

Fairs & Expositions

Optional Fair Funding Programs

Fiscal Year 2005/2006

Explore...

CALIFORNIA FAIRS



Wanted

Funding Proposals

Application Due Dates (Postmark)

Flex Capital Program

"REWARD": \$3,100,000

Apply: Any time

Accessibility Upgrades Fund

"REWARD": \$1,084,000

Apply by: Wednesday, November 16, 2005

Revenue Generating Grants

"REWARD": up to \$800,000

Apply by: Phase I - Wednesday, November 2, 2005

Apply by: Phase II - Wednesday, February 15, 2006

Urgent Needs Fund

"REWARD": up to \$100,000

Apply: Any time

Asset Management Grants

"REWARD": up to \$100,000

Apply: Any time

Fair Installment Loan Program

"REWARD": up to \$1 million

Apply: Any time

Application information can be obtained from:
California Department of Food and Agriculture
website at: www.cdffa.ca.gov/fe/OppFairFunding.htm

For help with your funding proposal please contact:
Lisa Drury, Division of Fairs & Expositions
Desk: (916) 263-2951 Fax: (916) 263-2969 E-mail: ldrury@cdffa.ca.gov



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

A. G. Kawamura, Secretary

September 15, 2005

F2005-31

TO: All Fairs CEOs

SUBJECT: 2005/2006 Optional Fair Funding Program

It is time to begin the process of applying for Fairs & Expositions Optional Fair Funding opportunities for the 2005-2006 fiscal year. Enclosed you will find the program description and applications for the various funding programs. Given the uncertainties of the revenues generated through horse racing, the actual total funding for this year is still in limbo, but we will do our best to fund all of the programs outlined in this packet.

I encourage you to give serious thought to participating in each program if you believe that you have qualified projects which could be funded. Many times only a limited number of fairs apply, and this increases those fairs' chances of receiving monies for their facility needs. Also, it is a great educational exercise to explore improvements to your operation by researching the applicable programs for specific needs you have identified as priorities.

Best of luck in the coming year and we look forward to receiving your applications.

Michael F. Treacy
Director



Optional Fair Funding Programs

Package Contents

Package Contents

- Message from the Director

- Section A** 2004/2005 Program Overview
- B** 2005/06 Program Overview
- C** **Flex Capital (replaces Millennium Flex Fund)**
- Flex Capital Application
 - 2004/05 Millennium Flex Category 1 Funds Report of Expenditures
 - 2005/06 Flex Capital Report of Expenditures Worksheet
- D** **Accessibility Upgrades Fund (replaces ADA Program)**
- Accessibility Upgrades Project Application & Priority Projects Worksheet
- E** **Revenue Generating Grant Program**
- Revenue Generating Grant Application & Worksheet
 - Revenue Generating Grant 5-Year Performance Summary
 - Revenue Generating Grant Final Performance Summary
- F** **Urgent Needs Fund (replaces Emergency Program)**
- G** **Asset Management Fund (replaces Real Estate Services Program)**
- H** **Fair Installment Loan Program**
- Loan Application
- I** **Appeal Process**



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A. G. Kawamura, Secretary



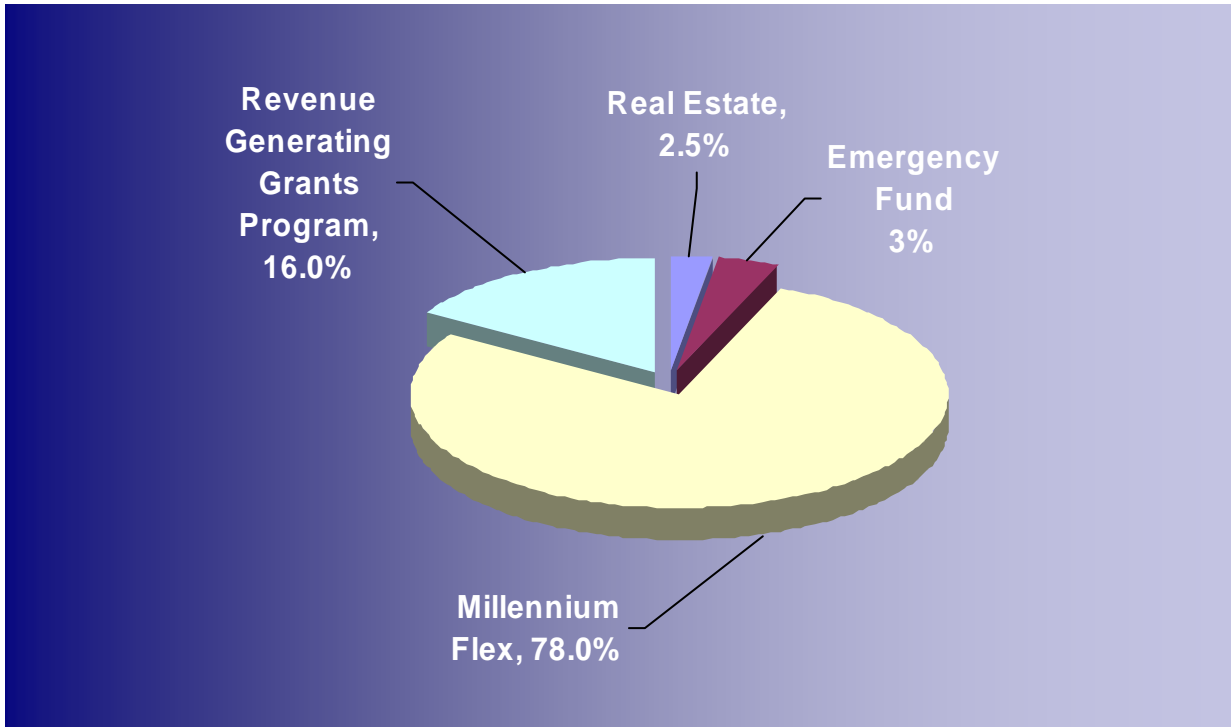
Fiscal Year 2005/2006 Optional Fair Funding Programs

