Budget. County personnel may travel for regional apiary training sessions. Training sessions have not been planned yet. The location, duration, and content of the training is currently unknown.

Basis for Payment

1. Invoices must be submitted to CDFA no later than thirty (30) calendar days after the end of the coinciding reporting period. Payment is contingent upon receipt of the monthly Bee Safe Program Report for that month. The Bee Safe Program invoice must be submitted monthly via email to Davis Tran, Davis.Tran@cdfa.ca.gov.
2. Invoices must reflect work performed by individuals or classifications listed on the Bee Safe Program Work Plan. Invoices must reflect the actual hourly rates (salary and benefits) per individual or classification that worked on the program.
3. Indirect may not exceed 25% of total "Personnel Costs."
4. Invoice will conform to attached sample invoice. **Reimbursement will not be made if report has not been completed.**
5. Payment will be made monthly, in arrears, upon receipt and approval of invoice.

The California Department of Food and Agriculture shall:

1. Provide Quality Assurance of the Bee Safe Program.
2. Communicate with the County throughout the duration of the agreement period to ensure the activities are consistent with the Scope of Work and aligned with the Work Plan.

**FY 18/19 Bee Safe Program Invoice
November 15, 2018 - June 30, 2019**

Revised: December 2018

SECTION I: COUNTY INFORMATION

Name of County:	
Street:	
City, State, Zip Code:	
Grant Manager:	
Phone:	
Email:	

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

SECTION II: PERSONNEL COSTS

Apiary Theft Prevention	Hours Per Incident/Activity	# Incidents/Activities per Invoice Period	Total Hours per Invoice Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
Apiary Markings Compliance Monitoring and Inspection							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Apiary Brand Compliance Monitoring and Inspection							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Cooperative Investigation/Law Enforcement Efforts							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Outreach (to Bee Keepers)							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Development of Apiary Theft Prevention BMP's/Outreach Material							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Inspector Training							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Total Hours			0	Total Apiary Theft Prevention Cost		\$0.00	

Pest Inspection, Quarantine, and Abatement	Hours Per Incident/Activity	# Incidents/Activity per Invoice Period	Total Hours per Invoice Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
Incoming Shipment Inspection and Monitoring							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Shipment Treatment Notification, Monitoring, and Release							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Specimen Collection and Pest Data Entry							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00

Pest Survey							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Abatement and Administrative Actions							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
County Pest Ordinance Enforcement, Outreach, Compliance Monitoring, and Inspection							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Inspector Training							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Development and Distribution of Apiary Pest Cleanliness BMP's/Outreach Material							
Inspector 1			0			\$0.00	\$0.00
Inspector 2			0			\$0.00	\$0.00
Inspector 3			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
			Total Hours	0	Total Pest Inspection, Quarantine, and Abatement Cost		\$0.00

Program Development and Data Management	Hours Per Activity	# Activity Per Invoice Period	Total Hours per Invoice Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
Program Development							
Inspector 1			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Program Management							
Inspector 1			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Program Data Entry							
Inspector 1			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
Program Reporting							
Inspector 1			0			\$0.00	\$0.00
Deputy 1			0			\$0.00	\$0.00
			Total Hours	0	Total Program & Data Management Cost		\$0.00

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

SECTION III: OPERATING EXPENSES

Supplies			
Supply 1			\$0.00
Supply 2			\$0.00
Supply 3			\$0.00
Supply 4			\$0.00
Supply 5			\$0.00
Total Supplies			\$0.00
Equipment			
			\$0.00
Printing			
			\$0.00
Travel (lodging, meals, per diem)			
			\$0.00
Other			
			\$0.00
Postage			
			\$0.00
Vehicle Use			
	Miles:	0	Rate: \$0.545
			\$0.00
Total Operating Expenses			\$0.00

Total FY 18/19 Bee Safe Invoice Cost	\$0.00
---	---------------

SECTION I: COUNTY INFORMATION

Name of County:
Street:
City, State, Zip Code:
Grant Manager:
Phone:
Email:

Report Date: _____
 Report Period: _____
 Agreement Number: _____

SECTION II: PERSONNEL COSTS

Apiary Theft Prevention	Additional Information		
Apiary Markings Compliance Monitoring and Inspection	Number of Inspected Hives	Number Hives Compliant	Number Hives Not Compliant
Apiary Brand Compliance Monitoring and Inspection	Number of Inspected Hives	Number Hives Compliant	Number Hives Not Compliant
Cooperative Investigation/Law Enforcement Efforts	Number of Investigations / Enforcement Efforts	Number Affected Hives	
Outreach (to Bee Keepers)	Type of Outreach	Number of Affected Beekeepers	
Development of Apiary Theft Prevention BMP's/Outreach Material	Type of Material (ie; pamphlet, video, etc)	Target Audience	
Inspector Training	Course Title/Topic	Number of Participants	

Pest Inspection, Quarantine, and Abatement	Additional Information		
Incoming Shipment Inspection and Monitoring	Number of Inspected Shipments	Number Hives Inspected	Number Shipments Released
Shipment Treatment Notification, Monitoring, and Release	Number of Infested Shipments	Disposition (ie; Treated/Returned/Destroyed)	Number of Affected Hives
Specimen Collection and Pest Data Entry	Number of A, B, or Q-rated pests	Pest	PDR #

