

**COOPERATIVE AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER
25-0598-000-SG

- This Agreement is entered into between the State Agency and the Recipient named below:
STATE AGENCY'S NAME
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)
RECIPIENT'S NAME
COUNTY OF SAN BERNARDINO
- The Agreement Term is: December 1, 2025 through December 31, 2026
- The maximum amount of this Agreement is: \$21,167.78
- The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Recipient and Project Information	2 Pages
Exhibit B: General Terms and Conditions	5 Pages
Exhibit C: Payment and Budget Provisions	2 Pages
Attachments: Scope of Work and Budget	

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.
RECIPIENT

RECIPIENT'S NAME (*Organization's Legal Name*)
COUNTY OF SAN BERNARDINO

BY (<i>Authorized Signature</i>) 	DATE SIGNED
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PRINTED NAME AND TITLE OF PERSON SIGNING
Dawn Rowe, Chair, Board of Supervisors

ADDRESS
777 East Rialto Avenue, San Bernardino, California 92415-0720

STATE OF CALIFORNIA

AGENCY NAME
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (<i>Authorized Signature</i>) 	DATE SIGNED
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PRINTED NAME AND TITLE OF PERSON SIGNING
ANDREA PERKINS, SUPERVISOR I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS
1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

EXHIBIT A

RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
Invasive Shot Hole Borer (ISHB) Survey and Trapping

Project Title: Invasive Shot Hole Borer Trapping with San Bernardino County

2. The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	David Pegos	Name:	Brady Gergovich
Division/Branch:	Plant Health and Pest Prevention Services (PHPPS)/Plant Administration	Organization:	County of San Bernardino
Address:	1220 N Street	Address:	777 E Rialto Avenue
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	San Bernardino, CA 92415
Phone:	916-403-6627	Phone:	909-387-2117
Email Address:	david.pegos@cdfa.ca.gov	Email Address:	brady.gergovich@awm.sbcounty.gov

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Jonathan Babineau	Name:	Jessica Naquin
Division/Branch:	PHPPS/Plant Administration	Organization:	County of San Bernardino
Address:	1220 N Street	Address:	777 E. Rialto Ave.
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	San Bernardino, CA 92415
Phone:	916-698-3843	Phone:	909-387-2150
Email Address:	cisac@iscc.ca.gov	Email Address:	jessica.naquin@awm.sbcounty.gov

FISCAL CONTACT FOR RECIPIENT (if different from above):
Name:
Organization:
Address:
City/State/Zip:
Phone:
Email Address:

4. RECIPIENT: Please check appropriate box below:

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award does does not support R&D.

5. For a detailed description of activities to be performed and duties, see Scope of Work and Budget.

EXHIBIT B
GENERAL TERMS AND CONDITIONS

1. Approval

This Agreement is of no force or effect until signed by both parties. The Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Agreement.

2. Agreement Execution

Unless otherwise prohibited by state law, regulation, or Department or Recipient policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

3. Assignment

This Agreement is not assignable by the Recipient, either in whole or in part, without the prior consent of the CDFR Agreement Manager or designee in the form of a formal written amendment.

4. Governing Law

This Agreement is governed by and will be interpreted in accordance with all applicable State and Federal laws.

5. State and Federal Law

It is the responsibility of the Recipient to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Recipient shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

6. Recipient Commitments

The Recipient accepts and agrees to comply with all terms, provisions, conditions and commitments of the Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Recipient in the application, documents, amendments, and communications in support of its request for funding.

7. Performance and Assurances

The Recipient agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to allowable Project costs.

8. Mutual Liability

Parties shall, to the extent allowed by law, each be individually liable for any and all claims, losses, causes of action, judgments, damages, and expenses to the extent directly caused by their officers, agents, or employees.

9. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of this Agreement shall remain operative and binding.