2004/2005 Program Overview

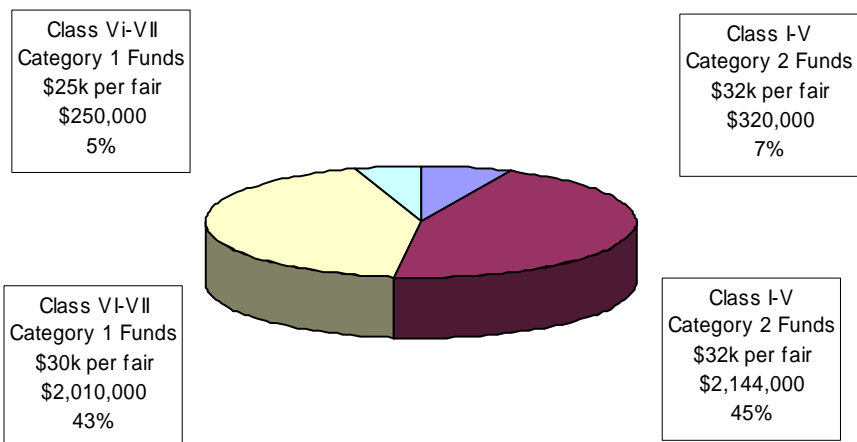
2004/2005
Program Overview

A

2004/2005 Overall Total Budget \$6,095,000



2004/2005 Millennium Flex Overview



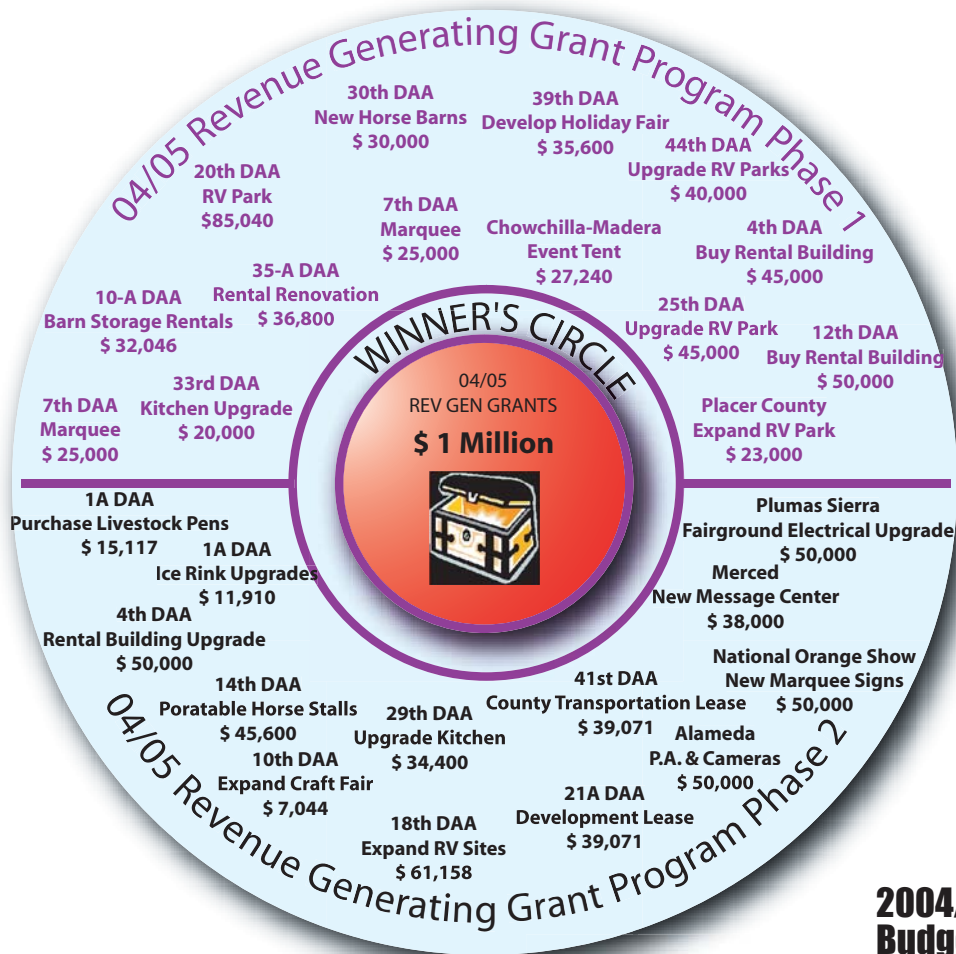
CALIFORNIA DEPARTMENT OF
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A. G. Kawamura, Secretary



