



DATE: July 12, 2013
TO: All County Agricultural Commissioners
FROM: Plant Health and Pest Prevention Services
SUBJECT: **PEST EXCLUSION ADVISORY NO. 08-2013**
Phytophthora ramorum Work Plans – Fiscal Year (FY) 2013/2014

Program Changes

The United States Department of Agriculture, Animal and Plant Health Inspection Service (USDA/APHIS) has reduced the federal funding for the *Phytophthora ramorum* Program in FY 2013/2014 (July 1, 2013-June 30, 2014) **by 17.5% (\$435,960)** from the current funding level of \$2,491,204 to **\$2,055,244**.

The USDA/APHIS recently issued a Federal Order (DA-2013-27) that has deregulated Non-Host Nurseries located in the Regulated (Non-Infested) counties. Additional information can be found in [Phytosanitary Advisory No. 18-2013](#).

1. Annual inspection activities at **Non-host** nurseries located in the **Regulated Counties** are **no longer required** under the *P.ram* Program.
2. Annual inspection activities at **Host** nurseries located in the **Regulated Counties** are **still required** under the *P.ram* Program.

There have been **no changes** made for the nurseries located in the quarantined counties. **Host and Non-host Nurseries in the 14 quarantine counties** will still be regulated under *301.92 Phytophthora ramorum* and require annual/30-day inspections.

Work Plans for FY 2013/14 and Invoices for FY 2012/2013

The California Department of Food and Agriculture (CDFA) is requesting work plans from counties interested in receiving funds for *Phytophthora ramorum* (*P.ram*) regulatory activities. The regulated county work plan template has been revised to eliminate regulatory work at non-host nurseries. Due to the reduction in funding, CDFA is requesting that each county make every effort to keep work plan estimates as accurate as possible.

The CDFA *P.ram* contract manager has notified the counties with outstanding invoices for work done under the FY 2012/2013 contract. **Please ensure all billing is complete by July 30, 2013.** CDFA will utilize the FY 2012/2013 contract billing amounts to help determine funding levels for the upcoming FY 2013/2014 contract.



Location of Required Documents

CDFA has posted the following *Phytophthora ramorum* work plan documents (attached) for FY 2013/2014 to the [PHPPS Extranet \(http://phpps.cdfa.ca.gov\)](http://phpps.cdfa.ca.gov). These documents include detailed guidelines that have been developed to provide assistance with the completion of the work plans:

After log-in, go to: Programs→ Interior Pest Exclusion→ County Contracts & Cooperative Agreements→ [Phytophthora ramorum](#)

- **Regulated (Non-infested) County Work Plan FY 2013/2014**
- **Regulated (Non-infested) County Work Plan FY Guidelines**
- **Quarantine (Infested) County Work Plan FY 2013/2014**
- **Quarantine (Infested County Work Plan FY Guidelines**

Work Plans are due by July 30, 2013

Send completed Work Plans to: Jennifer Debernardi (jennifer.debernardi@cdfa.ca.gov)

A conference call has been scheduled to address any questions or concerns about the new federal order or the FY 2013/2014 *Phytophthora ramorum* Program cooperative contracts.

Conference call information:

Date: July 18, 2013
Time: 10:00 AM
Call in #: (866) 836-8451
Passcode: 2688106

For questions regarding this advisory, contact **Erin Lovig** at (916) 654-0312 or by e-mail at erin.lovig@cdfa.ca.gov.

Regulated County Work Plan Instructions

Phytophthora ramorum Program

FY 13/14

Please use the following guidelines to complete the *Phytophthora ramorum* (*P. ram*) work plans for FY 13/14.

A. Regulatory Activities at Host Establishments that Ship Regulated Nursery Stock (Exhibit X or X2):

Reimbursable activities for the *P. ram* program conducted at regulated interstate shipping host establishments are as outlined in 7 CFR 301.92-11 (C), which include:

- a. **New Compliance Agreement Issuance:** Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements.
- b. **Annual Inspection:** Inspection of facility, collecting and submitting samples, issuing hold notices and performing hold actions.

