

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 8/03)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 18 Pages

AGREEMENT NUMBER	AMENDMENT NUMBER
<b>18-0250</b>	1
REGISTRATION NUMBER	

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

STATE AGENCY'S NAME

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE**

CONTRACTOR'S NAME

**COUNTY OF LAKE**

2. The term of this

Agreement is July 01, 2018 through June 30, 20193. The maximum amount of this \$31,940.00Agreement after this amendment is: Thirty-one Thousand Nine Hundred Forty Dollars and No Cents

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

Section three (3) to this Agreement is hereby amended to add \$8,761.00, for a new not-to-exceed amount of \$31,940.00. An additional budget display is attached as Exhibit B-1, Attachment 1 (3 pages).

Exhibit A is revised to add federal Cooperative agreement information, Exhibit A-1, (1 page).

An additional Scope of Work is attached as Exhibit A-1, Attachment 1 (14 pages).

Contract amendment is required to add winter Asian Citrus Psyllid trapping.

All other terms and conditions shall remain the same.

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

**CONTRACTOR**

CONTRACTOR'S NAME (If other than an Individual, state whether a corporation, partnership, etc.)

**COUNTY OF LAKE**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

883 LAKEPORT BLVD, LAKEPORT, CA 95453

**STATE OF CALIFORNIA**

AGENCY NAME

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**JENNIFER CROW, ACQUISITIONS MANAGER**

ADDRESS

1220 N STREET, ROOM 115, SACRAMENTO, CA 95814

CALIFORNIA  
Department of General Services  
Use Only

 Exempt per: DGS Ltr 28.8

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**EXHIBIT A-1  
 (Standard Agreement)**

**SCOPE OF WORK**

- Contractor agrees to provide California Department of Food and Agriculture (CDFA) services as described herein:

County shall provide services for placing and servicing traps for the detection of exotic insect pests which are considered hazardous to agriculture and to the economy of California. Those insect pests may include, but are not limited to ~~Mediterranean~~ **Mediterranean** fruit fly, Mexican fruit fly, oriental fruit fly, melon fly, gypsy moth, Japanese beetle and other invasive exotic pests. This Agreement includes delimitation work associated with the detection of one or more life stages of the above target pests in a county.

- Services shall be performed in and throughout the County of Lake.
- The project representatives during the term of this agreement will be:

<b>State Agency:</b>	<b>Contractor:</b>
Name: Kevin Hoffman	Name: Steve Hajik
Section/Unit: Pest Detection Emergency Projects	Section/Unit: Agricultural Commissioner
Address: 2800 Gateway Oaks Drive Sacramento, CA 95833	Address: 883 Lakeport Blvd. Lakeport, CA 95453
Phone: (916) 654-1211	Phone: 707 263-0217
Email: kevin.hoffman@cdfa.ca.gov	Email: lakecoag@co.lake.ca.us

- See Attachment 1 in Scope of Work for a detailed description of work to be performed and the duties of all parties.
- Prime Award Information:

Federal Agency:	USDA
Federal Agreement Number:	AP18PPQFO000C047
Catalog of Federal Domestic Assistance Number(s):	10-025
Total Amount Awarded to CDFA:	\$2,000,000
Effective Dates:	1/1/18 through 12/31/18

Federal Agency:	USDA
Federal Agreement Number:	AP18PPQFO000C405
Catalog of Federal Domestic Assistance Number(s):	10-025
Total Amount Awarded to CDFA:	\$425,000
Effective Dates:	7/1/18 through 6/30/19

<b>Federal Agency:</b>	<b>USDA</b>
<b>Federal Agreement Number:</b>	<b>AP19PPQFO000C###</b>
<b>Catalog of Federal Domestic Assistance Number(s):</b>	<b>10-025</b>
<b>Total Amount Awarded to CDFA:</b>	<b>\$12,144,701</b>
<b>Effective Dates:</b>	<b>10/1/18 through 9/30/19</b>