2004/2005 Program Overview

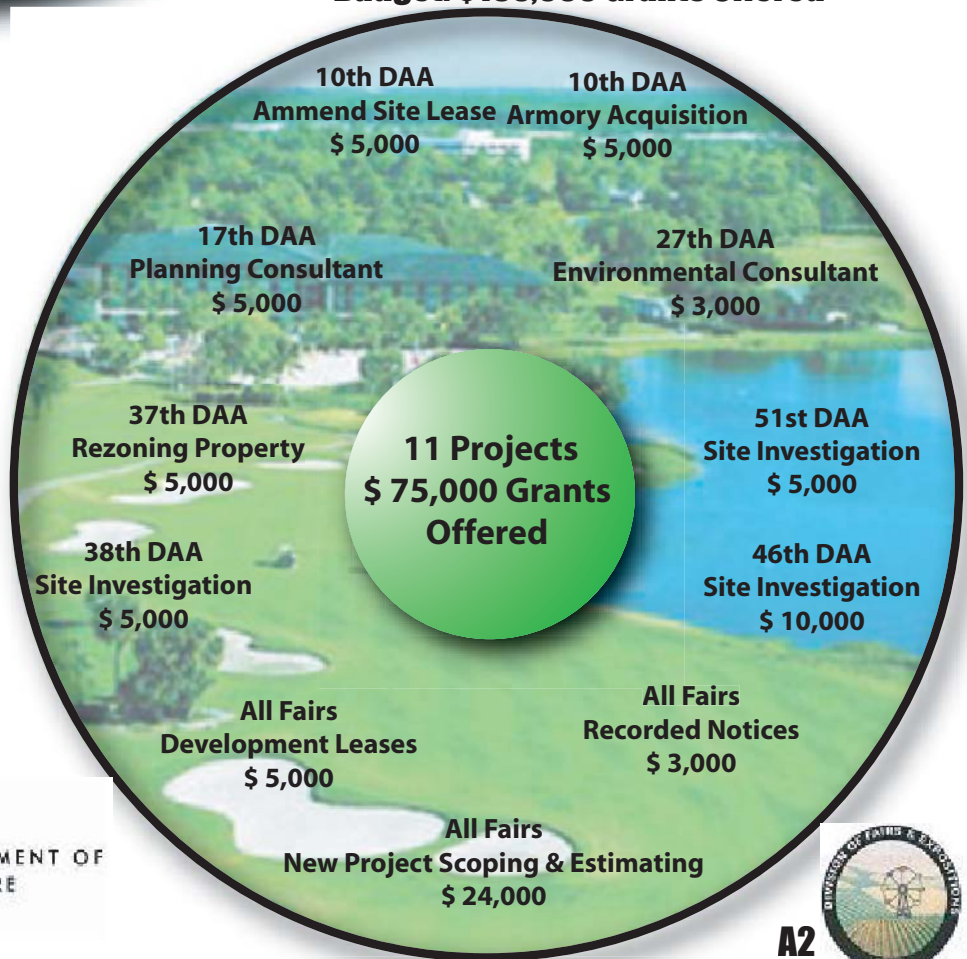
A

2004/2005 Program Overview



2004/2005 Revenue Generating Programs

2004/2005 Real Estate Services Program Budget: \$150,000 Grants Offered

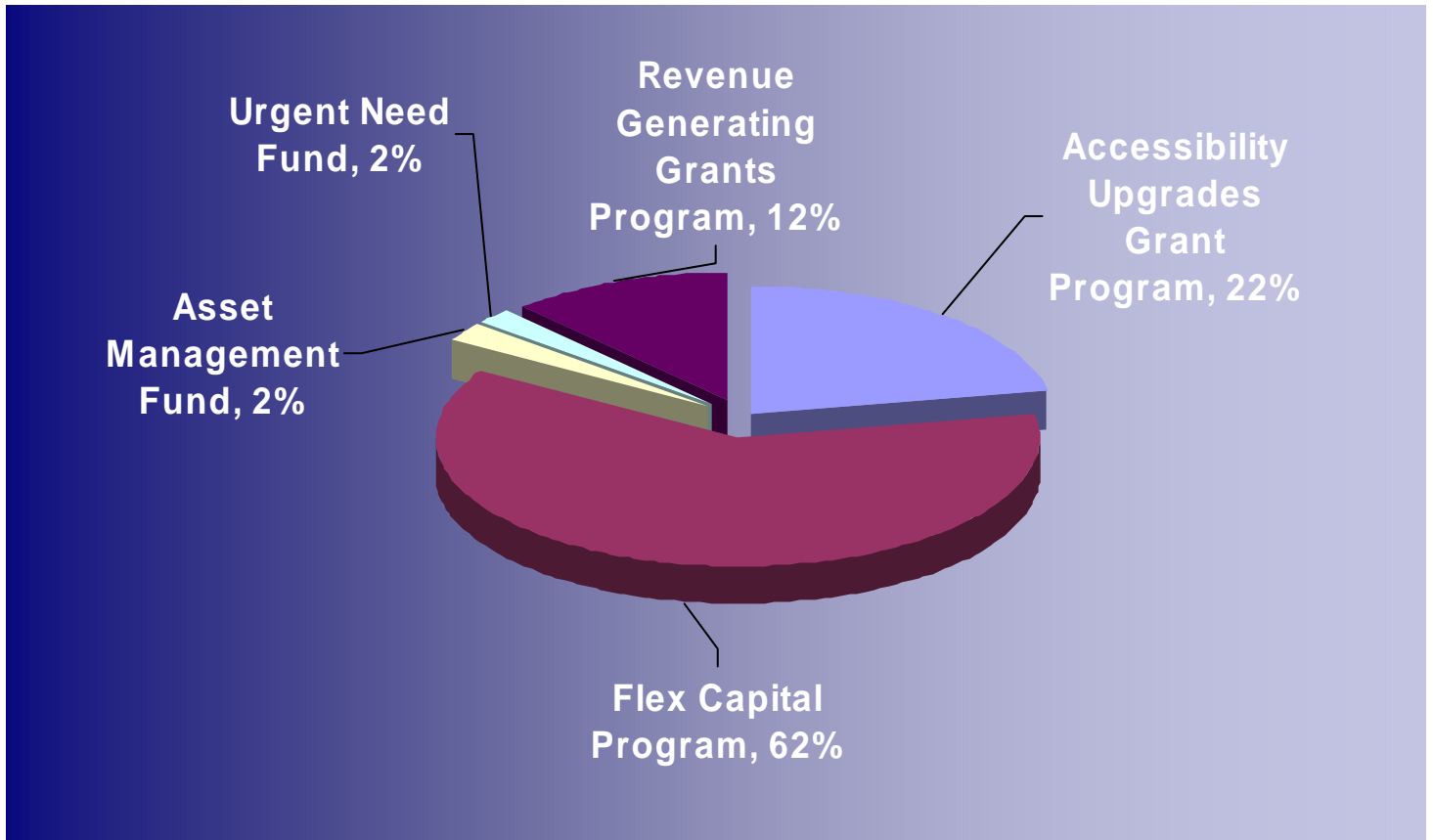


2005/2006 Program Overview

2005/2006
Program Overview

B

Overview Total Budget: \$ 4,984,000



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A. G. Kawamura, Secretary



2005/2006 Program Overview

2005/2006
Program Overview

B

Flex Capital: \$3,100,000

This incentive program is available to eligible fairs that demonstrate their use of “best business practice” principles. All Flex Capital funds will be held in an account at the CCA where they will be available for qualified expenditures. All fairs must submit applications to F&E outlining how the money is to be used. Fairs that receive an annual performance rating of A or B are immediately eligible for funds. Fairs with performance ratings of C may be eligible for funding if they are able to address unresolved issues and are able to upgrade their rating to a B.

Class I – V Fairs with physical fair sites	\$45,000
Class I – V Fairs with limited facilities	\$30,000
Class I – V Fairs without physical fair sites	\$20,000
Class VI Fairs	\$20,000

Accessibility Upgrades Fund: \$1,084,000

Project proposals for funding consideration in 2005/06 were submitted by the fairs in February 2005. The technical committee has recommended priority projects and those fairs have been notified of the recommended funding levels. Accessibility Upgrades funds will be held in an account at the CCA for use as needed.

Accessibility upgrade proposals to be considered for funding in 2006/07 are to be submitted by Wednesday, November 16, 2006. Fairs should refer to their 2005/2006 Accessibility Upgrade Project Priority Report and their strategic plans when considering which projects to undertake with this funding source.

Revenue Generating Grant Program: \$800,000

Project applications will be accepted in two (2) phases, each with up to \$400,000 available for use. Fairs & Expositions (F&E) provides staff for the technical committee comprised of representatives of the California Fairs Alliance (CFA), the California Construction Authority (CCA) and the California Fairs Services Authority (CFSA). The committee reviews the proposals and makes recommendations to F&E.

Urgent Needs Fund: \$100,000

The Urgent Needs Fund is available to help fairs when they have no other way to pay for urgent, unexpected expenses. Fairs may submit requests on an as-needed basis.

Asset Management Fund: \$100,000

The Asset Management Fund is designed to provide assistance with property issues and transition planning for the network of California fairs. Fairs may request up to \$5,000 in seed money that can be used to help scope out a project, hire consultants, or pay for processing fees.



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Fair Installment Loan Program: up to \$1,000,000

The Loan Fund balance has passed the minimum reserve level and F&E will be notifying fairs of the availability of loans and loan terms later in the 2005/06 fiscal year.

Application Due Dates (Postmark):

Revenue Generating Grant Program – Phase I.....	Wednesday, November 2, 2005
Accessibility Upgrades Fund.....	Wednesday, November 16, 2005
Revenue Generating Grant Program - Phase II.....	Wednesday, February 15, 2006
2004/05 Millennium Flex Report of Expenditures.....	Wednesday, March 1, 2006
Flex Capital Program.....	Any time
2005/06 Flex Capital Report of Expenditures.....	Thursday, March 1, 2007
Urgent Needs Fund.....	Any time
Asset Management Grant Program.....	Any time
Fair Installment Loan Program.....	Any time

Information:

Copies of this information and forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the California Department of Food and Agriculture website at:

www.cdfa.ca.gov/fe/OppFairFunding.htm

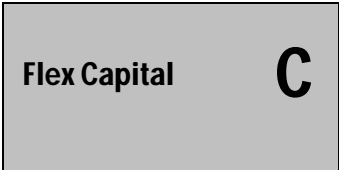
Please direct all submissions and any questions regarding the 2005/06 Optional Fair Funding Programs to:

Division of Fairs & Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969

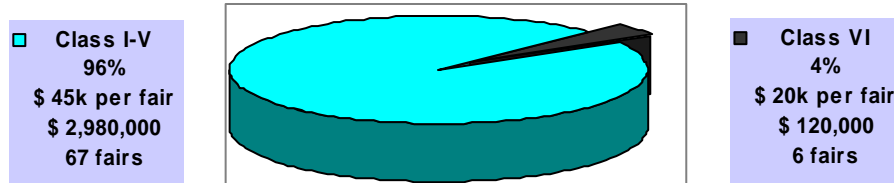
Lisa Drury
Desk: (916) 263-2951 Fax: (916) 263-2969
E-mail: ldrury@cdfa.ca.gov



Flex Capital
 (replaces Millennium Flex Fund)
 Due: No Deadline



2005/2006 Flex Capital Program
Budgeted \$3,100,00



For 2005/06 \$3.1 million has been budgeted for Flex Capital funding. This is an incentive based program that provides funding for a broad range of fair activities and infrastructure needs. These funds are being made available to fairs that follow the best business practices as identified by their 2005/06 Fair Performance Rating calculated by Fairs & Expositions (F&E).

Class I – V Fairs with physical fair sites	\$45,000
Class I – V Fairs with limited facilities	\$30,000
Class I – V Fairs without physical fair sites	\$20,000
Class VI Fairs	\$20,000

Eligibility

All Flex Capital funding will be held in an account at the California Construction Authority (CCA). How the funds are activated will vary depending upon the fair’s current Performance Rating. Fair ratings are evaluated annually by CDFA based on the criteria outlined in the 2005/2006 Fair Performance Criteria and Measures. Fairs receive ratings of A, B, or C. If you would like a copy of the evaluation summary and your fair’s current rating designation please contact Lisa Drury at (916) 263-2951 or via e-mail at ldrury@cdfa.ca.gov.