10. Contractors/Consultants

The Recipient, and the agents and employees of Recipient, in the performance of this Agreement, are not officers, employees, or agents of the CDFA. The Recipient's obligation to pay its Contractors/Consultants is an independent obligation from the CDFA's obligation to make payments to the Recipient. Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Agreement. The Recipient is responsible to ensure that any/all contractors/consultants it engages to carry out activities under this Agreement shall have the proper licenses/certificates required in their respective disciplines. The Contractors/Consultants shall not affect the Recipient's overall responsibility for the management of the project, and the Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Agreement.

11. Non-Discrimination Clause

The Recipient agrees that during the performance of this Agreement, it will not discriminate, harass, or allow harassment or discrimination against any employee or applicant for employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Recipient agrees to require the same of all contractors and consultants retained to carry out the activities under this Agreement.

The Recipient agrees that during the performance of this Agreement, the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Recipient will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, section 10000 *et seq.*). The applicable regulations of the Fair Employment and Housing Council implementing Government Code section 12990 (a-f), set forth in Division 4.1 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Recipient will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Recipient must include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

The Recipient agrees to require the same of all contractors and consultants retained to carry out activities under this Agreement.

12. Excise Tax

The State of California is exempt from federal excise taxes and no payment will be made for any taxes levied on employees' wages. The CDFA will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another State.

13. Disputes

The Recipient must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Recipient must file a "Notice of Dispute" with the CDFA Agreement Manager, identified in Exhibit A, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the CDFA Agreement Manager or designee must meet with the Recipient for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement prevails.

14. Termination for Convenience

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by CDFA, CDFA must pay all responsible costs and non-cancellable obligations incurred by the Recipient as of the date of termination.

15. Termination for Cause

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach. If the breach is not cured to the satisfaction of the non-breaching party, this Agreement shall automatically terminate and the CDFA shall reimburse the Recipient for all documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations. Timelines associated with notice and curing of material breaches shall be consistent with the timelines outlined in paragraph 17.

16. Acceptable Failure to Perform

The Recipient shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

17. Breach

The parties may be in material breach under this Agreement if they fail to comply with any term of this Agreement, or a party determines that the other party is not implementing the Project in accordance with the provisions of this Agreement, or that a party has failed in any other respect to comply with the provisions of this Agreement. In the event of a material breach, the party identifying the breach shall provide a Notice of Material Breach to the breaching party within fifteen (15) calendar days upon discovery of breach. The breaching party shall have fifteen (15) calendar days from receipt of the notice to notify how it intends to cure the breach. Upon receipt of the proposed cure, the non-breaching party has fifteen (15) days to accept or reject the proposed cure. Upon the non-breaching party's approval of the cure, the breaching party has thirty (30) days to implement the cure. If the breaching party fails to cure the breach within thirty (30) days of the non-breaching party's approval of the cure, the non-breaching party may take the following respective actions:

- A. CDFA may suspend payments;
- B. CDFA may demand repayment of all funding;
- C. Either party may terminate the Agreement
- D. CDFA may debar Recipient; or
- E. Either party may take any other action deemed necessary to recover costs.

The non-breaching party shall send a Notice of Failure to Cure Material Breach upon its decision to carry out any of these actions. These actions are effective upon issuance of the Notice of Failure to Cure Material Breach, unless the Recipient appeals a Notice of Failure to Cure Material Breach, in which case the effective date falls on the issuance of a final decision on the appeal.

Where CDFA notifies the Recipient of its decision to demand repayment pursuant to this paragraph, the funds that are subject to the demand shall be repaid immediately. CDFA may consider the Recipient's refusal to repay the requested disbursed amount a material breach.

A Notification of Failure to Cure Material Breach may be appealed to CDFA. The appeal must be post marked within ten (10) calendar days of the date the Recipient received the Notice of Failure to Cure

and addressed to the CDFA Legal Office of Hearing and Appeals or emailed to CDFA.LegalOffice@cdfa.ca.gov.

California Department of Food and Agriculture
Legal Office of Hearing and Appeals
1220 N Street
Sacramento, CA 95814

All notices, communications, and appeals described in this paragraph must be received in writing to be considered timely.

