



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

DATE: March 7, 2017

TO: All County Agricultural Commissioners

SUBJECT: **PEST EXCLUSION ADVISORY NO. 06-2017**
Fiscal Year 2017/18 Light Brown Apple Moth Work Plans

CDFA is requesting each county involved in Light Brown Apple Moth (LBAM) regulatory activities including nursery inspections, commodity inspections, and green waste inspections to submit work plans for the **twelve-month** contract period of July 1, 2017 through June 30, 2018.

The following counties are involved in regulatory activities and may submit LBAM work plans.

Alameda	Contra Costa	Marin	Mendocino
Monterey	Napa	Orange	Sacramento
San Benito	San Diego	San Francisco	San Joaquin
San Luis Obispo	San Mateo	Santa Barbara	Santa Clara
Solano	Sonoma	Ventura	Yolo

Attached are the work plan template and work plan template instructions. No significant changes to the LBAM Program have occurred since last year's work plans were submitted. Please submit this year's work plan no later than **April 1, 2017** to **Nick Leach** by e-mail at nicholas.leach@cdfa.ca.gov. The work plan documents are also available on the PHPPS Extranet site [here](#).

A conference call has been scheduled to address any questions pertaining to the work plans or cost per hour worksheet. The conference call will take place as follows:

Date: Wednesday, March 15, 2017
Time: 10:00 a.m.
Call in: 877-601-5411
Passcode: 27247835

If you have any questions or need clarification regarding the scope of work or work plan, please contact Keith Okasaki at (916) 654-0312, or by e-mail at keith.okasaki@cdfa.ca.gov.



SCOPE OF WORK
Light Brown Apple Moth Program, Regulatory
July 1, 2017 – June 30, 2018

The County agrees to perform and provide the following quarantine response and regulatory enforcement activities for the California Department of Food and Agriculture (CDFA) in compliance with the requirements imposed by California Code of Regulations (CCR) Title 3, Division 4, Chapter 3, Section 3434 (<http://pi.cdfa.ca.gov/pqm/manual/htm/419.htm>) and Federal Domestic Quarantine Order for *Ephiphyas postvittana* (Light Brown Apple Moth), DA-2016-28 (or most recent version) (http://www.aphis.usda.gov/plant_health/plant_pest_info/lba_moth/regulations.shtml)

This agreement is inclusive of the County's agreement to perform activities approved by the CDFA as described in the attached projected Work Plan (budget), Budget Detail and payment provisions and by this reference made a part hereof.

Pest Exclusion Advisory No. 37-2015 (http://www.cdfa.ca.gov/countyag/postings/files/PEA_No._37-2015_.pdf) provides additional clarifications regarding authorized expenses that qualify for reimbursement.

Authorized expenses under this Light Brown Apple Moth (LBAM) regulatory cooperative agreement include:

I. Personnel Activities

A. Quarantine Enforcement

- 1. Nurseries**
- 2. Green Waste**
- 3. Harvested Commodities**

B. Other Activities

- 1. Conference Calls**
- 2. Meetings**
- 3. Administrative Support**
- 4. Reporting**

II. Non-Personnel

- A. Supplies/Equipment**
- B. Vehicle Mileage**

III. Reporting/Invoicing

- A. Monthly Activity Report**
- B. Invoicing/Reimbursement**

I. **Personnel Activities:** The County agrees to perform the listed quarantine response and regulatory enforcement activities required by the LBAM state interior quarantine (CCR 3434) and Federal Domestic Quarantine Order DA-2016-28 (or most recent version). This agreement is also inclusive of the following:

A. **Quarantine Enforcement Activities for the following regulated entities:**

1. **Nurseries**

DOES NOT include retail nurseries or cut flower grower field inspections or cut flower cooler inspections, DOES include production nurseries, and cut flower coolers, wholesale florists, garlands, wreaths or greenery and cut Christmas trees

i. **Compliance Agreement Issuance**

Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements and inputting compliance agreement forms into a spreadsheet and sending it to CDFA.

ii. **Initial Inspection/Sampling/Hold Notices**

Initial inspection of facility, collecting and submitting samples, issuing hold notices and performing hold actions.

iii. **Records & Regulatory Inspections/Sampling/Hold Notices**

Regulatory inspections (at approved intervals), records review, plant inspections, collecting and submitting samples, issuing hold notices and performing hold actions. Nursery inspection time shall be limited to a **maximum of 30 minutes per acre**.

iv. **Treatment/Re-inspection**

Discussing treatment options, overseeing treatment or disposal at LBAM positive nurseries and reinspecting treated material to determine freedom from LBAM.