**ADDENDUM TO PEST DETECTION CONTRACT**

**SCOPE OF WORK**

**AGREEMENT SPECIFICATIONS FOR STATE-COUNTY  
ASIAN CITRUS PSYLLID (ACP) WINTER DETECTION TRAPPING**

**Fiscal Year 2018-2019**

**Effective Dates: November 1, 2018 to April 30, 2019**

**AGENCY RESPONSIBILITY**

**Section 1**

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

- A. Provide all traps, trap parts, and handouts.
- B. Provide technical assistance and training to county agricultural commissioner personnel on the use of traps and detection procedures.
- C. Provide county trappers with copies of the CDFA Insect Trapping Guide (ITG) and Asian Citrus Psyllid (ACP) Winter Trapping Guidelines FY2018-19 (ACPWTG). The current version of the ITG is on the CDFA website at: [www.cdffa.ca.gov/go/ITG](http://www.cdffa.ca.gov/go/ITG), and the ACPWTG is provided along with this agreement and is available from the CDFA District Entomologist.
- D. Provide annual training programs for county trapping supervisors.
- E. Provide training to trappers as needed.
- F. Provide quality control (QC) of the county trapping program via inspections.
- G. Provide training on management practices as they relate to CDFA's Statewide Pest Prevention Program Final Programmatic Environmental Impact Report (PEIR) at least one week prior to any covered activity occurring. The PEIR is available at <http://www.cdffa.ca.gov/plant/peir>.

**Section 2**

**The County Agricultural Commissioner shall:**

- A. Hire and train personnel.

- B. Provide and maintain trapping vehicles.
- C. Purchase supplies such as zip lock bags, Sharpie markers, paper clips, etc.
- D. Ensure that supervisors attend training provided by the CDFA District Entomologist.
- E. Ensure that all trapping activities conform to the current version of the ITG and the ACPWTG, except as noted below.
  - 1. Ensure that a copy of the current version of the ITG is kept in each trapper's vehicle for reference.
  - 2. Should there be a discrepancy between the ITG and the Scope of Work or ACPWTG, the Scope of Work or ACPWTG shall supersede the ITG.
- F. Place and service the specified number of each trap type as indicated on the Trapping Hours Worksheet (THWS) (60-223).
- G. Place traps at the beginning of the season start date of November 1, 2018. Remove traps at the last servicing for the season so that all traps have been removed by the end of the season, April 30, 2019. Traps may be left in place if those trap sites are going to be used as glassy-winged sharpshooter traps starting in May 2018.
- H. Ensure that all traps are properly identified with a unique trap number and accurately reflect servicing dates. The unique trap numbering system is based upon the Statewide Trapping Grid (STG). Links to Map Books and GIS layers based on the STG are at <http://maps.cdfa.ca.gov/TrapBooks>.
  - 1. The naming convention for the STG 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 EV241-18-ACP1 is in grid EV241, subgrid 18, trap type is Asian citrus psyllid (ACP), and it is designated as number "1" ACP trap within that subgrid.
  - 2. Ensure that the unique trap number is placed properly on all traps, along with accurate placement and servicing dates, as appropriate. Requirements for ACP traps are as follows.

- a. Yellow panel trap – full trap number, placement date, and trapper's initials on white backside when placing; note any additional servicing dates on outside non-sticky margins.
- I. Ensure that all sites trapped are GPS'd using Datum NAD83 in decimal degrees to 6 decimal points (e.g., 34.423301, -119.825056). Record GPS reading on the trap data card. New GPS points must be recorded for traps when they are relocated.
- J. Ensure that all detection ACP traps are serviced monthly, and all delimitation traps are serviced either weekly or monthly dependent on situation (see ACPWTG for guidance), from November 1, 2018 through April 30, 2019, unless determined otherwise by the District Entomologist.
- K. Ensure that all traps removed from the field are sent to the CDFA screening laboratory in Los Alamitos, as detailed in the ACPWTG.
- L. Participate in new delimitation activities if requested to do so by the CDFA.
- M. Ensure that all activities are performed following CDFA's management practices and any necessary mitigation measures as required and consistent with CDFA's PEIR. A summarized list of pertinent practices and measures and a partially-completed Tiering Checklist template are provided along with this agreement and are available from the District Entomologist. A blank Checklist and descriptions of the CDFA's management practices and mitigation measures are found in PEIR Appendix C (PEIR, Appendix C, at [http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-3\\_Appendices\\_B-G.pdf](http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-3_Appendices_B-G.pdf)), Mitigation Reporting Program at [http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-4\\_Appendices\\_H-P.pdf](http://www.cdfa.ca.gov/plant/peir/docs/final/Volume-4_Appendices_H-P.pdf), and Findings of Fact at <http://www.cdfa.ca.gov/plant/peir/docs/final/Findings-of-Fact-and-Overriding-Considerations.pdf>. Complete the Tiering Checklist prior to conducting trapping activities and submit it along with the agreement. When the agreement ends, a copy of the Checklist is to be signed and dated by the Project Leader and emailed to the Pest Detection/Emergency Projects (PD/DP) County Contracts Coordinator, currently Rudy Martinez ([rudy.martinez@cdfa.ca.gov](mailto:rudy.martinez@cdfa.ca.gov)), to signify that the PEIR requirements were implemented.
- N. Maintain a Daily Trapping Summary (DTS) (Form 60-210) for each trapper. This form must be completed daily, signed by the individual who performed the work and submitted to the trapping supervisor. The current DTS (i.e., the DTS completed the day prior to a QC inspection) must be available for immediate review by the District Entomologist or designee conducting the QC inspection. All DTS forms must be kept on file, for review by the CDFA Audits Office, for three years. This form is available from the District Entomologist.
- O. Complete a monthly Pest Detection Report Number One (Form 66-035), documenting all traps deployed, added, removed and serviced during the month.