If CDFA notifies the Recipient of its decision to withhold the entire funding amount from the Recipient pursuant to this paragraph, this Agreement shall terminate upon receipt of such notice by the Recipient and CDFA shall no longer be required to provide funds under this Agreement and the Agreement shall no longer be binding on either party.

18. Publicity and Acknowledgement

The Recipient agrees that it will acknowledge CDFA's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material and in accordance with the Grant Procedures Manual if incorporated by reference and attachment to the Agreement. The Recipients may not use the CDFA logo.

19. News Releases/Public Conferences

The Recipient agrees to notify the CDFA in writing at least two (2) business days before any news releases or public conferences are initiated by the Recipient or its Contractors/Consultants regarding the project described in the Attachments, Scope of Work and Budget and any project results.

20. Scope of Work and Budget Changes

Changes to the Scope of Work, Budget, or the Project term, must be requested in writing to CDFA Grant Administrative Contact no less than thirty (30) days prior to the requested implementation date. Any changes to the Scope of Work and Budget are subject to CDFA approval and, at its discretion, CDFA may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. CDFA will respond in writing within ten (10) business days as to whether the proposed changes are accepted.

21. Reporting Requirements

The Recipient agrees to comply with all reporting requirements specified in Scope of Work and/or Grant Procedures Manual if incorporated by reference to this Agreement as an attachment.

22. California State Auditor

This Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years after final payment under the Agreement.

23. Equipment

Purchase of equipment not included in the approved Budget requires prior approval. The Recipient must comply with state requirements regarding the use, maintenance, disposition, and reporting of equipment as contained in CCR, Title 3, Division 1, Chapter 5, sections 303, 311, 324.1 and 324.2.

24. Closeout

The Agreement will be closed out after the completion of the Project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

25. Confidential and Public Records

The Recipient and CDFA understand that each party may come into possession of information and/or data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act or the Public Contract Code. To the extent allowed by law, CDFA determines whether the information is releasable. Each party agrees to maintain such information as confidential and notify the other party of any requests for release of the information.

26. Amendments

Changes to funding amount or Agreement term require an amendment and must be requested in writing to the CDFA Agreement Manager or designee no later than sixty (60) calendar days prior to the requested implementation date. Amendments are subject to CDFA approval, and, at its discretion, may choose to accept or deny these changes. No amendments are possible if the Agreement is expired.

27. Executive Order N-6-22 Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate agreements with, and to refrain from entering any new agreements with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Recipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Recipient advance written notice of such termination, allowing Recipient at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

EXHIBIT C
PAYMENT AND BUDGET PROVISIONS

1. Invoicing and Payment

- A. For activities satisfactorily rendered and performed according to the attached Scope of Work and Budget, and upon receipt and approval of the invoices, CDFA agrees to reimburse the Recipient for actual allowable expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices must include the Agreement Number, performance period, type of activities performed in accordance with this Agreement, and when applicable, a breakdown of the costs of parts and materials, labor charges, and any other relevant information required to ensure proper invoices are submitted for payment.
- C. Unless stated in the Scope of Work, quarterly invoices must be submitted to the CDFA Administrative Contact, within thirty (30) calendar days after the end of each quarter in which activities under this Agreement were performed.
- D. Unless stated in the Scope of Work, a final invoice will be submitted for payment no more than thirty (30) calendar days following the expiration date of this Agreement, or after project is complete, whichever comes first. The final invoice must be clearly marked "Final Invoice" thus indicating that all payment obligations of the CDFA under this Agreement have ceased and that no further payments are due or outstanding.

