



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

ca

For the meeting of: June 5, 2018

Date: May 14, 2018
To: Board of Supervisors
From: Jeff M. Dolf, Agricultural Commissioner/Sealer of Weights & Measures
Subject: APPROVAL OF COOPERATIVE AGREEMENT NO. 18-0016-000-SA, CERTIFIED FARMER'S MARKET INSPECTION CONTRACT IN THE AMOUNT OF \$3,750

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Approve Cooperative Agreement No. 18-0016-000-SA, known as the Certified Farmer's Market Inspection Program contract with the California Department of Food and Agriculture (CDFA) in the amount of \$3,750, and
2. Authorize the Chair to sign the original agreement, one copy of the cover page, and direct the Clerk of the Board to return all signed copies to the Agricultural Commissioner's Office for further processing, and
3. Direct the Auditor-Controller to execute the attached supplemental budget for FY 2018/19 (4/5 vote required), and
4. Grant a waiver from the provisions of the Nuclear Free Ordinance.

SOURCE OF FUNDING:

CDFA

Prepared by [Signature] CAO Approval [Signature]

REVIEW: Auditor [Signature] County Counsel [Signature] Human Resources [Signature] Other [Signature]

TYPE OF ITEM:
[X] Consent
[] Departmental
[] Public Hearing
[] Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Wilson Seconded by Supervisor Bass

Ayes Bass, Fennell, Scindberg, Bohm, Wilson
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 6/5/18

DISCUSSION:

The waiver from the provision of the Nuclear Free Ordinance is requested since the State of California will not modify its cooperative agreements to accommodate local ordinances. The Agricultural Commissioner's Office receives annual subventions from CDFA to offset the local cost of enforcing certain state-mandated programs. CDFA's Direct Marketing Program provides opportunities for California farmers to market their products directly to consumers with standardization program exemptions for minimum size, labeling, standard pack, and container requirements. The direct marketing program is intended to provide a viable channel for California farmers to market their agricultural products directly to the consumer, thereby providing a significant source of revenue for participating farmers and access to local fresh produce for county residents.

Cooperative Agreement No. 18-0016-000-SA will provide funding for inspections and investigations related to violations of direct marketing program requirements for agricultural products offered for sale at certified farmer's markets (CFM) and participating producer's growing sites. Per the agreement, allowable expenses include, but are not limited to CFM growing ground and storage site inspections, verification of acreages and crop type and production amounts consistent with producer's certificates, and inventory inspections of commodities offered for sale at certified locations. So far in 2018, there are 10 certified farmer's markets and 75 certified producers participating at farmers markets located throughout Humboldt County.

Approval of this agreement is consistent with your Board's Strategic Priority Framework's core roles of encouraging local enterprise, creation of private sector jobs and opportunities for improved health by supporting greater access to locally produced fruits, vegetables and livestock products.

FINANCIAL IMPACT:

Cooperative Agreement No. 18-0016-000-SA -SA provides \$3,750 for certified farmer's market enforcement activities in FY 2018-19. Humboldt County will be reimbursed on the basis of monthly invoices for actual costs incurred for investigations and associated inspections pre-approved by CDFA. Activities billable under the agreement include: inspection and investigatory work including follow-up inspections, administrative costs related to enforcement, mileage and travel time, contracting for hearing officers, and cost related to case closure. Revenue and expenditure line-item accounts are requested to be adjusted as detailed in the attached supplemental budget to reflect the amount of State funding available for the program.

OTHER AGENCY INVOLVEMENT:

CDFA

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

One complete Cooperative Agreement No. 18-0016-000-SA and one copy of the cover page.

