



November 30, 2020

F2020-16

TO: Fair CEOs and Board Chairs

SUBJECT: Fiscal Year 2020/21 Base and Training Allocation - Amendment

On September 16, 2020, the Fairs and Expositions Branch (F&E) released Circular Letter [F2020-12](#), announcing the General Fund Base Allocation dollar amounts available for fair class sizes I through IV+. The letter stated that the fairs would receive training funds as part of the lump sum and would not have to submit receipts for that particular portion of the allocation. We have just been informed that standard procedures at the State Controller’s Office require that funding for expenses related to training be disbursed with a receipt.

Based on this new information, the training portion of the allocations will be provided in the form of reimbursements; more information on the process to submit receipts and training options will follow in the next few days.

In order to continue moving forward with the allocation of funds, you will receive an amendment that will delete language in the Scope of Work under section “A” that reads “A maximum of 4.5 percent of the allocation may be spent on training related expenses”. **We would like to highlight that the amendment does not impact the total dollar amount that will be reimbursed, it only modifies the mechanism for distribution of the training portion of the funds.**

The following table provides the dollar amount that each class size of fair will receive for operations and training:

Fund Source:	General Fund (Base Allocation) ¹		
Class Size	\$ Operations	\$ Training	\$ Total
I	50,920	2,440	53,360
I-X	47,630	2,280	49,910
II	45,830	2,200	48,030
III	42,010	2,020	44,030
III+	38,190	1,830	40,020
IV	35,650	1,710	37,360
IV+	30,560	1,470	32,030
Total Distribution	\$2,605,000	\$125,000	\$2,730,000

1/ Note to 2.7M GF: Of the 3 fairs in class size I-X, one fair receive will receive a total of \$44,030 and the other two receive a total of \$52,850



In the next few days, the California Department of Food and Agriculture's Grants Office (CDFA Grants) will send to the Fair CEO an email containing the amended agreement for operations and training funds. If you already have a signed agreement, the amendment should be signed by the CEO and returned to CDFA Grants. If you have not yet signed and returned the original agreement, only the amended agreement needs to be approved by the Board of Directors, signed and returned.

As a reminder, all requests, including required documents and forms, must be submitted by June 1, 2021; unspent operating and training allocations will be returned to the State General Fund if not disbursed by June 30, 2021.

Please contact John Quiroz at 916-900-5025 or via email at John.Quiroz@cdfa.ca.gov with questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Quiroz', is positioned above the typed name.

John Quiroz
Branch Chief

Enclosure: Updated scope of work for General Fund Allocation