A servicing is an inspection of the trap for the presence of the target pest. Relocations are considered trap servicings. Do not count trap relocations as "removed" and then "added." A copy of this form must accompany the monthly invoice. This form is available from the District Entomologist.

- P. Provide one set of trapping records for all traps. This set, in the form of either the "Trap Book" or electronic records, shall indicate the exact trap location using a site map and all information regarding trap placement, servicing, relocation and removal.
- Q. Maintain an inventory of known host sites. 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. Maintain county wall maps with numbered square miles grids based upon the Statewide Trapping Grid, depicting the density of all currently deployed traps.
- S. Allow state detection personnel and/or federal officers to perform quality control inspections on all ACP trap lines with a 48-hour notice.
- T. Allow state detection personnel and/or federal officers to accompany trappers and/or supervisors in the field with a 48-hour notice. This will be credited as field training for county personnel.
- U. Submit samples to the Plant Pest Diagnostics Laboratory in Sacramento via the most expeditious method. See **Submitting Specimens for Identification** in the ACPWTG.
- V. Be fully reimbursed for trapping not in conjunction with other detection activity (i.e., stand-alone).
- W. Be reimbursed at six minutes per trap for trapping performed in conjunction with existing detection trapping routes or sites (i.e., piggybacked). No mileage reimbursement is allowed for such traps.
- X. Submit invoices along with the Report Number One monthly by postal mail or e-mail to the PD/EP County Contracts Coordinator:

Rudy Martinez  
CDFA, PD/EP  
2800 Gateway Oaks Drive  
Sacramento, CA 95833  
[rudy.martinez@cdfa.ca.gov](mailto:rudy.martinez@cdfa.ca.gov)

1. Submit monthly invoices and corresponding Report Number Ones no later than 30 days past the end of the month in which the invoiced activity occurred. Reimbursement will not occur unless the trapping Report Number One is submitted with the invoice.
2. If the invoice carries a signature block, the block must be signed. Invoices with blank signature blocks cannot be processed.
3. Only authorized charges matching the Financial Plan will be reimbursed; for example salaries, benefits, overhead, supplies, vehicle mileage and vehicle leasing costs. These expenditures must be itemized on the invoice with documentation to support the charges in the event of an audit (federal or state). Any expenditure that is not listed in the Financial Plan is considered unauthorized and cannot be reimbursed.
4. A sample invoice is included with this agreement and is available from the District Entomologist. The county may use this form or submit their own invoice, but the invoice must contain the following:
  - a. County name
  - b. Remit to address
  - c. Date of submittal
  - d. Invoice number
  - e. Agreement name
  - f. Agreement number
  - g. Billing period
  - h. Allowable itemized charges as listed on the Financial Plan:
    - i. Employee name (or other unique identifying number), classification, hours worked on the pest detection program, hourly rate, benefit rate.  
NOTE: The number of hours worked claimed on the invoice must match those documented on the Report Number One. Invoices received without an accurate Report Number One will not be paid.
    - ii. Vehicle license plate number (or unique identifying number), driver name, ownership of the vehicle (county, state, or leased), allowable mileage rate for the vehicle, and if leased, the monthly lease rate for the vehicle.
5. Payment of the invoice is contingent upon submission of the Report Number One, and compliance with the required information as listed in items 3 and 4 above.
6. All invoices, including any amendments, must be received within 30 days of the expiration date of the agreement. Invoices received more than 30 days after expiration of the agreement will not be paid.