Estimating hours/visits required for each establishment:

- Number of facilities/visits/hours should be derived from the [Regulated Establishments Under Compliance for Phytophthora ramorum List](#) which lists all of the *interstate/intrastate* shipping Establishments that are under compliance for *P. ram* in your county.
- The number of visits per facility to issue a new compliance agreement is generally one.
- The number of visits/year/facility to perform an annual inspection is generally once a year, unless the nursery is large and requires more than one day to conduct annual sampling activities.
- The number of hours per visit should include commute time to the nursery.

B. Implementation of Confirmed Nursery Protocol (CNP) or the Retail Confirmed Nursery Protocol (rCNP):

Reimbursable activities include:

- a. All eradication activities at nurseries found positive for *P. ram* and that intend to ship plants intra/interstate, as outlined in the most current USDA [Confirmed Nursery Protocol \(CNP\)](#).
- b. All eradication activities at nurseries found positive for *P. ram* and that do not intend to ship plants intra/interstate, as outlined in the most current USDA [Retail Nursery Protocol \(rCNP\)](#).

Estimating hours/visits required for each establishment

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

Regulated County Work Plan Instructions
***Phytophthora ramorum* Program**
FY 13/14

C. Trace Forward/Trace Back Survey Activities:

Reimbursable activities include:

- a. Activities performed at nurseries that have received plants from a confirmed *P. ram* positive nursery, as outlined in the most current USDA [Trace Forward Protocol](#).
- b. Activities performed at nurseries that have been implicated as the source of *P. ram* positive plants, as outlined in the most current USDA [Trace Back Protocol](#).

Estimating hours/visits required for each establishment

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

D. Record Keeping and Compliance Monitoring:

Reimbursable activities include personnel hours associated with the following:

- a. **Maintaining records:** Annual inspection data including establishment lists, associated PDR number(s) and date of inspection.
- b. **Random monitoring:** performing random audits of records compliance requirements and providing information to establishments concerning newly-added hosts, or policy/regulation changes.

Estimating number of activity:

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

E. Administrative Support

Reimbursable activities include personnel hours associated with the following:

- a. **Conference Calls:** Attendance and participation in conference calls regarding quarantine response and regulatory enforcement.
- b. **Meetings:** Attendance and participation in meetings associated with quarantine response and regulatory enforcement.
- c. **Administrative Support:** Administrative activities such as data entry or invoicing for quarantine response and regulatory enforcement.

Regulated County Work Plan Instructions
***Phytophthora ramorum* Program**
FY 13/14

Estimating number of activity:

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

F. Personnel Cost Work Sheet (Tab Two of Work Plan):

Use the '**Total Activity Hours**' that have been calculated with the information above (Tab One of the *P. ram* Work Plan, **Cell L: 21, highlighted in blue**) to complete the Personnel Cost Work Sheet.

- Enter the Title, Hourly Range, and Hourly Benefit amount for each unique classification performing the activity hours.

Please note:

- Enter only the classification/title for individuals performing the work. ***Do not*** enter actual names.
- Individual salaries for each classification/title must be used to determine the total cost. Weighted averages ***cannot*** be used.

- Enter the 'Estimated Hours to be Worked' for each classification.
- Verify the '**Total Estimated Hours to be Worked**' (Tab Two: *Personnel Cost Work Sheet*, Cell F: 20) matches the '**Total Activity Hours**' (Tab One of the *P. ram* Work Plan, Cell L: 34)

G. Overhead (Indirect Costs): Overhead cost cannot exceed 25% of total personnel costs estimated.

H. Miscellaneous

- Supplies:** Enter the estimated cost of supplies associated with *P. ram* regulatory activities. Examples include materials from a general supply or stockroom, fabricated parts, paper, stationery, general office goods, ink and toner cartridges and organization tools.
 - Equipment:** Enter the estimated cost of equipment associated with *P. ram* regulatory activities. Examples 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.
- I. Mileage Reimbursement Rates:** Mileage rate must be the current California State government rate of \$0.565, or the current Federal government rate (<http://www.irs.gov>).