2. Allowable Expenses and Fiscal Documentation

- A. The Recipient must maintain adequate documentation for expenditures of this Agreement to permit the determination of the allowability of expenditures reimbursed by CDFA under this Agreement. If CDFA cannot determine if expenditures are allowable under the terms of this Agreement because records are nonexistent or inadequate according to Generally Accepted Accounting Principles, CDFA may disallow the expenditures.
- B. If mileage is a reimbursable expense, using a privately-owned vehicle will be at the standard mileage rate established by the United States (U.S.) Internal Revenue Service (IRS) and in effect at the time of travel. The standard mileage rate in effect at the time of travel can be found on [IRS's website](#) regardless of funding source/type.
- C. If domestic travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable for travel within California are those established by the California Department of Human Resources ([CalHR](#)). The maximum rates allowable for domestic travel outside of California are those established by the United States General Services Administration ([GSA](#)).
- D. If foreign travel is a reimbursable expense, receipts must be maintained to support the claimed expenditures. The maximum rates allowable are those established in a per diem supplement to Section 925, [Department of State Standardized Regulations](#).
- E. The Recipient will maintain and have available, upon request by CDFA, all financial records and documentation pertaining to this Agreement. These records and documentation will be kept for three (3) years after completion of the Agreement period or until final resolution of any performance/compliance review concerns or litigation claims.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, California Government Code Title 1, Division 3.6, Part 3, Chapter 4.5, commencing with Section 927 - The California Prompt Payment Act.

4. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted for purposes of this program, the CDFA has the option to either cancel this Agreement with no liability occurring to the CDFA or offer to amend the Agreement to reflect the reduced amount.

**Invasive Shot Hole Borers (ISHB) Survey
California Department of Food and Agriculture
San Bernardino County Agricultural Commissioners**

New Agreement Amount: \$21,167.78

Agreement Expiration: 12/31/2026

Recipient Name

San Bernardino County Department of Agriculture (**County of San Bernardino**)

Project Coordinators

Cooperator Program Contact	Cooperator Administrative Contact
Name: David Pegos Address: 1220 N Street City, State, Zip: Sacramento, CA 95814 Telephone: (916) 403-6627 Email: David.Pegos@cdfa.ca.gov	Name: Brady Gergovich Address: 777 E Rialto Ave City, State, Zip: San Bernardino, CA 92415-0720 Telephone: (909) 957-4741 Email: Brady.Gergovich@awm.sbcounty.gov

Statement of Need/Problem

The Invasive Shothole Borers (ISHB) are ambrosia beetles of the genus *Euwallacea*. The three species of ISHB in California are *Euwallacea fornicates*, *Euwallacea kuroshio*, and *Euwallacea interjectus*. These ambrosia beetles carry spores of symbiotic fungi into the tree providing a food source for reproduction of the beetle. Once the beetles are established in the tree, the galleries block water movement in the vascular system causing stress and dieback. ISHB has a wide host range with certain hosts acting as amplifier trees increasing the populations. In 2020-22, County Agricultural Commissioners (CAC) were provided funding for trapping to map ISHB distribution in CA. In southern California counties, agencies performed tree removal and other management techniques to control the populations of ISHB. In late 2023 an infestation of ISHB was found in San Jose, Santa Clara County. A recent infestation in October 2024 of *Euwallacea interjectus* in Felton of Santa Cruz County represents a new species introduction to the western United States.

Stakeholders urgently need to understand the distribution of these beetles to respond rapidly and appropriately. Visual and trapping surveys are essential to help better understand beetle distributions and facilitate their early detection to enable a rapid response. Outreach is a key component of this effort to educate the public about

ISHB and the impacts they can have on our urban and rural trees and steps the public can take to report potentially infested trees and to avoid moving firewood (Buy It Where you Burn It – Don't Move Firewood).

Goals

The goal of this agreement is to survey for ISHB to understand the distribution through visual and trapping surveys, collect trapping and mapping data, and increase awareness and outreach about the risks of ISHB through both short-term and long-term outreach efforts done at campgrounds, outdoor recreation conferences and trade shows, outdoor advertising, county and local fairs, public service announcements, and/or other means deemed appropriate by the county and CDFA.

This agreement will be used for:

- Trapping supplies (trapping hardware, panel sticky traps and lure for ISHB will be provided by CDFA) and distribution of traps and supplies.
- Training staff on proper procedures.
- Identification of high-risk sites.
- Visual surveys.
- Trapping throughout San Bernardino County for ISHB, placing a minimum of 50 traps throughout the county.
- Trapping data, collection, and mapping.
- Outreach materials distributed by county trappers and staff.
- Outreach opportunities, including booth fees.
- Participation in coordination calls.
- Preparation of invoices and reports.