- All fairs: “2004/05 Millennium Flex Funds Report Category 1 Report of Expenditures” (attached) must be submitted to F&E postmarked by March 1, 2006.
- “A” and “B” rated fairs: Please submit a 2005/06 Flex Capital Funding Application to F&E to request funds for a specific use. “A” rated fairs will be given priority as funds become available.

“C” rated fairs: May be eligible for funds if they address unresolved issues that have been identified in the Fair Performance Criteria evaluation summary. Eligibility will be determined on a case-by-case basis. Please contact Lisa Drury regarding upgrading of your rating. After eligibility has been established, the fair must submit a Flex Capital Funding Application for F&E review.

Flex Capital (replaces Millennium Flex Fund) Due: No Deadline

Flex Capital

C

Submittals

1. Applications: Fairs must apply to F&E for use of funds. Applications may be submitted at any time and more than one application may be submitted. Small projects of similar type may be combined as one application. Fairs must apply to use any amount of the allocation. Unused funds will be held at CCA for future use. Fairs may submit subsequent applications for any or all of the remaining funds at any time. The application form is included in this packet and is available on-line at www.cdfa.ca.gov/fe/OppFairFunding.htm
2. Report of Expenditures: All fairs accepting 2005/06 Flex Capital funds will be required to report how the money was used. If all funds have not been spent, please put that in the report. Invoices and receipts for project expenses are to be maintained by fair staff for future audit review. Should the fair need clarification about whether a proposed project or expenditure meets Flex Capital Program guidelines, the fair is encouraged to contact the Division of Fairs and Expositions (F&E) before submitting its application. Forms for the reporting are included in this packet and available on-line at www.cdfa.ca.gov/fe/OppFairFunding.htm
 - a. **2004/05 Millennium Flex Program Category 1 Report of Expenditures**: Must be submitted to F&E with the annual Statement of Operations (STOP) postmarked by March 1, 2006 in order to be eligible for 2005/06 Flex Capital funds.
 - b. **2005/06 Flex Capital Report of Expenditures**: Must be submitted to F&E with the annual Statement of Operations (STOP) postmarked by March 1, 2007 in order to be eligible for 2006/07 funding.

Qualifying Expenditures

Eligible fairs can apply for qualifying expenditures in any of the following categories:

1. Travel and Registration for Approved Training - Travel and registration expenses to attend compliance, professional development and technology training (e.g., accounting, purchasing, contracting, software and other related training).
For DAAs: Be sure that Travel Expense Claims (TEC) adhere to state travel guidelines. This will ensure that travel related expenses are fully reimbursable. TEC questions can be addressed by contacting the California Department of Food and Agriculture, Travel Claims Unit at (916) 654-0282.
2. Office Modernization and Technology - Purchase of computer hardware, software, radios, telephones, and other office equipment.
3. Financial Opportunities - Exploration of financial opportunities. This may include master planning, grant writing, sponsorship program development, etc.

Flex Capital (replaces Millennium Flex Fund)

Due: No Deadline

4. Equipment Purchases - Maintenance equipment, tractors, lawn mowers, etc. If the planned equipment is rolling stock (e.g., automobiles, trucks or forklifts), the fair should continue to coordinate these activities with the Department of General Services (DAAs only), or the California Fairs Services Authority (CFSA), where applicable, prior to the purchase. DAAs should refer to F&E circular letter D2003-12, dated October 30, 2003, for guidance on the acquisition and/or disposition of State-owned property.
5. Audit Issues - To address and remedy an audit concern or finding. This may include hiring staff or expert(s) to execute audit recommendations and other related actions.
6. Agency Permitting and Review – Hiring assistance to prepare documentation required by associated agencies such as Regional Water Quality Control Boards, California Integrated Waste Management Board and Department of General Services.
7. Agricultural Education – either as an interim or fairtime project promoting California agriculture.
8. Facility Repairs and Upgrades – Repairs or upgrades to facilities for compliance with California Fairs Services Authority (CFSA) Safety Report, DHS Environmental Health Survey, county health inspections, etc.
9. Capital and Infrastructure Improvements – Funds may be used for capital or infrastructure improvements to fair facilities. A CCA inspector is required to inspect any project that uses these funds. For non-DAA fairs, local inspection of projects is also acceptable upon written request.
 - Health and Safety Upgrades
 - Accessibility Upgrades
 - Environmental Health Survey Recommendations – A dependable source of potable water with no risk of contamination should be a high priority.
 - CFSA Safety Survey Report Recommendations
 - Local County Health Department Requirements
 - State Fire Marshal or Local Fire District Requirements
 - Revenue Enhancement Projects
 - Backstretch Improvements - Backstretch improvements at racing fairs. Activities are typically coordinated with the California Authority of Racing Fairs (CARF).
 - Planning, Engineering or Feasibility Studies
 - Fair Priority Projects – That neat little project that solves a nagging problem and shouldn't be delayed any longer.
 - Transition Planning

Flex Capital

(replaces Millennium Flex Fund)

Due: No Deadline

Funding Disbursement

It is anticipated that funds will be available in the Spring of 2006. Upon F&E approval of the fair's Funding Proposals, the fair may request access to the money directly from CCA.

Contacts:

Copies of this information and the forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the Department of Food and Agriculture website at:

www.cdfa.ca.gov/fe/OppFairFunding.htm

Please direct all applications for the Flex Capital Program to:

Division of Fairs & Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Phone: (916) 263-2955 Fax: (916) 263-2969

Flex Capital Application

Flex Capital
Application

C

Report of Expenditures for 2004/2005 Millennium Flex Category 1 Funds must be provided by March 1, 2006 in order to be eligible for 2005/06 Flex Capital Funds. Please direct applications for the Flex Capital Program to:

Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Phone: (916) 263-2955 Fax: (916) 263-2969

Fair Contact Information

Date:

Fair:

Contact Person:

Mailing Address:

Tel:

Fax:

e-mail:

Project Title

Project Description Describe the scope of the project and which category of qualifying expenditures (from the program description) it satisfies:

Explanation of the need or problem being addressed and how the need arose, i.e., DHS Environmental Health Survey, client request, board request; etc.

Project Estimate and Funding Requested. Fairs are encouraged to work with the California Construction Authority to develop estimates for capital improvement projects. Scope of work / project description for capital improvement projects: Includes the major activities, the major materials to be used, quantity of work, who will be performing the design work, and who will be performing the labor.

Materials: \$
Labor: \$
Equipment: \$
Other: \$
Total: \$

Funding Request	Amount
Flex Capital:	
Fair Funds:	
Other Funds:	
TOTAL FUNDING:	

(Signature)
Chief Executive Officer or Board President

Date



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary

Fiscal Year 2005/2006 Optional Fair Funding Programs



C5

2004/2005
Flex Capital – Report of Expenditures
Due: Postmark March 1, 2006

Flex Capital
 Report of
 Expenditures **C**

Please direct submissions to: Division of Fairs & Expositions
 1010 Hurley Way, Ste 200
 Sacramento, CA 95825
 Attn: Optional Fair Funding Programs
 Tel: (916) 263-2955 Fax: (916) 263-2969

Fair Contact Information

Date:

Fair:

Contact Person:

Mailing Address:

Telephone:

Fax:

E-mail:

Project Title:

	Project Name	Project Type or Expenditure Category (see list below)	Flex Capital Funds Used	Total Project Cost (1)	Comments (optional)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
		Totals:	0	0	

(1) Maintain a file of all invoices, receipts and purchase documents for audit purposes.
 Do not send copies unless requested.