7. Please do not submit the invoice as a PDF file or use dark highlights. A low-resolution PDF file or dark highlights make the numbers illegible and the invoice unacceptable to the CDFA Financial Services Branch.
8. Payment will be made monthly, in arrears, upon receipt of the Report Number One and approval of the invoice.
9. Please note that CDFA cannot reimburse for more than the total agreement amount. However, continue to send monthly invoices even if the agreement funds are depleted, as this can be useful information for future budget allocations.

"COUNTY NAME" COUNTY DEPARTMENT OF AGRICULTURE  
 FY 2018-19 Asian Citrus Psyllid Winter Trapping

Agreement No. 18-02501  
 Exhibit A-1  
 Attachment 1  
 Page 7 of 14  
 10/2018

INVOICE

Green = fillable cells to be completed by the County.  
 Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!  
 Orange = instructions.

Invoice Number:  
 Date:  
 Agreement Number:  
 Billing Period:

A. PERSONNEL

<u>SALARY - Detection Trappers</u>			HOURS	HOURLY RATE w/o BENEFITS	COST
	<u>Employee Name</u>	<u>Title</u>			
1			0.00	\$0.00	\$0.00
2			0.00	\$0.00	\$0.00
3			0.00	\$0.00	\$0.00
4			0.00	\$0.00	\$0.00
5			0.00	\$0.00	\$0.00
6			0.00	\$0.00	\$0.00
7			0.00	\$0.00	\$0.00
8			0.00	\$0.00	\$0.00
9			0.00	\$0.00	\$0.00
10			0.00	\$0.00	\$0.00
11			0.00	\$0.00	\$0.00
12			0.00	\$0.00	\$0.00
13			0.00	\$0.00	\$0.00
14			0.00	\$0.00	\$0.00
15			0.00	\$0.00	\$0.00
<b>SALARY SUBTOTAL:</b>					\$0.00

	<u>BENEFITS</u>		BENEFIT RATE %	SALARY	BENEFIT COST
1			0.0000%	\$0.00	\$0.00
2			0.0000%	\$0.00	\$0.00
3			0.0000%	\$0.00	\$0.00
4			0.0000%	\$0.00	\$0.00
5			0.0000%	\$0.00	\$0.00
6			0.0000%	\$0.00	\$0.00
7			0.0000%	\$0.00	\$0.00
8			0.0000%	\$0.00	\$0.00
9			0.0000%	\$0.00	\$0.00
10			0.0000%	\$0.00	\$0.00
11			0.0000%	\$0.00	\$0.00
12			0.0000%	\$0.00	\$0.00
13			0.0000%	\$0.00	\$0.00
14			0.0000%	\$0.00	\$0.00
15			0.0000%	\$0.00	\$0.00
<b>BENEFIT SUBTOTAL:</b>					\$0.00

<u>SALARY - Non-Detection</u>			HOURS	HOURLY RATE w/o BENEFITS	COST
	<u>Employee Name</u>	<u>Title</u>			
1			0.00	\$0.00	\$0.00
2			0.00	\$0.00	\$0.00
3			0.00	\$0.00	\$0.00
4			0.00	\$0.00	\$0.00
5			0.00	\$0.00	\$0.00
6			0.00	\$0.00	\$0.00
7			0.00	\$0.00	\$0.00
8			0.00	\$0.00	\$0.00
9			0.00	\$0.00	\$0.00
10			0.00	\$0.00	\$0.00
11			0.00	\$0.00	\$0.00
12			0.00	\$0.00	\$0.00
13			0.00	\$0.00	\$0.00
14			0.00	\$0.00	\$0.00
15			0.00	\$0.00	\$0.00
<b>SALARY SUBTOTAL:</b>					\$0.00

	<u>BENEFITS</u>		BENEFIT RATE %	SALARY	BENEFIT COST
1			0.0000%	\$0.00	\$0.00
2			0.0000%	\$0.00	\$0.00
3			0.0000%	\$0.00	\$0.00
4			0.0000%	\$0.00	\$0.00
5			0.0000%	\$0.00	\$0.00
6			0.0000%	\$0.00	\$0.00
7			0.0000%	\$0.00	\$0.00
8			0.0000%	\$0.00	\$0.00
9			0.0000%	\$0.00	\$0.00
10			0.0000%	\$0.00	\$0.00
11			0.0000%	\$0.00	\$0.00
12			0.0000%	\$0.00	\$0.00
13			0.0000%	\$0.00	\$0.00
14			0.0000%	\$0.00	\$0.00
15			0.0000%	\$0.00	\$0.00
<b>BENEFIT SUBTOTAL:</b>					\$0.00