2. **Green Waste**

i. **Compliance Agreements**

Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements submitting a copy of compliance agreement forms to CDFA for data entry.

All green waste establishments with a compliance agreement with the LBAM Program but not under Master Permit QC 1290 (<http://phpps.cdfa.ca.gov/PE/InteriorExclusion/pdf/QC1290.pdf>) **must be reissued** a compliance agreement under the Master Permit. A copy of compliance agreements must be sent to CDFA for data entry.

ii. **Quarterly monitoring**

Records review to ensure compliance on a quarterly basis.

3. **Harvested Commodities**

DOES NOT include exempted commodities or export commodities

i. **Compliance Agreements Issuance**

Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements and inputting compliance agreement forms into a spreadsheet and sending it to CDFA.

ii. Inspections/Sampling/Hold Notices

Initial, monthly or pre-shipment inspections, collecting and submitting samples, issuing hold notices and performing hold actions.

iii. Treatment/Reinspection

Discussing treatment options, conducting or overseeing treatment at LBAM positive location and reinspecting location to determine freedom from LBAM.

iv. Regulatory Trapping

- There are no trapping requirements within the State Interior Quarantine (SIQ) boundaries, which includes the Contiguous Regulated Area. Trapping is not reimbursable in these areas.
- Within LBAM regulated counties, but outside of SIQ boundaries, the requirement is one trap per square mile. Servicing interval is every 30 days.

B. Other Activities:

1. Conference calls

Personnel hours associated with attendance at and participation in conference calls regarding LBAM quarantine response and regulatory enforcement.

2. Meetings

Personnel hours associated with attendance at and participation in meetings associated with LBAM quarantine response and regulatory enforcement.

3. Administrative support

Personnel hours associated with administrative activities such as data entry or invoicing for LBAM quarantine response and regulatory enforcement.

4. Reporting

Personnel hours associated with entering data into the United States Department of Agriculture Integrated Plant Health Information System (IPHIS) database, completion of the "Monthly Activity Report" and any other data entry required. Use of LBAM Program forms for reporting and inspections is required. Forms created by the County **will not** be accepted.

II. Non-Personnel:

A. Supplies/Equipment:

Supplies: In accordance with 2 CFR 200.94 (<http://www.ecfr.gov/>), supplies are considered articles having a useful life of less than one year. Only supplies directly related to administering and conducting quarantine and regulatory enforcement activities associated with the LBAM Program will be reimbursed. Examples of supplies include materials from a general supply or stockroom, fabricated parts, paper, stationery, general office goods, ink and toner cartridges and organization tools.

Equipment: In accordance with 2 CFR 200.33 (<http://www.ecfr.gov/>), equipment is considered articles having a useful life of more than one year. Only equipment directly related to administering and conducting quarantine and regulatory enforcement activities associated with the LBAM Program will be reimbursed. Articles with a unit cost of \$5,000 or more must have prior approval for reimbursement. Examples of equipment include microscopes, spectrometers, office equipment, office furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment and motor vehicles.

All records substantiating that the supplies and equipment are used for the LBAM Program must be maintained by the county.

- B. Vehicle Mileage:** The mileage reimbursement rate used on the monthly invoice must be the same as the rate in the Work Plan (budget). If the federal mileage reimbursement rate (<http://www.irs.gov>) fluctuates during the Agreement period, counties must submit invoices for the current federal rate.

Substantiation of Vehicle Mileage Costs: Counties must maintain a single vehicle log per vehicle, and all mileage must be recorded daily with an indication of which program the vehicle was used for and the name of the driver. Vehicle logs must be maintained on a monthly basis.

- III. Reporting/Invoicing:** Personnel hours associated with the compilation, submittal and maintenance of the following:

- A. Monthly Activity Report:** The County must submit a “Monthly Activity Report” utilizing the on-line County Monthly Report system (<https://secure.cdfa.ca.gov/egov/crs/login.aspx>) to report all authorized LBAM quarantine response and regulatory enforcement activities. Monthly activity reports must be submitted through the on-line County Monthly reporting system no later than the fifth day of the month following when the activities took place. Questions about reporting can be directed to Vince Arellano (vince.arellano@cdfa.ca.gov), Dayna Napolillo (Dayna.Napolillo@cdfa.ca.gov), Keith Okasaki (Keith.Okasaki@cdfa.ca.gov), or by calling (916) 654-0312.