Work Plan for *Phytophthora ramorum* Program
 Regulated Counties
 FY 2013/2014
 July 1, 2013 through June 30, 2014



County:
 Date:

Quarantine Enforcement			Number of Facilities Requiring Activities	Estimated Visits/Year/Facility	Estimated Hours/Visit	Estimated Hours/Year
Activities at Regulated Establishments						
Instruction Section: A	Host Nurseries (Exhibit X)					0
Regulatory Response Activities						
B	Implementation of The Confirmed Nursery Protocol/The Retail Confirmed Nursery Protocol					0
C	Trace Forward/Trace Back					0
Other						
D	Random Compliance Monitoring and Record Keeping		N/A	N/A	N/A	
E	Administrative Support		N/A	N/A	N/A	
				*Total Activity Hours		#REF!
				Total Personnel Costs:		\$0.00
Overhead (Indirect Costs) ----- Not to exceed 25% of Total Personnel Costs						
Instruction Section: G	Enter Overhead Percentage:		0%			\$0.00
Miscellaneous						
Instruction Section: H1					Supplies	\$0.00
H2					Equipment	\$0.00
Vehicles						
Instruction Section: I	Enter Estimated Miles:	0	**Rate Per Mile:	0.565		\$0.00
						TOTAL COST: \$0.00

*Figure must match the figure on your 'Personnel Cost Work Sheet' (tab two). You must submit your completed 'Personnel Cost Work Sheet' with your work plan.
 ** Mileage rate must be \$0.565, or current federal rate (<http://www.irs.gov>)

Personnel Cost Work Sheet
***Phytophthora ramorum* Program**
FY 2013/2014
July 1, 2013 through June 30, 2014

County:
 Date:

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

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

Work Plan for the *Phytophthora ramorum* Program
 Regulated Counties
 FY 2013/2014
 July 1, 2013 through June 30, 2014



County:

Date:

Expenses	Description			Total
Personnel Costs for Regulatory Activities	Inspections of Regulated Material, Various Compliance/Treatment Monitoring, Trace Forward/Trace Back, Eradication Activities	Total Activity Hours:	#REF!	\$0.00
Overhead Costs	Indirect Costs (Not to exceed 25% of Total Personnel Costs)	Overhead Percentage:	0%	\$0.00
Supplies	All supply/equipment costs exceeding \$5000.00 must be accompanied by a itemized list of items to be purchased.	Itemized Supply List Required (Y/N):		\$0.00
Vehicles	Mileage rate must be \$0.555, or current federal rate (http://www.irs.gov).	Estimated Miles:	0	\$0.00
		Rate Per Mile:	0.565	
TOTAL COST:				\$0.00

Quarantined County Work Plan Instructions *Phytophthora ramorum* Program FY 13/14

Please use the following guidelines to complete the *Phytophthora ramorum* (*P. ram*) work plans for FY 13/14.

A. Regulatory Activities at Host Nurseries that Ship Regulated Nursery Stock (Exhibit B):

Reimbursable activities for the *P. ram* program conducted at regulated interstate shipping host nursery establishments are as outlined in 7 CFR 301.92-11 (A.1), which include:

- a. **New Compliance Agreement Issuance:** Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements.
- b. **Annual Inspection:** Inspection of facility, collecting and submitting samples, issuing hold notices and performing hold actions.

Estimating hours/visits required for each establishment:

- Number of facilities/visits/hours should be derived from the [Regulated Establishments Under Compliance for Phytophthora ramorum List](#) which lists all of the *interstate/intrastate* shipping nurseries that are under compliance for *P. ram* in your county.
- The number of visits per facility to issue a new compliance agreement is generally one.
- If an establishment that is under compliance for *P. ram* has been issued both the Regulated Nursery Stock (Exhibit B) and the Unregulated Nursery Stock in Soil (Exhibit J), then list all activities for that nursery under the line item for Nursery Stock (Exhibit B) **ONLY**.
- The number of visits/year/facility to perform an annual inspection is generally once a year, unless the nursery is large and requires more than one day to conduct annual sampling activities.
- The number of hours per visit should include commute time to the nursery.