SALARIES	BENEFITS	OVERHEAD COST*

25 % Overhead (Not to exceed 25%)

\$0.00 \$0.00 \$0.00

TOTAL PERSONNEL COST: \$0.00

B. SUPPLIES (Itemized such as: trapping poles, office supplies, etc.)

Description	COST
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
<b>TOTAL SUPPLY COST:</b>	<b>\$0.00</b>

C. SUBCONTRACTOR

TITLE	HOURLY RATE	HOURS	COST
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
<b>TOTAL SUBCONTRACTOR COST:</b>			<b>\$0.00</b>

D. VEHICLE OPERATIONS

LICENSE #	OWNED BY (County or State)	MILEAGE PER MONTH	RATE*	COST
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
		0.00	\$0.000	\$0.00
<b>STATE/COUNTY VEHICLE SUBTOTAL:</b>				<b>\$0.00</b>

\* Mileage rates: County vehicle = Not to exceed \$0.545 per mile. Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied. State-owned vehicle = \$0.285 per mile.

LICENSE #	LEASED	LEASE RATE	MILEAGE PER MONTH	RATE*	COST
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
		\$0.00	0.00	\$0.285	\$0.00
<b>LEASED VEHICLE SUBTOTAL:</b>					<b>\$0.00</b>

TOTAL TRANSPORTATION COST: \$0.00

E. OTHER ITEMS OF EXPENSE (e.g., communications, IT services)

Description	COST
1	\$0.00
2	\$0.00
3	\$0.00
4	\$0.00
<b>TOTAL SUPPLY COST:</b>	<b>\$0.00</b>

**TOTAL MONTHLY INVOICE: \$0.00**

COMMENTS:  
 Remit payment to:

## ADDENDUM TO PEST DETECTION CONTRACT

### Asian Citrus Psyllid Winter Trapping Guidelines (ACPWTG) Fiscal Year 2018-19

1. Trapping Season - Conduct trapping from November 1, 2018 through April 30, 2019.
2. Trapping Locations
  - a. Conduct detection trapping in all urban and rural residential areas. Refer to the California Department of Food and Agriculture (CDFA) Insect Trapping Guide (ITG) for definitions, available online at [www.cdfa.ca.gov/go/ITG](http://www.cdfa.ca.gov/go/ITG).
  - b. If there are areas deemed to be at high-risk of introductions (packing houses, swap meets, farmers markets, etc.) additional traps may be placed. Confer with the District Entomologist prior to placement of these traps for approval.
  - c. Locations should be stand-alone (i.e., not piggybacked), unless otherwise agreed upon with the District Entomologist.
3. Trap Density - Traps shall be placed at 5 traps per square mile.
4. Inspection Frequency - Inspect and remove traps monthly for screening (see item 14 below for screening procedure).
5. Trap - The trap consists of three parts: a yellow panel trap, trap hanger, and paperclip.
6. Attractant - The yellow color is a visual attractant. The trap does not contain a lure or an insecticide.
7. Hosts - Only citrus (lemon and limes are preferred) and citrus relatives. Citrus relatives include kumquat, curry leaf, *Murraya* spp. and orange jasmine/jessamine. **Do not place traps in non-host trees.**
8. Trap Numbering
  - a. Using the alpha-numeric Statewide Trapping Grid (STG), assign a unique trap number consisting of the STG grid, hyphen, quint or subgrid, hyphen, trap type (ACP) and number (use number only if more than one trap is in that quint or subgrid). For example: JT316-W-ACP2 or JT316-5-ACP.
  - b. Write the trap number, date of deployment, and trapper's initials on an interior non-sticky side of the trap body. It is easiest to do this before the

trap is opened for deployment. Note any additional servicing dates on outside non-sticky margins.