SUPPLEMENTAL BUDGET FOR 1100261

Revenue:	1100261-525740	Certified Farmer's Market Insp.	\$3,750
Expenditure:	1100261-2125	Transportation and Travel	\$3,750

**COOPERATIVE AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER
18-0016-000-SA

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

STATE AGENCY'S NAME
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

RECIPIENT'S NAME
COUNTY OF HUMBOLDT

2. The Agreement Term is: July 1, 2018 through June 30, 2019

3. The maximum amount of this Agreement is: \$3,750.00

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

Exhibit A: Recipient and Project Information	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 HUMBOLDT

BY (Authorized Signature)



DATE SIGNED (Do not type)

6/5/18

PRINTED NAME AND TITLE OF PERSON SIGNING

Ryan Sundberg, Chair

ADDRESS

5630 S Broadway, Eureka, CA 95503-6905

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

CRYSTAL MYERS, BRANCH CHIEF, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

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EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein: The County will perform market and production site inspections and investigations per Food and Agricultural Code, Division 17, Chapter 10.5; the California Code of Regulations, Title 3, Subchapter 4, Article 6.5; and any established Certified Farmers Market and/or State policies and procedures.

Project Title: Certified Farmers Market Inspections

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Kiley Potter	Name:	Jeff Dolf
Division/Branch:	INSP SVCS DIV / INSPECTION AND COMPLIANCE	Organization:	COUNTY OF HUMBOLDT
Address:	2800 Gateway Oaks Drive, Sute 100	Address:	5630 S Broadway
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	Eureka, CA 95503-6905
Phone:	916-900-5198	Phone:	707-441-5260
Email Address:	kiley.potter@cdfa.ca.gov	Email Address:	agcommissioner@co.humboldt.ca.us

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Kiley Potter	Name:	
Division/Branch:	INSP SVCS DIV / INSPECTION AND COMPLIANCE	Organization:	
Address:	2800 Gateway Oaks Drive, Sute 100	Address:	
City/State/Zip:	Sacramento, CA 95833	City/State/Zip:	
Phone:	916-900-5198	Phone:	
Email Address:	kiley.potter@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. **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 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.

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 fifteen (15) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within fifteen (15) 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) business 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.

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.

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, monthly invoices must be submitted to the CDFA Administrative Contact, within thirty (30) calendar days after the end of each month in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work and/or Grant Procedures Manual, a final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

2. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by CDFA under this Agreement. If CDFA cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, CDFA may disallow the expenditures.
- B. If 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).
- C. 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.
- D. 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 FY 2018/19

County Responsibilities

The County agrees to provide enforcement through market and production site inspections and investigations in collaboration with the California Department of Food and Agriculture (CDFA), Certified Farmers' Market (CFM) Program. The activities performed through this agreement are in addition to inspection and investigation activities performed by the County, as required by statute. The activities provided under this agreement should be consistent with inspection and certification procedures currently performed by the County, as outlined in the Food and Agricultural Code (FAC), Division 17, Chapter 10.5 and the California Code of Regulations (CCR), Title 3, Division 3, Chapter 1, Subchapter 4, Article 6.5. Activities to be invoiced under this Cooperative Agreement will commence no earlier than July 1, 2018.

The County shall provide necessary inspection supplies and equipment, with the exception of forms and supplies routinely provided by CDFA. Other equipment necessary to conduct enforcement may be requested by the County, but shall not be procured until CDFA approval is obtained.

Activities billable under this agreement include:

- Inspection and investigatory work, including follow-up inspections
- Administrative staff costs, including any functions and actions related to enforcement
- Mileage and travel time
- Contracting for hearing officers, and
- Costs related to case closure

Inspector, investigator, and administrative staff costs related to enforcement such as the preparation of investigation reports and Notices of Proposed Action (NOPAs) will be reimbursed on an hourly basis. **All Counties shall request a Case ID number from CDFA for all enforcement activities, funded through this agreement, for tracking and billing purposes, with the exception of additional market inspections. Market inspections in addition to the minimum required by statute do not require a Case ID number, but must list the market name in lieu of the Case ID.**

CDFA Responsibilities

CDFA may perform evaluations of county inspections, which include, but are not limited to: on-site observations; assessment of inspection procedures, and; reviewing of Notices of Noncompliance (NNC), NOPAs, and other reports for accuracy and consistency.