- B. Invoicing/Reimbursement:** The county must submit a monthly itemized invoice, on county letterhead, using the provided invoice template (**Appendix A**). Invoices must be submitted to CDFA no later than 30 days after the end of the coinciding reporting period. Completed official LBAM Program forms must be submitted with or prior to invoicing. Invoices will not be processed without current LBAM program forms.

- 1. Allowable Costs:** All invoiced expenses must fall within the parameters of this “Scope of Work” and must be directly related to administering and conducting LBAM quarantine response and regulatory enforcement activities.
- 2. Monthly Activity Report Required for Reimbursement:** Invoices will not be paid until submission of the “Monthly Activity Report” for the invoicing period has been submitted by the County and verified by CDFA (see section IIIA. Monthly Activity Report). Personnel hours on the Monthly Activity Report must match the hours on the invoice.
- 3. Hourly Rate(s) on Invoices:** Invoices must reflect the actual hourly rates (salary and benefits) for each personnel classification listed on the Work Plan (budget) that conducted LBAM quarantine response and regulatory enforcement activities.
- 4. Personnel on Invoice Must Match Work Plan (budget):** Invoices must reflect work performed by personnel classifications listed on the Work Plan (budget).
- 5. Documentation:** Documentation (including purchase receipts) for expense reimbursement does not need to be submitted to CDFA, but must be retained by the county and shall be made available upon request for audit purposes.
- 6. Substantiation of Costs:** All personnel salary costs must be properly tracked or allocated to the cooperative agreement in accordance with Office of Management and Budget (OMB) requirements and Federal cost principles. Please be sure that personnel costs can be traced back to original documents detailing the account to which personnel hours are billed. In addition, all invoiced personnel costs must match the scope of work (work plan).

If the County plans to seek reimbursement for vehicle mileage, the documentation for mileage reimbursement must be tracked separately from all other programs and documentation must be available to support the reimbursement. In addition, all invoiced vehicle costs must match the scope of work (work plan). On a related note, mileage rates used on invoices must be the same as contained in the work plan. CDFA will send an email that will notify counties of new rates (current rate \$0.54) if the federal mileage rate changes during the term of the agreement.

Reimbursement for the amount of salaries and/or benefits for employees under this agreement cannot exceed the gross daily rate of a GS-15, Step 10, base salary for US Government employees in effect during the period in which the expense was incurred as defined in the General Pay Scale program notice posted on the Internet at <http://www.fas.usda.gov/programs/resources/general-pay-scale>.

All other expenses (travel, supplies, communications, etc.) for which the County will seek reimbursement under the cooperative agreement must be directly related to the cost of administering and conducting the program and documentation must be available to support the reimbursement. In addition, all invoiced expenses must match the scope of work (work plan).

The following citations are requirements outlined in OMB Circulars and Federal Cost Principles applicable to your agency/organization.

State, Local and Indian Tribal Governments:

- 2 CFR 200 (<http://www.ecfr.gov>), Uniform administrative requirements, cost principles, and audit requirements for federal awards.

- 7. Submission of Monthly Invoice:** Invoices must be emailed to Laura Irons (laura.irons@cdfa.ca.gov) and Nicholas Leach (nicholas.leach@cdfa.ca.gov).

Contact Nicholas Leach with any questions regarding invoicing or reimbursement by email or by calling (916) 654-0312.

Light Brown Apple Moth Regulatory Guidelines and Work Plan Instructions

Complete LBAM regulatory “*Work Plan*” by using the guidelines below.

QUARANTINE ENFORCEMENT ACTIVITIES:

1. Nurseries: production nurseries, cut flowers coolers, wholesale florists, garlands, wreaths or greenery and cut Christmas trees. DOES NOT include retail nurseries or cut flower grower field inspections or cut flower cooler inspections.

a. Compliance Agreement Issuance

- Reimbursable activities include: Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements and inputting compliance agreement forms into a spreadsheet to be submitted to CDFA.
- The # of visits/year/facility is always 1.
- The # of hours per visit includes commute time to nursery.

b. Initial Inspection/Sampling/Hold Notices

- Reimbursable activities include: Initial inspection of facility, collecting and submitting samples, issuing hold notices and performing hold actions.
- The # of visits/year/facility is always 1.
- The # of hours per visit includes commute time to nursery.
- Nursery inspection time shall not exceed a maximum of 30 minutes per acre.