9. Trap Assembly - Assemble the trap by pulling it open, exposing the yellow sticky surface. Paperclip the white tabs on the side to hold the trap in position. Place a Jackson trap hanger through the holes in the top end of the trap (see ITG, page ACP-2).
10. Trap Placement and GPS
  - a. Follow the parameters for ACP trap placement in the ITG.
  - b. All sites trapped must be GPS'd using Datum NAD83 in decimal degrees to 6 decimal points (e.g., 34.423301, -119.825056). If there are more than 6 digits, truncate (cut off) the additional digits. **Do not round up or down.** Record the GPS reading on the trap data card. New GPS points must be recorded when traps are relocated.
11. Baiting Interval - Not applicable.
12. Trap Relocation - Do not relocate the trap unless the tree is removed or maintaining the regular servicing interval is compromised.
  - a. When relocating, always use a new trap. Submit all removed traps to a qualified screener or the CDFA screening facility for your district (see item 14 below for screening procedure). GPS the new site and document the new GPS coordinates on the trap card.
13. Trap Replacement
  - a. Replace traps monthly or with each relocation.
  - b. Change the trap with each relocation, every time a suspect is captured, or when the trap becomes dirty or cluttered with insects or other debris (i.e., as necessary).
14. Screening of Traps - **All traps removed from the field must be screened for ACP before being discarded.**
  - a. CDFA maintains a screening center in Los Alamitos for screening (address is below). Shipment costs for sending traps will be reimbursed by CDFA.
  - b. Boxes sent to Los Alamitos must have the county written on the outside of the box, so as to allow the screening center to prioritize particular counties (if directed to do so) and to assure that suspect psyllids are correctly associated with the relevant county if additional trap data is required to complete an electronic Pest and Damage Record (e-PDR).
  - c. Los Alamitos address and contact information:

Medfly Preventative Release Facility  
3802 Constitution Avenue  
Los Alamitos, CA 90720-5100  
Attention: Manuel Villarreal  
Phone: 562-795-1206

- d. Alternately, counties may instead elect to have a qualified staff member perform the screening, with pre-approval from the District Entomologist.
15. Submitting Specimens for Identification
- a. If an ACP specimen is observed when servicing the trap, the entire trap containing the suspect insect(s) should be collected and returned to the office for supervisory inspection. Before leaving the site, replace the old trap with a new one.
  - b. Immediately contact the District Entomologist, as per the ITG.
  - c. Submit the entire trap, leaving the suspect ACP(s) on the trap, for identification to the Plant Pest Diagnostics Laboratory in Sacramento as efficiently and quickly as possible. If the suspect insect is alive on the trap, place the trap in the freezer for at least one hour to kill the specimen. Do not transport live specimens!
  - d. All suspect specimens should be submitted along with Form 65-020, the electronic version of the Pest and Damage Record (e-PDR). The website for the e-PDR is <http://phpps.cdfa.ca.gov>. Persons submitting this form will need a username and a password.
  - e. Notify the District Entomologist when suspect specimens are sent. Include the e-PDR number in this communication.

# Attachment 1 - Tiering Strategy Checklist

Start Date:	November 1, 2018
Project Leader:	Steven Hajik
Description of Activity:	Asian citrus psyllid yellow panel traps are hung in or near host plants during the prescribed trapping season. Residents are notified at time of placement.
Activity Surroundings (Residential, agriculture, mixed use, other regulated entities):	Asian citrus psyllid trapping is conducted within the whole of Lake County. Property types are various (residential, agriculture, mixed use, undeveloped) and have Asian citrus psyllid host plants on or near them.

## Part A

	Response	Justification/Rationale
Is the proposed activity under CDFA's discretion?	Yes	Detect Asian citrus psyllid
Is the activity described in the PEIR?	Yes	(If the Response is "Partially" or "No" skip to Part C) PEIR section 3.4.1

## Part B

		Check Applicable Requirements
<b>General Requirements</b>		
Conduct activity as described in Chapters 2 and 3 of PEIR		✓
Include applicable PEIR requirements in Compliance Agreements with regulated entities, based on the activities the regulated entities may conduct in response to quarantine		
<b>Activity Site Specific Review</b>		
<b>Database</b>	<b>Date Reviewed</b>	<b>Mitigation If Any</b>
California Natural Diversity Database	N/A	
303(d) List of Impaired Waters	N/A	
EnviroStor Hazardous Site	N/A	

