



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

March 25, 2025

TO COUNTY AGRICULTURAL COMMISSIONERS IN THE FOLLOWING COUNTIES:

Alameda	Imperial	Monterey	San Francisco	Stanislaus
Amador	Kern	Napa	San Joaquin	Sutter
Butte	Kings	Nevada	San Luis Obispo	Tehama
Calaveras	Lake	Orange	San Mateo	Trinity
Colusa	Los Angeles	Placer	Santa Barbara	Tulare
Contra Costa	Madera	Riverside	Santa Clara	Tuolumne
El Dorado	Marin	Sacramento	Santa Cruz	Ventura
Fresno	Mariposa	San Benito	Shasta	Yolo
Glenn	Mendocino	San Bernardino	Solano	Yuba
Humboldt	Merced	San Diego	Sonoma	

SUBJECT: WORKPLAN GUIDELINES/PROCEDURES FOR PIERCE'S DISEASE CONTROL PROGRAM
FOR FYS 2025-26 AND 2026-27 (July-September 2026)

The Pierce's Disease Control Program (PDCP) is soliciting cooperative agreements for fiscal year (FY) 2025-26 and 2026-27 (July through September 2026). We are requesting workplans for a 15-month agreement to transition and align the subsequent agreements with the federal FY (October through September). PDCP will be going through the CDFA Office of Grants Administration (OGA) to process the agreements.

Please submit a budget for FY 2025-26 and FY 2026-27 (July through September 2026) not to exceed the amount provided in the body of the solicitation email. Budget allotment for FY 2025-26 is based on your county's FY 2024-25 budget. Budget allotment for FY 2026-27 is based on your county's average expenditures for July through September for the last three years. Due to budgetary constraints and the absence of additional funding, PDCP has implemented a 3% reduction across all cooperative agreements for survey/inspection and area-wide activities. This decision was necessary to ensure that we remain within our allocated budget while continuing to support our ongoing programs and commitments.

The following documents are available to download at
<https://www.cdfa.ca.gov/pdcp/IndexForCountyWorkplan.html>:

1. Two **Workplan Templates** for non-infested/partially-infested counties and generally infested counties. Please use the workplan that is appropriate for your county and fill in the blue highlighted sections.



A new Minute Order or Board Resolution is required as SB 449, signed by the Governor on September 27, 2019, authorizes expenditures for purposes related to other pests and diseases as designated by the Secretary. In the event other pests are designated, the Minute Order or Board Resolution must authorize the County to receive funds allocated by CDFA for purposes related to other pests and diseases as designated by the Secretary, in addition to Pierce's Disease and its vectors.

2. **Budget Template** for preparing your budget. The spreadsheet can be modified to meet your needs. Only include a regulatory/treatment budget if your county is partially-infested and anticipate urban/rural residential treatments to occur.

Please see "allowable costs" section in the workplan for additional restrictions when preparing the budget. Please submit your budget in Excel and separate from the workplan.

3. **Annual Activity Report** template for assessing your program activity needs. The hours estimated in the Annual Activity Report must match the hours estimated in your proposed budget. Please refer to the Monthly Activity Report Guidelines to prepare the Annual Activity Report.
4. **Monthly Activity Report Guidelines** for entering monthly information into the County Monthly Report Database and completing the Annual Activity Report.
5. **Invoice Template** for preparing your invoices in the format required under the agreement. The spreadsheet can be modified to meet your needs. Please review the instructions on the first tab of the spreadsheet.
6. **Statement of Expenditures Template** for reporting county in-kind contributions for reimbursable activities after the funding for the agreement is exhausted. The spreadsheet can be modified to meet your needs. Please review the instructions on the first tab of the spreadsheet.
7. **Monthly Activity Report** for reference only. Please refer to the Monthly Activity Report Guidelines when submitting your reports online.
8. **Statewide Detection and Delimitation Protocols**
9. **GWSS Treatment Protocols**
10. **Three Tiering Strategy Checklists, for Inspection, Trapping, and Treatment.** The workplan activities qualify for the exemption to CEQA under Public Resources Code Section 21080(b)(4). Counties must complete the checklists and ensure all activities follow CDFA management practices and any necessary mitigation measures are implemented.

- a. The Inspection and Trapping Checklists should be completed by all counties.
- b. The Treatment Checklist should be completed by all non-infested and partially-infested counties.

Checklists for glassy-winged sharpshooter inspection, trapping, and treatment have been pre-populated with the required information. Please fill in the *Project Leader* field (normally the Commissioner) and County name in the *Description of Activity* section. The completed checklists must be returned along with the agreement to indicate the county's intent to implement the CDFA management practices.

When the agreement ends, the Project Leader must sign and date a copy of the original checklists and send copies to PDCP to confirm that the management practices and any necessary mitigation measures were implemented.

11. **Summary of Management Practices and Mitigation Measures** lists the specific applicable management practices and mitigation measures that pertain to the checked items on the checklists. Every item listed under each management practice or mitigation measure may not apply to each management practice or mitigation measure. For reference, there are links in the Workplan to the relevant CDFA management practices and mitigation measures.

The following documents must be completed and submitted for approval:

1. Workplan,
2. Separate budget for FY 2025-26 and FY 2026-27 (July through September 2026),
3. Separate Annual Activity Report for FY 2025-26 and FY 2026-27 (July through September 2026), and
4. Tiering Strategy Checklists.

Please email the documents to Myrna Villegas at cdfa.pdcp_inv@cdfa.ca.gov as soon as possible but no later than April 30, 2024. There may be delays in the execution of the agreement, but it will not impact the effective start date of July 1, 2025 of the agreement. Invoices cannot be paid until the agreement has been executed.

Upon receipt of the workplan, an internal administrative and program review of the workplan will be completed by the PDCP. Any issues/concerns found during the internal review will be brought to the attention of the county. When mutual agreement is achieved, the workplan will be forwarded to the OGA for processing. The OGA will route the agreement to the county with instructions for completion.

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Additionally, the CDFA Audit Office plans to audit at least five (5) counties per year. The county will be notified by the Audit Office via an Engagement Letter approximately one month prior to the actual date of the audit. The Engagement Letter will identify the objectives of the audit and the county records necessary to perform the audit. The audit will focus on compliance with the terms and conditions of the agreement and records in support of invoices. It is recommended that counties maintain separate records for the agreement and make them easily accessible to the auditor.

If you would like a hard copy of this information or if you have any questions, please contact me at cdfa.pdcp_inv@cdfa.ca.gov.

Sincerely,

Myrna Villegas
Associate Governmental Program Analyst
Pierce's Disease Control Program