c. Records & Regulatory Inspections/Sampling/Hold Notices

- Reimbursable activities include: Regulatory inspections, records review, plant inspections, collecting and submitting samples, issuing hold notices and performing hold actions.
- The # of visits/year/facility is 12 based on a 30-day inspection interval.
- The # of hours per visit includes commute time to nursery.
- Nursery inspection time shall not exceed a maximum of 30 minutes per acre.

d. Treatment/Re-inspection

- Reimbursable activities include: Discussing treatment options, overseeing treatment or disposal at LBAM positive nurseries and re-inspecting treated material to determine freedom from LBAM.
- The # of visits/year/facility should not be greater than 12, based on a 30-day regulatory inspection schedule, unless the “Repeat Positive Protocol” is applied.
- The # of hours per visit includes commute time to nursery.

2. Green Waste

a. Compliance Agreement Issuance

- Reimbursable activities include: Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements and submitting a copy of compliance agreement forms to CDFA for data entry.
- The # of visits/year/facility is always 1.
- The # of hours per visit includes commute time to the green waste facility.

b. Quarterly Monitoring

- Reimbursable activities include: Records review to ensure compliance.
- The # of visits/year/facility is 4, based on a quarterly monitoring schedule.
- The # of hours per visit includes commute time to the green waste facility.

Light Brown Apple Moth Regulatory Guidelines and Work Plan Instructions

3. Harvested Commodities

DOES NOT include exempted commodities or export commodities.

- a. Compliance Agreement Issuance
 - Reimbursable activities include: Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements and inputting compliance agreement forms a spreadsheet to be submitted to CDFA.
 - The # of visits/year/facility is always 1.
 - The # of hours per visit includes commute time to the grower/broker/shipper.
- b. Inspection/Sampling/Hold Notices
 - Reimbursable activities include: Initial, monthly or pre-shipment inspections, collecting and submitting samples, issuing hold notices and performing hold actions.
 - County agricultural commissioners may determine the frequency of inspection based on commodity type.
 - The # of visits/year/facility is 12, based on a 30-day inspection schedule, but may vary depending on frequency of inspection required for commodity type.
 - The # of hours per visit includes commute time to the grower/broker/shipper
- c. Treatment/Re-inspection
 - Reimbursable activities include: Discussing treatment options, conducting or overseeing treatment at LBAM positive location and re-inspecting location to determine freedom from LBAM.
 - The # of visits/year/facility will be based on past LBAM finds at coolers and growing sites.
 - The # of hours per visit includes commute time to the grower/broker/shipper where the harvested commodity is stored or to the growing site to be treated.
- d. Regulatory Trapping
 - No regulatory trapping is required within the State Interior Quarantine (SIQ) boundaries (including areas under Quarantine by Statutory Authority).
 - Reimbursable activities include: Regulatory trapping at the rate of 1 trap per square mile within LBAM regulated counties, in areas outside of SIQ boundaries.
 - The # of visits/year/facility is 12, based on a 30-day servicing interval.
 - The # of facilities requiring activities is each trap site.
 - The # of hours per visit includes commute time to each trap site.

OTHER ACTIVITIES:

1. Conference Calls

- Reimbursable activities include: Personnel hours associated with attendance at and participation in conference calls regarding LBAM quarantine response and regulatory enforcement.

2. Meetings

- Reimbursable activities include: Personnel hours associated with attendance at and participation in meetings associated with LBAM quarantine response and regulatory enforcement.

3. Administrative Support

- Reimbursable activities include: Personnel hours associated with administrative activities such as data entry or invoicing for LBAM quarantine response and regulatory enforcement.

Light Brown Apple Moth Regulatory Guidelines and Work Plan Instructions

4. Reporting

- Reimbursable activities include: Personnel hours associated with entering data into the United States Department of Agriculture Integrated Plant Health Information Systems (IPHIS) database, completion of the “Monthly Activity Report,” entering newly issued or updated compliance agreement information, regulatory trapping records, and any other data entry required. Use of official LBAM Program forms for reporting and inspections is required. Forms created by the County **will not** be accepted. Submission of County created forms will result in non-payment of invoice. Completed official LBAM Program forms must be submitted prior to invoicing. **Incomplete forms will be returned.**

PERSONNEL:

1. Personnel Costs

- Individual salaries, rather than weighted averages, must be used to determine the work plan dollar amount using the “Cost Per Hour Worksheet.”
- The dollar figure entered on the Work Plan for *Personnel Costs* must match the *Total Cost* dollar figure on the “Cost Per Hour Worksheet.”