	Check Applicable Requirements
<b>Management Practices</b>	
<b>MP-SPRAY-1:</b> Conduct a Site Assessment	
<b>MP-SPRAY-2:</b> Properly clean and calibrate all equipment to apply chemicals uniformly and in the correct quantities	✓
<b>MP-SPRAY-3:</b> Follow pesticide application laws and regulations, and label directions	✓
<b>MP-SPRAY-4:</b> Apply chemicals only under favorable weather conditions	
<b>MP-SPRAY-5:</b> Follow integrated pest management and drift reduction techniques	
<b>MP-SPRAY-6:</b> Clean equipment and dispose of rinse water per label directions	✓
<b>MP-SPRAY-7:</b> Follow appropriate product storage procedures	✓
<b>MP-AERIAL-1:</b> Use appropriate aerial spray treatment procedures	
<b>MP-GROUND-1:</b> Follow appropriate ground-rig foliar treatment procedures	
<b>MP-GROUND-2:</b> Follow appropriate low-pressure backpack treatment procedures	
<b>MP-GROUND-3:</b> Train personnel in proper use of pesticides	✓
<b>MP-GROUND-4:</b> Enforce runoff and drift prevention	
<b>MP-HAZ-1:</b> Implement a Spill Contingency Plan	✓
<b>MP-HAZ-2:</b> Use safety and cleanup materials checklist	✓
<b>MP-HAZ-3:</b> Implement decontamination	✓
<b>MP-HAZ-4:</b> Follow appropriate disposal procedures	✓
<b>Mitigation Measures</b>	
<b>Mitigation Measure BIO-CHEM-2:</b> CDFA will obtain technical assistance from USFWS, CDFW and NMFS to identify site-specific buffers and other measures to protect habitats utilized by special-status species	
<b>Mitigation Measure HAZ-GEN-4a:</b> Determine Potential for Hazardous Materials Exposure	✓
<b>Mitigation Measure HAZ-GEN-4b:</b> Conduct a Hazardous Materials Records Search before Beginning Proposed Program Activities at a Given Site	✓
<b>Mitigation Measure HAZ-GEN-4c:</b> Stop work and implement hazardous materials investigations/ remediation for contamination health risks	✓
<b>Mitigation Measure HAZ-CHEM-1a:</b> Conduct Public Information Sessions Regarding Pesticide Safety Practices	✓
<b>Mitigation Measure HAZ-CHEM-1b:</b> Conduct Training Sessions and Prepare Educational Materials Regarding Safe Handling and Application of Pesticides	✓
<b>Mitigation Measure HAZ-CHEM-3:</b> Require Compliance with the Proposed Program's Authorized Chemical Application Scenarios	✓
<b>Mitigation Measure NOISE-PHYS-1:</b> Conduct Activities during the Daytime	
<b>Mitigation Measure WQ-CHEM-2:</b> Track Emerging Water Quality Standards and Implement Additional Mitigation as Appropriate	
<b>Mitigation Measure WQ-CHEM-5:</b> Require Implementation of Proposed Program MPs as Part of Compliance Agreements	
<b>Mitigation Measure WQ-CUM-1:</b> Identify whether Proposed Program Pesticide Applications May Occur in Proximity to Impaired Waterbodies, and Implement Appropriate MPs	

Part C

	Y/N	Justification/Rationale
<b>Step 1</b>		
Is the Activity substantially similar to that considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a management practice that was not included in the PEIR is being considered, would it be equivalent or more effective to the management practice originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
If a mitigation measure that was not included in the PEIR is being considered, would it be equivalent or more effective to the mitigation measure originally considered in the PEIR?		(If yes go to Step 2, if no move to the next question)
Would the activity result in potentially significant impacts which were not considered in the PEIR, not considered to be significant in the PEIR, or would be substantially more significant than disclosed in the PEIR?		(If yes go to Step 3, if no go to Step 2)
<b>Step 2</b>		Attach supporting documentation for determination, and CEQA Addendum, as applicable
<b>Step 3</b>		Attach tiered CEQA document, and identify additional requirements from that document

<b>Confirmation of Implementation (following completion of activity)</b>	
Project Leader Name:	
Signature*:	
End Date:	

\*This signature confirms that all applicable requirements identified on this checklist and related documentation has been properly implemented.

Lake COUNTY DEPARTMENT OF AGRICULTURE  
 FY 2018-19 Asian Citrus Psyllid (ACP) Winter Trapping Financial Plan

10/1/18

Green = fillable cells to be completed by the County.  
 Purple = subtotals and totals. These contain formulas - DO NOT MODIFY!  
 Orange = instructions.