Chief Executive Officer (signature)

Date

Expenditure Categories

- 1) Travel & Training 2) Office Technician 3) Financial Opportunities 4) Equipment Purchase
 5) Audit Issues 6) Agency Compliance 7) Facility Repairs 8) Capital Improvements



CALIFORNIA DEPARTMENT OF
 FOOD & AGRICULTURE
 A. G. Kowamura, Secretary



Accessibility Upgrades Fund (replaces ADA Program)

Due: Postmarked November, 16, 2005

Accessibility
Upgrades Fund

D

The Accessibility Upgrades Fund pays for fair facility projects that improve fairground accessibility and accommodations for the physically disabled. The Fund budget is \$1.1 million for 2005/06. Project proposals for 2005/06 consideration were submitted by the fairs in February 2005. The Technical Committee made recommendations for funding and those fairs recommended for projects have been notified. 2005/06 Accessibility Upgrades funds will be held in an account at the California Construction Authority where they will be available as needed.

Eligibility

- Class I – VII fairs
- F & E approved fair budget
- F & E approved Statement of Operations

Selection Criteria

Approval of funding requests will be based on their relative urgency, priority, and impact or benefit to the fair. The Technical Committee, comprised of representatives from the California Construction Authority (CCA), California Fairs Services Authority (CFSA) and the California Fairs Alliance (CFA), reviews the submittals and makes funding and scope of work recommendations to the Division of Fairs and Expositions.

The committee will give consideration to these types of criteria:

- Co-funding is strongly encouraged. As the class size of the fair gets larger a greater amount of co-funding should be considered.
- Overall public risk, overall facility risk, and overall fair industry risk.
- Projects that address “path of travel” issues will be given most favorable consideration by the Technical Committee. This would include requirements for parking areas, entry gates and ticket booths, walkways and sidewalks, ramps, landings, and modifications to doors as required to make the facilities accessible. If your fair has addressed all the path of travel issues, please indicate this on your application when applying for other types of projects such as restroom upgrades.

Submittal Due Date:

The Priority Worksheet and Project Applications to F&E must be postmarked by Wednesday November 16, 2005.



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Fiscal Year 2005/2006 Optional Fair Funding Programs

D1

Accessibility Upgrades Fund (replaces ADA Program)

Due: Postmarked November 16, 2005

Accessibility
Upgrades Fund

D

Submittals

Fairs must submit the 2005/06 Accessibility Upgrades Project Application and Priority Worksheet to be considered for Accessibility Upgrades funding for 2006/07. Fairs may submit more than one project for consideration.

1. Accessibility Upgrades Priority Worksheet Please provide the following information to assist the committee in evaluating your request:

- List your five projects in order of priority.
- Identify the building or area on the fairground and the type of improvements to be made.
- Small projects of a similar type (i.e., ramps) estimated at less than \$10,000 each may be combined into one line item for a total of not more than \$50,000. Please list each of the projects in the group.
- If you are augmenting an existing project, please list the name of the project and be sure to indicate "Augmenting project XYZ" and reference the CCA project number if possible.
- Indicate the funding sources and amounts you would like to use for each project. This may include:

- | | |
|---------------------------------------|--|
| 1. Fair Funds | Cash for materials, contracts or outside labor |
| 2. Accessibility Upgrade Fund Support | Accessibility Upgrade funding requested to complete the project |
| 3. Other F&E Program Support | Other F&E program funds you would like to use, such as Flex Capital |
| 4. Third Party Funding | Cash from outside sources such as grants, gifts, or funding from local governments |

2. Accessibility Upgrades Project Application: Please provide an application for each project you are submitting for consideration by the Technical Committee. Additional related attachments (photos, plans, and maps) may be attached to the proposal forms.

Contacts

Copies of this information and the forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the Department of Food and Agriculture website at: www.cdfa.ca.gov/fe/OppFairFunding.htm

Please direct all applications for the Accessibility Upgrade Fund to:

Division of Fairs & Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Accessibility Upgrades Fund

Application

Due: Postmark November 16, 2005

Please direct submissions to:

Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs

Accessibility
Upgrades Fund
Application

D

Fair Contact Information

Date:

Fair:

Contact Person:

Mailing Address:

Tel:

Fax:

E-mail:

Project Title

Project Description. Please describe the project in terms of what kind of work needs to be done and its location on the fairground.

Project Priority. Please explain the priority of this project in terms of its impact on the facility's accessibility for disabled persons.

Project Estimate and Funding Requested. Fairs are encouraged to work with the California Construction Authority to develop estimates for capital improvement projects. Scope of work / project description for capital improvement projects: Includes the major activities, the major materials to be used, quantity of work, who will be performing the design work, and who will be performing the labor.

Materials: \$
Labor: \$
Equipment: \$
Other: \$
Total: \$

Funding Summary

Fund Source Proposed	Amount Proposed
Accessibility Upgrades Fund:	
Fair Funds:	
Other Funds:	
TOTAL FUNDING:	

(Signature)
Chief Executive Officer or Board President

Date



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Fiscal Year 2005/2006 Optional Fair Funding Programs

D3

Accessibility Upgrades Fund

Application Worksheet

Due: Postmark November 16, 2005

Accessibility Upgrades Fund **D**
Application - Worksheet

Please direct submissions to: Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs

Fair Contact Information

Date:

Fair:

Contact Person:

Mailing Address:

Telephone:

Fax:

E-mail:

Priority	Project Description	Fair Funds	Access Upgrade Funds	Other Funds (Flex Cap)	Third Party Funding	Total Project Budget
1						0
2						0
3						0
4						0
5						0
Totals for Priority Projects		0	0	0	0	0

Other Future Projects

						0
						0
						0
						0
						0
Totals for Other Future Projects		0	0	0	0	0

(Signature)

Chief Executive Officer or Board President

Date

Expenditure Categories:

Travel & Training 2) Office Technician 3) Financial Opportunities 4) Equipment Purchase 5) Audit Issues 6) Agency Compliance 7) Facility Repairs 8) Capital Improvements



Revenue Generating Grant Program

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

The Revenue Generating Grant Program provides incentives for fairs to develop, expand, or optimize their revenue sources. Through this program, the Division of Fairs & Expositions (F&E) seeks to maintain the fairs as the valuable and irreplaceable community assets they are, improve each fair's ability to generate new net revenue, retain existing revenue sources, expand opportunities, and support long-term development and stability in the industry. Funding for 2005/06 has been earmarked at \$800,000.

Eligibility

- Class I-VII fairs
- Fair budget has been approved by F&E
- Statement of Operations has been approved by F&E
- Revenue Generating Grant 5-Year and Final Performance Summaries have been provided to F&E for prior year Rev Gen projects

Selection Criteria

F&E provides staff for the Evaluation Committee comprised of representatives of the California Fairs Alliance (CFA), the California Construction Authority (CCA) and the California Fairs Services Authority (CFSA). The Committee reviews the proposals and makes recommendations to F&E.

- The amount of money for an approved request will be determined, in part, by the fair's finances and resources.
- Retroactive eligibility is possible for projects that have already been initiated or will be completed within the current fiscal year (July 1, 2005 and June 30, 2006).

Submittals

Project proposals will be accepted in two phases, each with up to \$400,000 in available funding.

Phase I - Proposals to F&E must be postmarked by **Wednesday, November 2, 2005.**

Phase II - Proposals to F&E must be postmarked by **Wednesday, February 15, 2006.**

- Submit original and one (1) copy of the Revenue Generating Grant Application and Grant Proposal Worksheet.
- Board of Directors approval must be provided with either the signature of the board president on the application, a board resolution, or a letter from the board.

Funding Criteria

- Class I-III fairs may apply for up to eighty percent (80%) of the total project cost.
- Class IV-VII fairs may apply for up to sixty percent (60%) of the total project cost.