2. Overhead (Indirect Costs)

- Overhead percentage for *Personnel Costs* (must not exceed 25% of *Personnel Costs*).

MISCELLANEOUS:

1. Supplies/Equipment:

- Enter cost for estimated annual regulatory LBAM supply and equipment costs which may include shipping supplies, sampling kit needs, etc.

2. Mileage:

- Enter the total expected mileage to conduct Quarantine Enforcement Activities. Mileage will automatically calculate at 53.5 cents per mile.

Work plans should be returned to Nick Leach, Nicholas.leach@cdfa.ca.gov, no later than close of business on April 1, 2017.

**Light Brown Apple Moth
Regulatory Work Plan
July 1, 2017 - June 30, 2018**



County: _____
Date: _____

Quarantine Enforcement		# of Facilities Requiring Activities	Estimated Visits/Year/Facility	Estimated Hours per Visit	Total Estimated Hours
Nurseries					
	Compliance Agreement Issuance	0	0	0	0
	Initial Inspection/Sampling/Hold Notices	0	0	0	0
	Records & Regulatory Inspections/Sampling/Hold Notices	0	0	0	0
	Treatment/Reinspection	0	0	0	0
Green Waste					
	Compliance Agreement Issuance	0	0	0	0
	Quarterly Monitoring	0	0	0	0
Harvested Commodities					
	Compliance Agreement Issuance	0	0	0	0
	Interstate Trapping	0	0	0	0
	Inspection/Sampling/Hold Notices	0	0	0	0
	Treatment/Reinspection	0	0	0	0
Other Activities					
	Conference Calls				0
	Meetings				0
	Administrative Support				0
	Reporting				0
*TOTAL HOURS					0

Personnel		
**Personnel Costs:		\$0.00
Overhead (Indirect Costs) ----- Enter county overhead percentage, do not to exceed 25%	25%	\$0.00
Total Personnel Costs (Personnel Costs + Overhead)		\$0.00

Miscellaneous		
Supplies		\$0.00
Equipment		\$0.00
Vehicle Mileage	Enter Estimated Miles: 0	Rate Per Mile: \$0.535
Total Miscellaneous Costs		\$0.00

TOTAL COST:	\$0.00
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The Cost Per Hour Worksheet must be submitted with the Workplan.

***Total Hours must match the total "Estimated Hours to be Worked" on the Cost Per Hour Worksheet.**

Cost Per Hour Worksheet
Light Brown Apple Moth Program
July 1, 2017 - June 30, 2018

County:					
Agreement Manager:					
Date:					

	Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Estimated Hours to be Worked	Total Cost
	Title 1	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 2	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 3	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 4	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 5	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 6	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 7	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 8	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 9	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 10	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 11	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 12	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 13	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 14	\$0.00	\$0.00	\$0.00	0	\$0.00
	Title 15	\$0.00	\$0.00	\$0.00	0	\$0.00
				*Total:	0	\$0.00

***Total "Estimated Hours to Be Worked" MUST match the "Total Hours" on the Work Plan.**

APPENDIX A- MONTHLY INVOICE TEMPLATE

(County Letterhead)

California Department of Food and Agriculture

Attn: Laura Irons & Nicholas Leach

laura.iron@cdfa.ca.gov

nicholas.leach@cdfa.ca.gov

Light Brown Apple Moth Program, Regulatory

Agreement #

July 1, 2017 - June 30, 2018

Invoice for Period from [Month, Date, Year]

Personnel Services

Name/Classification	Hours	Hourly Rate	Total Salaries
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
Total Hours:	<u>0.00</u>	Total Salaries:	<u>0.00</u>
		Total Personnel Services:	<u>0.00</u>
		Indirect (up to 25% of Personnel Services):	<u>0.00</u>
		Total Personnel Costs:	<u>0.00</u>

Operating Expenses

Supplies	0.00
Equipment	0.00
Total Operating Expenses:	<u>0.00</u>

Vehicle Usage

	Miles	Rate	
Vehicle Mileage	0.00	0.000	0.00
Total Mileage Cost:			<u>0.00</u>

Total Operating Expenses

	<u>0.00</u>
Grand Total:	<u>0.00</u>

Agreement Amount	0.00
Billed to Date	0.00
Balance	0.00