CDFA will assist in the coordination of Market and Production Site inspections and assign a Case ID for substantiated cases.

County Activities

- Perform market and production site inspections and investigations
- Coordinate with CDFA and the production county (if applicable), when production site inspections or investigations are necessary; written confirmation must be obtained by the County
- Prepare NNCs, investigative reports, and NOPAs
- Conduct Administrative Hearings
- Provide inspection and investigation findings to CDFA and applicable counties
- Record billable activities for invoicing

County Tasks

Market Inspections

To include, but not limited to:

- Travel to and from the CFM
- Inspect Certified Producer's Certificate (CPC) to ensure it is valid and all commodities being sold are listed
- Request product lists for the day of inspection from the market operator
- Inspect for approved and sealed scales
- Perform a visual inventory of all commodities on display and in the producer's vehicle
- If producer is not in compliance, or is suspected of a non-compliance, photograph all pages of the CPC, the booth, commodities offered for sale, and commodities in the producer's vehicle (if applicable), using appropriate methods for scale (i.e., a wooden ruler),
- Issue NNCs when violations are observed
- Count, and report to CDFA all vendors selling under the authority and management of the CFM, separating certified agricultural producers, non-certified agricultural producers, and vendors participating in the ancillary section of the CFM
- Submit findings to CDFA in an email or Inspection Report

Production Site Inspections

To include, but not limited to:

- Travel to and from the production site(s) or the location where the commodities are transported or stored
- Photograph all pages of the CPC, commodities, growing grounds, and storage locations, including commodities in storage using appropriate methods for scale (i.e., a wooden ruler)
- Document evidence obtained during the production site inspection
- Production verification inspections shall be scheduled within 48 hours of the market inspection. Exemptions may be granted for extenuating circumstances, and must be approved by CDFA

Invoicing

The County shall invoice CDFA for work performed under this agreement within 60 days after the end of each month in which activities were provided. The County must use the CFM Program County Invoice provided by CDFA. The County shall submit an invoice statement per month, regardless of the amount of work performed for the billing period.

The corresponding CDFA issued Case ID number must be included on all invoices for the activity performed, with the exception of additional market inspections, which must include the market name in lieu of the Case ID number.

The County shall itemize costs for:

- Personnel Costs
 - Name of the staff member performing the specified functions
 - Title (e.g., Agricultural Biologist I, Deputy Commissioner, etc.)
 - Billable hours
 - Salary (reported as an hourly rate)
 - Actual benefit rate
- Indirect cost rate
- Contract costs for Hearing Officers
- Equipment (pre-approval from CDFA is required)
- Travel costs (reimbursement rate for mileage must be in accordance with the short-term travel vehicle mileage reimbursement rate established by the California Department of Human Resources, unless county rate is less).



2018-2019 Certified Farmers' Market Fiscal Display

County Humboldt
Cooperative Agreement # _____

Estimated Market Inspection and Investigation Costs (Includes report writing, administrative staff costs, contracting for hearing officers, etc.)	Total \$1,875.00
Estimated Production Inspection and Investigation Costs (Includes report writing, administrative staff costs, contracting for hearing officers, etc.)	Total \$1,875.00
COOPERATIVE AGREEMENT TOTAL:	\$3,750.00

Operational needs may require changes to line item expenditures within the agreement budget. If changes are needed, the total agreement amount may not be exceeded. Actual invoices must reflect these changes. If additional funding is required, a budget amendment must be submitted for approval.

Investigation costs include: inspection and investigatory work, including follow-up inspections; administrative staff costs, including any functions and actions related to enforcement; mileage; travel time; contracting for hearing officers, and; any costs related to case closure. Inspections, investigations, and administrative staff costs related to enforcement such as the preparation of investigation reports and notices of proposed action (NOPAs) will be reimbursed on an hourly basis utilizing methods to ensure full cost recovery for County overhead. All reimbursement requests shall be related to a case.