Pest Survey	Number of Surveys	Name of Target Pest or Survey Type	Results (pos/neg)
Abatement and Administrative Actions	Number of Actions	Pest	PDR #
County Pest Ordinance Enforcement, Outreach, Compliance Monitoring, and Inspection	TBD	TBD	TBD
Inspector Training	Course Title/Topic	Number of Participants	
Development and Distribution of Apiary Pest Cleanliness BMP's/Outreach Material	TBD	TBD	TBD

**FY 18/19 Bee Safe Program Work Plan
November 15, 2018 - June 30, 2019**

Revised: October 2018

SECTION I: COUNTY INFORMATION

Name of County: Monterey County
Street: 1428 Abbott St
City, State, Zip Code: Salinas, Ca 93901
Grant Manager: Hannah Wallis
Phone: (831)759-7332
Email: wallisha@co.monterey.ca.us

SECTION II: PERSONNEL COSTS

Apiary Theft Prevention	Estimated Hours Per Incident/Activity	# Incidents/Activities per Grant Period	Total Estimated Hours per Grant Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
Apiary Markings Compliance Monitoring and Inspection							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2	1	4	4	36.07	14.43	\$50.50	\$202.00
Inspector 3	1	3	3	41.48	16.60	\$58.08	\$174.24
Deputy 1	1	1	1	47.70	19.08	\$66.78	\$66.78
Apiary Brand Compliance Monitoring and Inspection							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1			0	47.70	19.08	\$66.78	\$0.00
Cooperative Investigation/Law Enforcement Efforts							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1			0	47.70	19.08	\$66.78	\$0.00
Outreach (to Bee Keepers)							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	4	2	8	47.70	19.08	\$66.78	\$534.24
Development of Apiary Theft Prevention BMP's/Outreach Material							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	8	1	8	47.70	19.08	\$66.78	\$534.24
Inspector Training							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2	8	1	8	36.07	14.43	\$50.50	\$404.00
Inspector 3	8	1	8	41.48	16.60	\$58.08	\$464.64
Deputy 1	8	1	8	47.70	19.08	\$66.78	\$534.24
		Total Hours	48			Total Apiary Theft Prevention Cost	\$2,914.38

Pest Inspection, Quarantine, and Abatement	Estimated Hours Per Incident/Activity	# Incidents/Activity per Grant Period	Total Estimated Hours per Grant Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
Incoming Shipment Inspection and Monitoring							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2	2	4	8	36.07	14.43	\$50.50	\$404.00
Inspector 3	2	3	6	41.48	16.60	\$58.08	\$348.48
Deputy 1	2	1	2	47.70	19.08	\$66.78	\$133.56
Shipment Treatment Notification, Monitoring, and Release							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1			0	47.70	19.08	\$66.78	\$0.00
Specimen Collection and Pest Data Entry							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1			0	47.70	19.08	\$66.78	\$0.00

Pest Survey							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3	6	2	12	41.48	16.60	\$58.08	\$696.96
Deputy 1	6	2	12	47.70	19.08	\$66.78	\$801.36
Abatement and Administrative Actions							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	4	1	4	47.70	19.08	\$66.78	\$267.12
County Pest Ordinance Enforcement, Outreach, Compliance Monitoring, and Inspection							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	3	15	45	47.70	19.08	\$66.78	\$3,005.10
Inspector Training							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2	8	1	8	36.07	14.43	\$50.50	\$404.00
Inspector 3	8	1	8	41.48	16.60	\$58.08	\$464.64
Deputy 1	8	1	8	47.70	19.08	\$66.78	\$534.24
Development and Distribution of Apiary Pest Cleanliness BMP's/Outreach Material							
Ag Assistant 1			0	31.36	12.54	\$43.90	\$0.00
Ag Assistant 2			0	36.07	14.43	\$50.50	\$0.00
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	1	4	4	47.70	19.08	\$66.78	\$267.12
			Total Hours	117	Total Pest Inspection, Quarantine, and Abatement Cost		\$7,326.58

Program Development and Data Management	Estimated Hours Per Activity	# Activity Per Grant Period	Total Estimated Hours per Grant Period	Hourly Wage	Hourly Benefit	Total Hourly Rate	Cost per Title
Program Development							
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	16	1	16	47.70	19.08	\$66.78	\$1,068.48
Program Management							
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	24	1	24	47.70	19.08	\$66.78	\$1,602.72
Program Data Entry							
Inspector 3	4	1	4	41.48	16.60	\$58.08	\$232.32
Deputy 1			0	47.70	19.08	\$66.78	\$0.00
Program Reporting							
Inspector 3			0	41.48	16.60	\$58.08	\$0.00
Deputy 1	16	1	16	47.70	19.08	\$66.78	\$1,068.48
			Total Hours	60	Total Program & Data Management Cost		\$3,972.00

Total Hours (All Activities)	225	Total Cost (All Activities)	\$14,212.96
		Overhead Rate: 25%	\$3,553.24
		Total Personnel Cost	\$17,766.20

SECTION III: OPERATING EXPENSES

Supplies			
Bee Suit & Veil (1)			\$106.95
Swarm Trap (2)			\$47.90
Swarm Lures (10)			\$29.50
Hive Tool (3)			\$23.85
Frame Lifter (2)			\$19.90
Bee Brush (2)			\$11.90
Frame Grip (2)			\$19.90
Other Supplies			\$250.00
Total Supplies			\$509.90
Equipment			
Printing			\$100.00
Travel (lodging, meals, per diem)			\$513.00
Other			\$0.00
Postage			\$100.00
Vehicle Use			
Miles:	2040	Rate: \$0.545	\$1,111.80
Total Operating Expenses			\$2,334.70

Total FY 18/19 Bee Safe Program Cost \$20,100.90