B. 30-Day Pre-shipment Inspection Activities at Establishments that are Shipping Regulated Material (Exhibit B or D) in the next 30 days:

Reimbursable activities for the *P. ram* program conducted at regulated interstate shipping host establishments are as outlined in 7 CFR 301.92-11 (A.2), which include:

- a. **A 30-day Inspection:** Inspection of regulated plant material that is going to be shipped during the next 30-day period, collecting and submitting samples, issuing hold notices and performing hold actions.

Estimating hours/visits required for each establishment

- Number of facilities/visits/hours should be derived from the [Regulated Establishments Under Compliance for Phytophthora ramorum List](#) which lists all of

Quarantined County Work Plan Instructions *Phytophthora ramorum* Program FY 13/14

the *interstate/intrastate* shipping establishments that are under compliance for *P. ram* in your county.

- The number of visits to perform 30-day monthly inspection cannot exceed 11 visits per year per establishment and should only be performed during times when the establishment is actively shipping.
- The number of hours per visit should include commute time to the nursery.

C. Regulatory Activities at Nurseries that Ship Unregulated (Non-Host) Nursery Stock in Soil (Exhibit J):

Reimbursable activities for the *P. ram* program conducted at regulated interstate shipping non-host nursery establishments that ship plants in soil are as outlined in 7 CFR 301.92-11 (A.1), which include:

- a. **New Compliance Agreement Issuance:** Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements.
- b. **Annual Inspection:** Inspection of facility, collecting and submitting samples, issuing hold notices and performing hold actions.

Estimating hours/visits required for each establishment:

- Number of facilities/visits/hours should be derived from the [Regulated Establishments Under Compliance for Phytophthora ramorum List](#) which lists all of the *interstate/intrastate* shipping nurseries that are under compliance for *P. ram* in your county.
- The number of visits per facility to issue a new compliance agreement is generally one.
- If an establishment that is under compliance for *P. ram* has been issued both the Regulated Nursery Stock (Exhibit B) and the Unregulated Nursery Stock in Soil (Exhibit J), then list all activities for that nursery under the line item for Nursery Stock (Exhibit B) **ONLY**.
- The number of visits/year/facility to perform an annual inspection is generally once a year, unless the nursery is large and requires more than one day to conduct annual sampling activities.
- The number of hours per visit should include commute time to the nursery.

Quarantined County Work Plan Instructions
***Phytophthora ramorum* Program**
FY 13/14

D. Regulatory Activities at Nurseries that do not contain Host Material on site and that only Ship Non-Host Nursery Stock without soil (Bare-Root):

Reimbursable activities for the *P. ram* program conducted at interstate shipping non-host nurseries are as outlined in 7 CFR 301.92-11 (B), which include:

- a. **Annual Inspection:** Inspection of facility, collecting and submitting samples from symptomatic plant material, issuing hold notices and performing hold actions.

Estimating hours/visits required for each establishment

- Number of facilities/visits/hours should be derived from the [Non-Host Shippers List for Phytophthora Ramorum](#) which lists all of the *interstate/intrastate* shipping nurseries in your county that do not contain host material on site and that do not ship plant material in soil.
- The number of visits/year/facility to perform an annual visual inspection at a non-host nursery is generally once a year.

E. Regulatory Activities Tree Farms (Exhibit I):

Reimbursable activities for the *P. ram* program conducted at regulated interstate shipping host establishments are as outlined in 7 CFR 301.92-11 (A.1), which include:

- a. **New Compliance Agreement Issuance:** Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements.
- b. **Annual Inspection:** Inspection of facility, collecting and submitting samples, issuing hold notices and performing hold actions.

