

Good afternoon,

It is time to begin the agreement process for Fiscal Years 2014-15 and 2015-16 as the current contracts expire June 30, 2014. We would like to continue with two-year agreements as it is considerably more efficient than one-year.

Attached are the following:

- Workplan cover letter
- Workplan procedures and guidelines with attachments
- Workplan model for generally infested counties
- Workplan model for noninfested-partially infested counties
- Exhibit A - Scope of Work
- Annual Activity Report
- Monthly Activity Report
- Monthly Activity Report Guidelines
- Invoice template
- 2014 Survey and Delimitation Protocols

Please submit your proposed workplans and budgets no later than Wednesday, April 30, 2014, so we have adequate time to review documents and complete the agreement process prior to the expiration of the current contracts. Please remember that in addition to review/approval by PDCP staff, the agreements are reviewed/approved by CDFA's Federal Funds Management Office before the documents are returned to the Counties for approval by the respective Boards of Supervisors.

Please note: For any counties that used contracted employees (CASS, for example) on PDCP work activities, they need to be listed separately from county employees. Contracted employees salary and benefits cannot be factored in as part of the indirect billing for personnel services.

This information will be posted here <http://www.cdfa.ca.gov/pdcp/indexForCountyWorkplan.html> under the Resources tab

Please do not hesitate to contact Roger Spencer, Craig Hanes, or myself at (916) 900-5024 if you have any questions.

Thank you!

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