A. PERSONNEL

1. STAFF - Detection Trappers

Employee Name	Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Janice Luke	Agricultural Biologist I	8.00	6.00	48.00
2 Venkata Vaddella	Agricultural Biologist I	8.00	6.00	48.00
3 Sam Upton	Agricultural Biologist III	8.00	7.35	59.00
4		0.00	0.00	0.00
5		0.00	0.00	0.00
			<b>Subtotal:</b>	<b>155.00</b>

2. SALARIES - Detection Trappers

Employee Name	Title	HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Janice Luke	Agricultural Biologist I	\$17.54	48.00	\$842.00
2 Venkata Vaddella	Agricultural Biologist I	\$18.42	48.00	\$884.00
3 Sam Upton	Agricultural Biologist III	\$26.57	59.00	\$1,568.00
4		\$0.00	0.00	\$0.00
5		\$0.00	0.00	\$0.00
			<b>Subtotal:</b>	<b>\$3,294.00</b>

3. BENEFITS - Detection Trappers

Employee Name	Title	BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Janice Luke	Agricultural Biologist I	34.0000%	\$842.00	\$286.00
2 Venkata Vaddella	Agricultural Biologist I	33.0000%	\$884.00	\$292.00
3 Sam Upton	Agricultural Biologist III	28.0000%	\$1,568.00	\$439.00
4		0.0000%	\$0.00	\$0.00
5		0.0000%	\$0.00	\$0.00
			<b>Subtotal:</b>	<b>\$1,017.00</b>

**DETECTION STAFF SUBTOTAL: \$4,311.00**

4. STAFF - Non-Detection

Employee Name	Title	HOURS/ DAY	TOTAL WORK DAYS	HOURS
1 Katherine Vanderwall	Deputy Agricultural Commissioner	3.00	12.00	36.00
2 Vacant	Secretary II	1.00	6.00	6.00
3		0.00	0.00	0.00
4		0.00	0.00	0.00
5		0.00	0.00	0.00
			<b>Subtotal:</b>	<b>42.00</b>

5. SALARIES - Non-Detection Staff

Employee Name	Title	HOURLY RATE w/o BENEFITS	HOURS	SALARY
1 Katherine Vanderwall	Deputy Agricultural Commissioner	\$35.60	36.00	\$1,282.00
2 Vacant	Secretary II	\$18.43	6.00	\$111.00
3		\$0.00	0.00	\$0.00
4		\$0.00	0.00	\$0.00
5		\$0.00	0.00	\$0.00
			<b>Subtotal:</b>	<b>\$1,393.00</b>

6. BENEFITS - Non-Detection Staff

Employee Name	Title	BENEFIT RATE (%)	SALARY	BENEFIT COST
1 Katherine Vanderwall	Deputy Agricultural Commissioner	25.0000%	\$1,282.00	\$321.00
2 Vacant	Secretary II	33.0000%	\$111.00	\$37.00
3		0.0000%	\$0.00	\$0.00
4		0.0000%	\$0.00	\$0.00
5		0.0000%	\$0.00	\$0.00
			<b>Subtotal:</b>	<b>\$358.00</b>

**NON-DETECTION STAFF SUBTOTAL: \$1,751.00**

54

25.00 % Overhead (Not to exceed 25%)

SALARIES	BENEFITS	OVERHEAD COST
\$4,687.00	\$1,375.00	\$1,516.00
<b>TOTAL PERSONNEL COST :</b>		<b>\$7,578.00</b>

**B. SUPPLIES (Itemized, such as: trapping poles, office supplies, etc.)**

Description	COST
1	\$0.00
2	\$0.00
<b>TOTAL SUPPLY COST:</b>	<b>\$0.00</b>

**C. SUBCONTRACTOR TITLE**

HOURLY RATE	HOURS	COST
		\$0.00
		\$0.00
<b>TOTAL SUBCONTRACTOR COST:</b>		<b>\$0.00</b>

**D. VEHICLE OPERATIONS**

COUNTY VEHICLES	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST	
2.00	6.00	158.00	\$0.545	\$1,033.00	
STATE VEHICLES	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST	
0.00	0.00	0.00	\$0.285	\$0.00	
NO. OF LEASED VEHICLES	COST PER MONTH	NO. OF USAGE MONTHS	MILEAGE PER VEHICLE PER MONTH	COST PER MILE*	COST
0.00	0.00	0.00	0.00	\$0.285	\$0.00
<b>VEHICLE COST TOTAL:</b>				<b>\$1,033.00</b>	

**E. OTHER ITEMS OF EXPENSE (e.g., communications, IT services)**

Description	COST
1 Shipping Costs	\$150.00
2	\$0.00
<b>TOTAL SUPPLY COST:</b>	<b>\$150.00</b>

\* Per federal audit guidelines, this rate cannot be exceeded. However, if your county's internal policy uses a lower rate, that rate may be applied.  
 \* Salary rates subject to change due to changes in labor contracts program modifications, cost-of-living adjustments, step increases, classification series, fringe benefits

**FY 2018-19 ACP Winter Trapping Cost: \$8,761.00**

**COMMENTS:**