Estimating hours/visits required for each establishment

- Number of facilities/visits/hours should be derived from the [Regulated Establishments Under Compliance for Phytophthora ramorum List](#) which lists all of the *interstate/intrastate* shipping establishments that are under compliance for *P. ram* in your county.
- The number of visits per facility to issue a new compliance agreement is generally one.
- The number of visits/year/facility to perform an annual inspection is generally once a year, unless the establishment is large and requires more than one day to conduct annual sampling activities.
- The number of hours per visit should include commute time to the nursery.

Quarantined County Work Plan Instructions
***Phytophthora ramorum* Program**
FY 13/14

F. Regulatory Activities for Wreaths, Garland and Greenery (Exhibit D):

Reimbursable activities for the *P. ram* program conducted at regulated interstate shipping host nursery establishments are as outlined in 7 CFR 301.92-11 (A.1), which include:

- a. New Compliance Agreement Issuance:** Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements.
- b. Annual Inspection:** Inspection of facility, collecting and submitting samples, issuing hold notices and performing hold actions.

Estimating hours/visits required for each establishment

- Number of facilities/visits/hours should be derived from the [Regulated Establishments Under Compliance for *Phytophthora ramorum* List](#) which lists all of the *interstate/intrastate* shipping establishments that are under compliance for *P. ram* in your county.
- The number of visits per facility to issue a new compliance agreement is generally one.
- The number of visits/year/facility to perform an annual inspection is generally once a year, unless the establishment is large and requires more than one day to conduct annual sampling activities.
- The number of hours per visit should include commute time to the nursery.

G. Regulatory Activities at the following Non-Nursery Establishments:

- 1. Wood Products (Exhibit C)**
- 2. Green Waste Origin Facilities (Exhibit E)**
- 3. Soil (Exhibit F)**
- 4. Compost Facilities (Exhibit G)**
- 5. Green Waste Transporters (Exhibit H)**

Reimbursable activities for the *P. ram* program conducted at interstate non-nursery establishments are as outlined in 7 CFR 301.92-11, which include:

- a. New Compliance Agreement Issuance:** Initial visit to issue and explain terms of compliance agreement and exhibits, regulatory requirements.

Estimating hours/visits required for each establishment

- Number of facilities/visits/hours should be derived from the [Regulated Establishments Under Compliance for *Phytophthora ramorum* List](#) which lists all of the establishments that are under compliance for *P. ram* in your county.

Quarantined County Work Plan Instructions *Phytophthora ramorum* Program FY 13/14

- The number of visits/facility to issue a new compliance agreement is generally one.

H. Implementation of Confirmed Nursery Protocol (CNP) or the *Retail Confirmed Nursery Protocol (rCNP)*:

Reimbursable activities include:

- a. All eradication activities at nurseries found positive for *P. ram* and that intend to ship plants intra/interstate, as outlined in the most current USDA [Confirmed Nursery Protocol \(CNP\)](#).
- b. All eradication activities at nurseries found positive for *P. ram* and that do not intend to ship plants intra/interstate, as outlined in the most current USDA [Retail Nursery Protocol \(rCNP\)](#).

Estimating hours/visits required for each establishment

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

I. Trace Forward/Trace Back Survey Activities:

Reimbursable activities include:

- a. Activities performed at nurseries that have received plants from a confirmed *P. ram* positive nursery, as outlined in the most current USDA [Trace Forward Protocol](#).
- b. Activities performed at nurseries that have been implicated as the source of *P. ram* positive plants, as outlined in the most current USDA [Trace Back Protocol](#).

Estimating hours/visits required for each establishment

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

J. Record Keeping and Compliance Monitoring:

Reimbursable activities include personnel hours associated with the following:

- a. **Maintaining records:** Annual inspection data including establishment lists, associated PDR number(s) and date of inspection.
- b. **Random monitoring:** performing random audits of records compliance requirements and providing information to establishments concerning newly-added hosts, or policy/regulation changes.