CALIFORNIA DEPARTMENT OF
 FOOD & AGRICULTURE
 A. G. Kawamura, Secretary



Revenue Generating Grant Program

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

Revenue Generating Grant Program	E
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Proposal Criteria

- (1) Net Revenue The proposal must show that the project provides new net revenue, particularly for projects that expand an existing revenue source.
- (2) Pro Forma Proposals requesting Revenue Generating Grant Program funding may have up to 10 years to produce net revenues at least equal to the total project cost. Projects are evaluated on net revenue, not gross revenue. The following table shows the maximum years needed to generate a positive net revenue based on grant funding levels:

<u>Grant Funding Requested</u>	<u>Term to produce positive net revenue</u>
Up to \$50,000	5 years
\$50,001-60,000	6 years
\$60,001-70,000	7 years
\$70,001-80,000	8 years
\$80,001-90,000	9 years
\$90,001 and over	10 years

Operation costs must be summarized in the Pro Forma section of the Project Proposal Worksheet. In addition to the data provided in the Pro Forma, the following detail should be provided as back up for the projections:

- Gross Revenue: Gross revenue includes any fair income that is a direct result of the project, including any directly related savings. Up to 20% of existing revenue source directly related to the project may be considered when calculating Gross Revenues. Include the basis for Gross Revenue projections and the calculations associated with this figure.
- Administration: Administration costs include, but are not limited to, current and additional staffing, as well as management time estimated to properly and fully support the proposed project.
- Maintenance: Maintenance costs include, but are not limited to, janitorial, painting, plumbing, electrical, etc. Labor, supplies, and equipment must be realistically assessed. Proposals should include annual maintenance costs as part of the project expense.
- Advertising: The cost of advertising includes, but is not limited to, materials and professional support, along with accurate rates for media promotion, if applicable.
- Utilities: Utility costs include, but are not limited to, power, water, gas, sewer and waste disposal, phones, etc. Projected rate increases should reflect the same percentage as preceding years unless the proposal contains supporting documentation from local utility companies addressing rate changes that are higher or lower than the average five-year growth rate.



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Revenue Generating Grant Program

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

- f. Other: Any other expense not included above must be described and included. Other expenses may include loan payments, security, insurance or taxes, or operational expenses associated with the project.
- (3) Construction Expenses: The proposal must project costs of construction. Supporting documentation including fee proposals and cost breakdowns should be provided to assist the committee in evaluating the proposal. Detail must be provided for these line items in the Construction Costs section of the Project Proposal Worksheet:
- a. *Utility Fees Estimate*: Include fees charged by utility companies to add, upgrade, and/or move power, water, gas, sewer and waste disposal, phone services, etc.
 - b. *Materials Cost Estimate*: Include all materials to be purchased to complete the project.
 - c. *Day Labor Cost Estimate*: All day labor costs must be realistically calculated and described.
 - d. *Construction Contracts*: All expenses contracted by the fair to complete construction of the project, such as building, plumbing, electrical, etc.
 - e. *Other (specify)*: Any other construction expense not included above must be described and included. (e.g., lost revenue due to construction).
 - f. *Contingency Fund*: A minimum of 5 percent (5%) of the total construction expenses must be set aside as a contingency fund.
- (4) Funding: Funding provided by the fair, capital donations, grants, investors or any other source must be explained and supported by documentation, such as signed letters of intent or contracts. Unsuccessful attempts to obtain funding should also be discussed. Fairs may use their Flex Capital Program funds or other prior year unexpended Millennium Flex or Capital Improvement funds to meet the fair funding obligation.

Reporting Requirements

F&E is interested in successful projects. In order to be considered for grants in 2005/06 a “5-Year Performance Summary” must be provided for all Revenue Generating Grants received by your fair within the past 6 years and “Final Performance Summary(s)” for all prior year funded Revenue Generating projects. Due: Phase I - Postmark November 2, 2005. Phase II - Postmark February 15, 2006



CALIFORNIA DEPARTMENT OF
 FOOD & AGRICULTURE
 A. G. Kawamura, Secretary



Revenue Generating Grant Program

Due: Phase I – Postmarked October 12, 2005
Phase II – Postmarked February 15, 2006

Other Criteria

- 1) Projects must be started within one (1) year of funding approval. Fairs must apply to F&E for approval to extend the funding term beyond one year. Funds not approved for extension will revert to the program for reallocation.
- 2) Funds not used in the execution of the project shall revert to the program for reallocation.
- 3) Project cost savings shall be shared by F&E and the fair on a pro-rata basis consistent with the percentage funding split.
- 4) If unallocated revenue generating funds are available, F&E may consider participating in co-funding additional project funding to augment the project budget up to a maximum of 20% over the original project budget. Co-funding percentages will be based on the funding criteria outlined above (80% or 60%). Fairs may submit augmentation proposals to F&E for consideration and proposals will be evaluated on a case-by-case basis.

Contacts

Copies of this information and the forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the Department of Food and Agriculture website at:

www.cdfa.ca.gov/fe/OppFairFunding.htm

Please direct all applications to: Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969

Revenue Generating Grant Program Application

Revenue
Generating
Grant Program
Application **E**

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

Please direct applications for the Revenue Generating Grant Program to:

Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969

(Please attach the “Grant Proposal Worksheet” to this application)

Contact Information

DATE:

Fair:

Contact Person:

Mailing Address:

Tel:

Fax:

E-mail:

Project Title

Please provide a brief description of the proposed project.

Funding Summary

Fund Source Proposed	Amount Proposed
Rev Gen Funds:	
Fair Funds:	
Other Funds:	
TOTAL FUNDING:	

(Signature)
Chief Executive Officer or Board President

Date



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Revenue Generating Grant Program Application

Revenue
Generating
Grant Program
Application **E**

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

What Class is your fair (I-VII)?

Prior Year Projects

Please provide some information on revenue generating grants your fair received in prior years.

Project	Revenue Gen Grant Funding	Fair Funding

Project Description

- 1. Compatibility** Explain the compatibility of the venture with community values and the ability of the proposal to generate community-wide income. Discuss how the project meets the needs of the community or generates more use of the area’s motels, restaurants, service businesses, etc.

- 2. Local Competition** Discuss similar current or proposed ventures in the same market area, including an analysis of how these ventures might affect the project being proposed.

Revenue Generating Grant Program Application

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

3. **Future Trends** Discuss current and future demographic trends of the area, as well as how those trends are expected to affect the estimated revenue. Examples of trends include, but are not limited to: Is the population growing or shrinking, getting older or younger? Is the median income growing or shrinking? Is the area evolving from a rural to urban setting? Information and/or data sources must be identified.

4. **Viability** Discuss the research conducted to ensure the viability of the proposed project. This would include potential customers or users related to the project. What analysis was conducted that would lead one to believe a proposal would be a success?

5. **Environmental Considerations** The applicant must confirm if the California Environmental Quality Act (CEQA) requires an Environmental Impact Statement for operation or construction of the project. If so, that cost must be included as a construction cost in the Proposal Worksheet.

Revenue Generating Grant Program Application - Worksheet

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

Please direct applications to: Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969

Fair Contact Information

Date: _____ **Contact Person:** _____
Fair: _____

Mailing Address: _____ **Tel:** _____
Fax: _____
E-mail: _____

Project Title:

Project Costs				Project Funding	
Utilities	\$	-	Contracts	\$	-
Materials	\$	-	Other	\$	-
Day Labor	\$	-	Contingency	\$	-
TOTAL:		\$0.00		Total:	\$0.00

* Round to the nearest dollar

PRO FORMA DATA											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Totals
Gross Revenue											0
Expenses:											
Administration											0
Maintenance											0
Advertising											0
Utilities											0
Environmental											0
Other											0
Total Expenses:	0	0	0	0	0	0	0	0	0	0	0
NET REVENUE	0	0	0	0	0	0	0	0	0	0	0



Revenue Generating Grant Program

5-Year Performance Summary

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

A 5-Year Performance Summary must be provided for all Revenue Generating Grants received by your fair within the past 6 years in order to be considered for future grants in 2005/2006.