Responsibilities

It will be the responsibility of San Bernardino County to:

- Provide training to County personnel to properly perform duties as Surveyors/Trappers as set forth in this agreement, including, but not limited to, use of traps and detection procedures per www.ishb.org and guidance from UC and/or CDFA.

Surveyors/Trappers (County employee conducting a survey of an area for the presence of ISHBs) must:

- Pass an online ISHB-FD (Fusarium Dieback) University of California Agriculture and Natural Resources (UC ANR) test - [ShotHoleBorers | Campus](#)

- Allow state detection personnel to accompany trappers and/or supervisors in the field. This will be credited as field training for county personnel.
- Identify high-risk sites for ISHB within San Bernardino County.
- Perform visual surveys of high-risk sites for hosts, symptoms, and trap suitability.
- Place and monitor traps, a minimum of 50 traps to be placed.
- Screen traps and submit suspect specimens to the California Department of Food and Agriculture (CDFA) Plant Pest Diagnostic Laboratory for official identification.
- Collect mapping data and submit to CDFA and/or CDFA-identified mapping partners.
- Provide stakeholders with the outreach materials on ISHB that can be found at www.ishb.org.

CDFA will be responsible for supplying counties with trapping supplies needed to trap ISHB as follows:

- Panel Trap for ISHB (Elm Beetle Sticky Traps).
- Lure for ISHB.
- Trap Placement Hardware (rebar & conduit) for ISHB.
- Binder clips to attach trap to pole.

Specific Objectives & Activities for ISHB

San Bernardino County is designated as Group 3. San Bernardino County will use these funds to monitor for ISHB. Monitoring will occur through visual and trapping surveys.

Visual Surveys

San Bernardino County will identify high-risk sites for monitoring and suitability as trapping location. Visual surveys of host trees may be conducted at high-risk sites, as needed.

High-risk sites for ISHB include riparian areas, green waste processing facilities, firewood storage and distribution lots, campgrounds, large wholesale tree nurseries (>6 inch tree diameter), and urban forests with presence of preferred hosts. A list of ISHB preferred hosts can be found here: <https://ucanr.edu/sites/pshb/pest-overview/ishb-reproductive-hosts/>

If traps are positive, follow up with a thorough on the ground visual survey of reproductive hosts in the area.

Trapping

Place and service a minimum of 50 Elm Beetle Sticky Traps at identified High Risk Sites spread at approximately one-mile intervals throughout the County (**Attachment 1**).

Trapping will be conducted by CAC office in high-risk areas (large tree nurseries, firewood storage facilities, campgrounds, green waste processing sites, riparian areas, or other areas County deems necessary) for a total of up to five months between March 1 through October 31 or when temperatures $\geq 68^{\circ}\text{F}$.

The specific trapping months and schedule will be determined by the CAC office based on local weather and temperature conditions to optimize detection efficiency, with priority given to spring and fall activity periods, and considering the following guidelines:

- Elm leaf beetle panel white sticky panel traps should be used with Quercivorol lure.
- Quercivorol lure must be replaced after four weeks.
- Traps should be placed at regular intervals approximately one-mile apart throughout the county, with concentration around leading edge of known population. Add traps as needed to delineate the extent of the infestation.

Do NOT hang traps in or under tree canopies, in areas exposed to high winds or where traps may get wet.

- Service traps every four weeks or sooner, depending on need.

Ensure that all traps are properly identified with a unique trap number and accurately reflect servicing, baiting and rebaiting dates. The unique trap numbering system is based upon the Statewide Trapping Grid, reference <http://maps.cdfa.ca.gov/TrapBooks/MapBookHelp.pdf> for software needs, links to the Map Books and Geographic Information System (GIS) layers, and contacts for assistance.