Quarantined County Work Plan Instructions
***Phytophthora ramorum* Program**
FY 13/14

Estimating number of activity:

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

K. Administrative Support:

Reimbursable activities include personnel hours associated with the following:

- Conference Calls:** Attendance and participation in conference calls regarding quarantine response and regulatory enforcement.
- Meetings:** Attendance and participation in meetings associated with quarantine response and regulatory enforcement.
- Administrative Support:** Administrative activities such as data entry or invoicing for quarantine response and regulatory enforcement.

Estimating number of activity:

- Number of activity hours should be derived from the work load that your county has experienced during previous contracts (*numbers expensed in previous fiscal years, not from previous estimates*).

L. Personnel Cost Work Sheet (Tab Two of Work Plan):

Use the '**Total Activity Hours**' that have been calculated with the information above (Tab One of the *P. ram* Work Plan, Cell L: 26, highlighted in blue) to complete the Personnel Cost Work Sheet.

- Enter the Title, Hourly Range, and Hourly Benefit amount for each unique classification performing the activity hours.

Please note:

- Enter only the classification/title for individuals performing the work. **Do not** enter actual names.
- Individual salaries for each classification/title must be used to determine the total cost. Weighted averages **cannot** be used.

- Enter the '**Estimated Hours to be Worked**' for each classification.
- Verify the '**Total Estimated Hours to be Worked**' (Tab Two: *Personnel Cost Work Sheet*, Cell F: 20) matches the '**Total Activity Hours**' (Tab One of the *P. ram* Work Plan, Cell L: 34)

Quarantined County Work Plan Instructions
***Phytophthora ramorum* Program**
FY 13/14

M. Overhead (Indirect Costs): Overhead cost cannot exceed 25% of total personnel costs estimated.

N. Miscellaneous:

1. **Supplies:** Enter the estimated cost of supplies associated with *P.ram* regulatory activities. Examples include materials from a general supply or stockroom, fabricated parts, paper, stationery, general office goods, ink and toner cartridges and organization tools.
2. **Equipment:** Enter the estimated cost of equipment associated with *P.ram* regulatory activities. Examples 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.

O. Mileage Reimbursement Rates: Mileage rate must be the current California State government rate of \$0.565, or the current Federal government rate (<http://www.irs.gov>).

Personnel Cost Work Sheet
***Phytophthora ramorum* Program**
FY 2013/2014
July 1, 2013 through June 30, 2014

County:
Date:

Title	Hourly Wage	Hourly Benefit Amount	Total Hourly Rate	Estimated Hours to be Worked	Total Cost
Position Title 1					\$0.00
Position Title 2			\$0.00		\$0.00
Position Title 3			\$0.00		\$0.00
Position Title 4			\$0.00		\$0.00
Position Title 5			\$0.00		\$0.00
Position Title 6			\$0.00		\$0.00
Position Title 7			\$0.00		\$0.00
Position Title 8			\$0.00		\$0.00
Position Title 9			\$0.00		\$0.00
Position Title 10			\$0.00		\$0.00
			*Total:	0	\$0.00
*Total "Estimated Hours to Be Worked" MUST match the "Total Hours" on the Work Plan.					

Work Plan for the *Phytophthora ramorum* Program
Quarantined Counties
FY 2013/2014
July 1, 2013 through June 30, 2014



County:
 Date:

Expenses	Description			Total
Personnel Costs for Regulatory Activities	Inspections of Regulated Material, Various Compliance/Treatment Monitoring, Trace Forward/Trace Back, Eradication Activities	Total Activity Hours:	0	\$0.00
Overhead Costs	Indirect Costs (Not to exceed 25% of Total Personnel Costs)	Overhead Percentage:	0%	\$0.00
Supplies	All supply/equipment costs exceeding \$5000.00 must be accompanied by an itemized list of items to be purchased.	Itemized Supply List Required (Y/N):		\$0.00
Vehicles	Mileage rate must be \$0.555, or current federal rate (http://www.irs.gov).	Estimated Miles:	0	\$0.00
		Rate Per Mile:	0.555	
TOTAL COST:				\$0.00