Please direct all submissions to: Division of Fairs & Expositions
 1010 Hurley Way, Ste 200
 Sacramento, CA 95825
 Attn: Optional Fair Funding Programs
 Tel: (916) 263-2955 Fax: (916) 263-2969

Fair Contact Information:

Date: _____ **Contact Person:** _____
Fair: _____

Mailing Address: _____ **Telephone:** _____
Fax: _____
E-mail: _____

Project Title:

Actual Project Costs				Actual Project Funding	
Utilities	\$ -	Contracts	\$ -	F&E	\$ -
Materials	\$ -	Other	\$ -	Fair	\$ -
Day Labor	\$ -	Contingency	\$ -	Donation	\$ -
TOTAL:	\$0.00			Total:	\$0.00

*Round to the nearest dollar

5-Year Project Performance Summary						
	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
Gross Revenue						0
Expenses:						
Administration						0
Maintenance						0
Advertising						0
Utilities						0
CEQA Environmental						0
Other						0
Total Expenses:	0	0	0	0	0	0
NET REVENUE	0	0	0	0	0	0

Revenue Generating Grant Program Final Performance Summary

Due: Phase I – Postmarked November 2, 2005
Phase II – Postmarked February 15, 2006

A Final Performance Summary must be provided for all prior year funded Revenue Generating Projects completed by your fair in order to be considered for future grants in 2005/06.

Please direct all submissions to: Division of Fairs & Expositions
 1010 Hurley Way, Ste 200
 Sacramento, CA 95825
 Attn: Optional Fair Funding Programs
 Tel: (916) 263-2955 Fax: (916) 263-2969

Fair Contact Information:

Date:
Fair:

Contact Person:

Mailing Address:

Telephone:
Fax:
E-Mail:

Project Title:

Final Project Costs				Final Project Funding	
Utilities	\$ -	Contracts	\$ -	F&E	\$ -
Materials	\$ -	Other	\$ -	Fair	\$ -
Day Labor	\$ -	Contingency	\$ -	Donation	\$ -
TOTAL:	\$0.00			Total:	\$0.00

* Round to the nearest dollar

Final Project Performance Summary											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Totals
Gross Revenue											0
Expenses:											
Administration											0
Maintenance											0
Advertising											0
Utilities											0
Environmental											0
Other											0
Total Expenses:	0	0	0	0	0	0	0	0	0	0	0
NET REVENUE	0	0	0	0	0	0	0	0	0	0	0

Urgent Needs Fund

The Urgent Needs Fund is available to help fairs when they have *no other way* to pay for urgent, unexpected expenses. Fairs can ask for the money when they need it.

Eligibility

- Class I – VII fairs
- F & E approved fair budget
- F & E approved Statement of Operations

Approval & Amount

Each request will be evaluated by F&E. The amount of money for an approved request will be determined, in part, by the fair's finances and its resources. Depending on circumstances, F & E may ask the fair to pay part of the expense.

Qualifying Events

- Damage caused by natural disaster, such as earthquakes, heavy winds, flooding, fire, or theft and vandalism to fair property, including buildings, grounds, infrastructure and equipment
- Financial hardships caused by facility failures such as power outages; events such as riots and police actions; or loss of use due to staging and mobilization of emergency services during a declared state-of-emergency
- Other unexpected one-time circumstances that create an urgent need

Funding

- No predetermined maximum amount
- Funding may be provided as a grant or as an interest-free advance with a repayment obligation
- Co-payment of up to 50 percent of insurance deductible
- Project cost savings shall be shared by F&E and the fair on a pro-rata basis consistent with the percentage funding split.

Urgent Needs Fund

Qualifying Expenditures

- Insurance deductible co-pay
- Event revenue loss
- Extra utility costs due to emergency staging (not reimbursed by the disaster agency)
- Costs for cleaning and repair
- Costs for repairs/replacement of buildings, infrastructure or equipment
- Consultant fees for engineering and design services

Submittals

Fairs must submit a written proposal on fair letterhead to F&E describing the event, projected expenses and how the fair would propose to fund those expenses. Fairs are encouraged to work with the California Construction Authority to develop cost estimates and should provide copies of bids or estimates as backup documentation for the proposal.

Conditions

1. The money cannot be used to supplement ongoing expenses.
2. A California Construction Authority inspector must inspect any project that uses the money. Non-DAA fairs can request to use local inspectors.
3. The money must be used within a year of the application or the fair must ask F & E for an extension. If the extension is denied, the money goes back into the program for reallocation.

Copies of this information and the forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the Department of Food and Agriculture website at:

www.cdfa.ca.gov/fe/OppFairFunding.htm

Please direct all proposals for the Urgent Needs Fund to:

Division of Fairs & Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Asset Management Fund

The Asset Management Fund is available to help fairs analyze their property use and determine their real estate options. Fairs may ask for grants of up to \$5,000 to assist with project start up costs to scope out a project, contract with consultants, or reimburse for administrative fees. Additional funding may be available as an interest-free advance with a repayment obligation.

Eligibility

- Class I – VII fairs
- F&E approved fair budget
- F&E approved Statement of Operations

Approval & Amount

Each request will be evaluated by Fairs & Expositions (F&E). Funding approval will take into consideration the following criteria:

- 1) The project supports the fair’s strategic plan and business goals
- 2) The project meets the needs of the community
- 3) Co-funding is proposed for the project with matching fair funds, donations, or other funding sources
- 4) The amount of money for an approved request will be determined, in part, by the fair’s finances and its resources

Qualifying Expenditures

- Reimbursement for real estate documentation fees, such as title reports and appraisals;
- Reimbursement for consultant fees for real estate analysis, master planning, preliminary engineering, feasibility analysis, or CEQA environmental consulting
- Reimbursement for costs associated with public outreach related to property use
- Reimbursement for processing fees related to the purchase, sale or lease of property
- Reimbursement for transition planning activities

Asset Management Fund

Program Conditions

Fairs should submit a written proposal to F&E outlining the project scope, projected costs, and the benefits to the fair and the community. The funding proposal must include Board approval. Fairs are encouraged to work with the California Construction Authority to develop cost estimates and should provide copies of bids or estimates as backup documentation for the proposal.

The money must be used within a year of the application or the fair must ask F&E for an extension. If the extension is denied, the money goes back into the program for reallocation.

Contacts

Copies of this information and the forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the Department of Food and Agriculture website at:

www.cdfa.ca.gov/fe/OppFairFunding.htm

Please direct proposals for the Asset Management Fund to:

Division of Fairs & Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Fair Installment Loan Program

H
Fair Installment Loan
Program

The Fair Installment Loan Program (Loan Program) can provide funds via interest bearing loans. Currently, the loan fund is fully leveraged, however F&E anticipates that the fund may be sufficiently replenished in fiscal year 2005/06 to begin servicing new loans. As funds become available, F&E will notify the fairs that loan applications can be submitted.

Applications may be submitted by a California fair organization to finance a number of different types of projects including but not limited to the following:

- 1) Development and/or expansion of fair revenue sources to support the long-term stability of the organization
- 2) Infrastructure development or large-scale maintenance projects related to health and safety issues
- 3) Energy conservation/generation projects

Additional information regarding the loan program can be found in the Loan Program application package.

