



August 21, 2020

D2020-05 Addendum

TO: District Agricultural Association Board Presidents and CEOs

SUBJECT: **\$40.3 Million General Fund Support for DAAs and Cal Expo**

## Program Guidelines

### Background

On June 29, 2020, Governor Newsom approved a budget augmentation under AB 75, which provided \$40.3 million in General Fund support for District Agricultural Associations and Cal Expo (Affected Fairgrounds) that employ state civil service employees. These funds are directed towards Affected Fairs that are projected to have insufficient reserves to pay **legally mandated costs** that may be incurred during the state civil service layoff process. These funds are only to provide financial support for civil service employees included in the layoff process.

### Eligibility

Affected Fairgrounds must begin the layoff process for state civil service employees by contacting CDFA F&E Branch and filling out appropriate paperwork and document the need for financial support<sup>1</sup>. Demonstration of the financial need can be shown by the net of unrestricted cash vs. current liabilities. For example, if a fair has \$50k in cash and \$50k in current liabilities that would be a net zero sum and thus eligible for support. This support excludes exempt/appointed employees and financial support will cover payroll expenses once the layoff process has started. Requests will be processed on a first come, first served basis. We will continue to process requests until June 30, 2021 or when the funds are depleted, whichever is sooner.

A complete layoff of staff is not required; however, in order to be eligible for this financial support, Affected Fairgrounds that lay off a portion of staff must financially demonstrate how the remaining staff will be compensated with existing revenue streams and show that fairgrounds are unable to afford staff proposed to be laid off within those existing revenue streams.

### Types of Support

#### Salaries

State civil services salaries, benefits, CalPERS payments, etc. (excludes exempt/appointed employees/temporary employees) that are included in the approved CalHR layoff plan. Overtime pay may not be included with the exception when the fairgrounds is serving as a fire camp/evacuation center.

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<sup>1</sup> Cal Expo, 22<sup>nd</sup> DAA, and 32<sup>nd</sup> DAA will submit their layoff plan to CalHR and provide F&E with the financial documents demonstrating needs to be eligible.



Unemployment Insurance

Unemployment insurance costs (EDD payments) for all fairground employees (permanent/temporary/exempt).

Compensated Leave Balances

Payout of leave balances for state civil service employees and Exempt/Appointed employees that retire or depart from state service. This would consist of civil service employees included and not included in the approved Cal HR layoff plan. After the layoff plan is complete employees impacted by the layoff process can still be eligible for leave payout up until June 30, 2021<sup>2</sup>. Leave payouts will be immediately processed once the employee retires or leaves state service.

**Submission**

Submit all applications to John Quiroz at [John.Quiroz@cdfa.ca.gov](mailto:John.Quiroz@cdfa.ca.gov). Please note that an application for support must be submitted on a monthly basis and ensure that the application is timely submitted in advance for processing (processing can take up to three weeks from submission to receiving a check). Be sure to include all supporting documentation along with the application. Lastly, please redact any personal employee information such as social security numbers or date of birth.

Sincerely,



John Quiroz, Chief  
Fairs & Expositions Branch

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<sup>2</sup> Keep in mind that layoff plans take about 5 months to complete. The process will need to begin by February 2021 in order for the compensated leave balance support to be available at the time of the employee's separation.