

# California Department of Food and Agriculture Fairs & Expositions – California Network of Fairs 2020-2021 FY Allocation

## Scope of Work

### A. Purpose/Authority/Availability of Funds

The California Department of Food and Agriculture (CDFA) has \$2.6 million General Fund dollars for local assistance to Fairs within the Network of Fair's class sizes I-IV+ for general operational support and \$125,000 for professional development/training services. Funds are available from September 1, 2020 through December 31, 2021.

The allocation may be used for the following items related to the fair's operations:

- Administration Expenses (i.e., travel, audit, office supplies, training)
- Maintenance & General Operations Expenses (i.e., payroll, training, utilities, supplies and equipment)
- Fair Event Expenses (i.e., advertising, attendance supplies, exhibit supplies)
- Premium Expenses (i.e., awards, ribbons, trophies)
- Horse Racing Expenses (i.e., supplies)
- Satellite Wagering Facility Expenses (i.e., supplies)
- Long-Term Debt (payoff/paydown loans)
- Payment to state agencies for premiums owed (i.e., auto insurance; pension/health premiums; Attorney General's Office services)
- Chief Executive Officer (CEO)/staff training and professional development
  - A maximum of 4.5% of allocation may be spent on training related expenses

### B. Responsibilities of Parties

#### The Fair shall:

1. Submit the below documents to CDFA by June 1, 2021, and comply with the following:
  - a. Approved Board minutes/resolution approving the request/Agreement for allocation
  - b. 2019 CDFA F&E approved Statement of Operations (STOP)
  - c. 2019 Financial Review or Financial Audit<sup>1</sup>

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<sup>1</sup> An audit/financial review engagement letter may be considered

- d. 2021 Operating Budget with supporting approved Board minutes/resolution
  - e. Be in good standing (either current or under a payment agreement duly approved by the appropriate entity) on all loans/obligations to CDFA and all other state entities and Joint Powers Authorities (JPAs)
  - f. Abide by [California State Rules for California Fairs](#), ensuring all youth whom participate in livestock shows have taken an CDFA approved quality assurance course<sup>2</sup>
  - g. If a county fair is operated by a nonprofit, the lease must have been approved by CDFA. The nonprofit shall comply with the Ralph M. Brown Act (California Government Code section 54950 et seq.) and Public Records Act (California Government Code section 6250 et seq.).
  - h. All DAAs in the Fairs on the Watch Program (FOTW) must be current on all required reports due to CDFA
  - i. By April 15th of each year, return the completed and signed Form 700s and the filer's certification list to the F&E Training Coordinator
  - j. Board members and CEO shall be current on all required CDFA training through CDFA's online university.
  - k. Follow all active Emergency Proclamations and Executive Orders signed by Governor Newsom. The fair shall include this requirement in all contracts.
  - l. Follow all directives and guidance issued by the California Department of Public Health and local health authorities regarding COVID-19 as applicable to gatherings and events. The fair shall include this requirement in all contracts.
2. Submit all allocation requests to CDFA in a timely manner (must be postmarked or emailed by June 1, 2021<sup>3</sup>).

**CDFA shall:**

- 1. Review required documents submitted. Determine whether to approve operational allocation requests. Any allocation requests postmarked or submitted to CDFA after **June 1, 2021** will only be accepted if an extension was granted prior to **June 1, 2021**.
- 2. Work with other state agencies and JPAs to ensure DAAs are remaining current on all obligations owed.

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<sup>2</sup> Proof of program tracking may be requested at anytime

<sup>3</sup> If additional time is needed requests for extensions must be submitted to CDFA and approved prior to June 1, 2021

3. Be responsible for maintaining this Agreement.
4. Within its sole discretion, perform a fiscal or compliance audit.
5. Notify the fair in writing if a request for allocation is denied. The notification will include the reason(s) for the denial and instructions on how to cure the deficiency, with deadline, and how the fair may appeal the denial.

**C. Request and Documentation Submittals**

All allocation requests shall be submitted via email to:  
Joji Kume, [Joji.Kume@cdfa.ca.gov](mailto:Joji.Kume@cdfa.ca.gov)