APPROVED LOAN USES

- Developing, expanding or maintaining the fairgrounds to ensure long-term stability and continued presence as a valuable community asset
- Improving the capability of the fair to increase revenue sources or minimize expenses on a long-term basis
- Infrastructure improvements and development which may include major maintenance projects to minimize health and safety risks on fairgrounds
- Upon F&E approval, loans may be issued for the purpose of refinancing an existing loan for up to ten (10) years
- For other purposes as the Division of Fairs and Expositions (F&E) determines appropriate



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary



Fair Installment Loan Program

H
Fair Installment Loan
Program

LOAN APPROVAL & AMOUNT

Loan approval and amount is based upon:

- 1) The proposal meeting program requirements
- 2) The availability of funding
- 3) The fair organization's ability to meet the calculated periodic payments

LOAN TERM

Approved loans may be repaid over a period of up to twenty (20) years.

INTEREST RATE

The interest rate for approved loans is yet to be determined.

LOAN CONDITIONS

1. Loan proceeds may not be used to supplement ongoing operational expenses.
2. Loan proceeds may not be used for the purchase or trade of investment securities.

Contacts

Copies of this information and the forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the Department of Food and Agriculture website at:

www.cdfa.ca.gov/fe/OppFairFunding.htm

Please direct all applications to:

Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2955 Fax: (916) 263-2969



Fair Installment Loan Program Application

This application is to be completed by a California fair (Applicant) when applying for a Fair Installment Loan Program loan agreement. Applicant must complete all questions and will be considered obligated for repayment of the loan agreement, if approved. Use a continuation sheet if additional space is needed to answer all questions completely.

I. CREDIT REQUEST

Loan Amount Requested \$ _____

Please describe the purpose of the loan. (i.e., is the fair applying for this loan for the purpose of providing matching funds for a Revenue Generating Grant Proposal? If so, what is the total rev gen grant being requested?)

II. APPLICANT INFORMATION

Legal Name of Applicant (Fair) _____ CEO/Manager's Name _____

Mailing Address (street, city, state, zip code) _____ Phone _____ Fax _____

Physical Address (If different) _____

State Agency County Agency Non Profit Corp. Other: _____

III. REQUIRED DOCUMENTATION

1. Copy of current trial balance
2. Business plan
3. Balance sheet for current fiscal year and previous five years (if not included in business plan)
4. Income and expense statement for current fiscal year and previous five years (if not included in business plan)
5. Projected (pro forma) "start up" costs statement (if not included in business plan)
6. Projected income and expense statement for five years (if not included in business plan)
7. Projected monthly cash flow statement for twelve months (if not included in business plan)
8. Current statements (originals) of all fair controlled bank and investment accounts
9. Copy of fair board minutes indicating board approval for program application, specifying requested loan amount, full description for purpose of loan, requested duration of loan, proposed collateral for loan and third-party guarantor, if applicable
10. Documents necessary to engage project, if applicable (i.e., regulatory agency approval, EIR, etc.)
11. Fair Installment Loan Program Supplemental Application, if applicable
12. Verification of collateral ownership, if applicable



Fair Installment Loan Program Application

IV. DECLARATIONS

If you answer, "yes" to any questions A through D, please use a continuation sheet for explanation.

- A. Are there any outstanding judgments against the fair?
- B. Is the fair a party to any claim or lawsuit?
- C. Is the fair presently delinquent or in default on any debt or any other loan, financial obligation, bond,
- D. Are any of the fair's assets, accounts receivable or revenue sources currently pledged as collateral?

V. PROPOSED COLLATERAL TO SECURE LOAN

Asset Name/Description: Current Fair Market Value \$

Legal Owner

Are there any outstanding liabilities, liens or encumbrances of any kind against this asset? (If so, please describe.)

Asset Name/Description: Current Fair Market Value \$

Legal Owner

Are there any outstanding liabilities, liens or encumbrances of any kind against this asset? (If so, please describe.)



Fair Installment Loan Program Application

VI. ACKNOWLEDGMENT AND AGREEMENT

The undersigned specifically acknowledges and agrees that:

- (1) The collateral described herein will secure loans requested by this application.
- (2) All statements made in this application are made for the purpose of obtaining the loan indicated herein.
- (3) Verification of any information contained in the application may be made at any time by the Division of Fairs and Expositions (F&E), its agents, successors and assignees and the original copy of this application will be retained by F&E, even if the loan is not approved.
- (4) F&E, its agents, successors and assignees will rely on the information contained in the application and the fair has a continuing obligation to amend and/or supplement the information provided in this application if any of the material facts which have been represented herein should change.
- (5) Ownership of the loan and/or the administration of the loan account may be transferred to a successor or assignee of F&E without prior notice to the applicant.
- (6) F&E, its agents, successors and assignees make no representations or warranties, expressed or implied, to the applicants regarding the purpose of the loan.

Certification: Each person signing below certifies that he/she is authorized to execute this credit application and that the information provided in this application is true and correct as of the date set forth on this application. Furthermore, each person signing below acknowledges that any intentional or negligent misrepresentation of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both and liability for monetary damages to F&E, its agents, successors and assignees, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which has been made on this application.

Fair Authorized Signature	Date	Print Name, Title
---------------------------	------	-------------------

F&E Authorized Signature	Date	Print Name, Title
--------------------------	------	-------------------

Case Number:

Fair Installment Loan Program Application

H
Fair Installment Loan
Program - Application

CONTINUATION SHEET FAIR INSTALLMENT LOAN PROGRAM APPLICATION

Use this continuation sheet if you need more space to complete the Fair Installment Loan Program Loan Application

Applicant:

Case Number:



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary

Fiscal Year 2005/2006 Optional Fair Funding Programs



H6

Fair Appeal Process

Business and Professions (B&P) Code Section 19622.1(b) states “The Department of Food and Agriculture may withhold or restrict allocations to fairs that do not comply with this section or the fiscal standards or administrative standards established by the department. The department shall establish an appeal process for fairs regarding funds that are withheld or restricted.”

The Fair Appeal Process (appeal process) establishes a formal process for fairs to appeal funding and program decisions made by the Division of Fairs and Expositions (F&E).

Applicability

The appeal process applies to all 2005/06 Optional Fair Funding Programs as outlined in the Annual Expenditure Plan, as well as the annual budget process.

Time Limits

All parties involved in the appeal process should act quickly so that the issue(s) may be resolved promptly. However, with mutual consent of the fair and F&E, the time limits may be extended.

Request for Appeal

- Fairs that appeal are limited to two representatives at meetings with F&E.
- Fairs should submit a Fair Appeal Process form to F&E outlining the reasons for the appeal.

F&E Asset Manager

Fair representatives must contact the F&E within fourteen (14) business days of the circumstance giving rise to the appeal. Within fourteen (14) business days after hearing the appeal the F&E Asset Manager will send a response to fair management.

Assistant Director

If the appeal is not resolved to the satisfaction of fair management, it may be forwarded to the F&E Assistant Director. The appeal must be filed within fourteen (14) business days after receipt of the Asset Manager’s decision. Within fourteen (14) business days after receiving the appeal, the Assistant Director or his/her designee will hear the appeal and will respond in writing within 14 business days.

Division Director

If fair management is not satisfied with the decision of the Assistant Director, the fair may appeal the decision, within fourteen (14) business days after receiving the response, to the F&E Division Director, or his/her designee. Within fourteen (14) business days after receiving the appeal, the Division Director or his/her designee shall respond in writing to fair management.

Fair Appeal Process

Appeal Process

Contacts

Copies of this information and the forms for all the 2005/2006 Optional Fair Funding Programs can be obtained from the Department of Food and Agriculture website at: www.cdfa.ca.gov/fe/OppFairFunding.htm

Please direct submissions regarding the Appeal Process to:

Division of Fairs & Expositions
1010 Hurley Way, Ste 200
Sacramento, CA 95825
Attn: Optional Fair Funding Programs
Tel: (916) 263-2951 Fax: (916) 263-2969



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
A. G. Kawamura, Secretary