- The naming convention for the grid system is alphanumeric. Columns are Alpha (A – UW) and rows are Numeric (001 – 656). The grid name is the combination of column and row names. Naming starts in the northwest corner of the state and runs through the southeast. The remainder of the trap number consists of the quint or subgrid, trap type, and an intra-quint or intra-subgrid designation if more than one trap of that type is present or it is otherwise needed to track a trap that moves between quints. For example, trap EV241-S-OF1 is in grid EV241, south quint, trap type is oriental fruit fly, and it is designated as number “1” OF trap within that quint.

Ensure that the unique trap number is placed properly on all traps, along with accurate placement, servicing, baiting, and rebaiting dates, as appropriate. White Elm Beetle sticky panel trap – full trap number, placement date, and trapper’s initials on backside when placing; note servicing dates on outside non-sticky margins.

- Ensure that all sticky traps inspected and removed from the field shall be screened for suspects a second time at the trapping office by a supervisor or other qualified staff before disposal. This should occur the day the trap is removed, but in any event must be done within a week of removal from the field.

Submitting Samples for ISHB

Samples shall be submitted to the CDFA lab for identification. Lab will identify the beetle morphologically and through DNA if beetle found at a new location.

Sample Collection – When a suspect host tree is identified, the surveyor must take a sample of the wood of the tree and/or beetles found in the tree by cutting out affected areas of the bark and underlying wood. All sampling equipment must be properly sanitized between sampling individual trees.

Mapping for ISHB

Provide trapping data to CDFA and/or CDFA-identified mapping partners.

Outreach for ISHB

To better educate the public and gain stakeholder support to monitor ISHB, outreach materials provided by CDFA will be distributed by San Bernardino County personnel. San Bernardino County will identify at least one public event to attend to educate the public about ISHB and invasive species.

Records

1. Maintain a Daily Trapping Summary (DTS) (Form 60-210) for each trapper, **Attachment 2**. This form must be completed daily, signed by the individual who performed the work and submitted to the trapping supervisor. All DTS forms must be kept on file, for the CDFA Audits Office, for three years.
2. Complete a monthly ISHB Report, documenting all traps deployed, added, removed and serviced during the month, see **Attachment 3**. A servicing is an inspection of the trap for the presence of the target pest. Relocations are considered trap servicings. Do not count trap relocations as “removed” and then “added.” A copy of this form must accompany the monthly invoice.
3. Provide one set of trapping records for all traps. This set, in the form of either the “Trap Book” or electronic records, shall indicate the exact trap location using a site map and all information regarding trap placement, servicing, baiting, relocation and removal.

4. Maintain an inventory of known host sites. The inventory shall be organized by square mile, contain the addresses of host properties traceable to the nearest cross street, and indicate all known hosts on that property. The inventory shall be updated yearly. The multiple trap card system will suffice for this inventory. This inventory must be available for the trapper to use in the field daily.

Invoices

Submit invoices, **Attachment 4**, along with the ISHB Report Number One monthly by postal mail or e-mail to:

Jonathan Babineau
CDFA – PHPPS/Plant Administration
1220 N Street, Rm 221
Sacramento, CA 95814
cisac@iscc.ca.gov

1. Submit monthly invoices and corresponding ISHB Report no later than 30 days past the end of the month in which the invoiced activity occurred to CDFA. Reimbursement will not occur unless the ISHB Report is submitted with the invoice.
2. If the invoice carries a signature block, the block must be signed. Invoices with blank signature blocks cannot be processed.
3. Only authorized charges matching the Financial Plan will be reimbursed. For example: salaries, benefits, overhead, supplies, equipment, vehicle mileage and vehicle leasing costs. These expenditures must be itemized on the invoice with documentation to support the charges in the event of an audit (state). Any expenditure that is not listed in the Financial Plan is considered unauthorized and cannot be reimbursed.
4. The invoice must contain the following:
 - a. County name
 - b. Remit to address
 - c. Date of submittal
 - d. Invoice number
 - e. Agreement number
 - f. Billing period
 - g. Allowable itemized charges as listed on the Financial Plan:
 - i. Employee name (or other unique identifying number), classification, hours worked on the pest detection program, hourly rate, benefit rate.

NOTE: The number of hours worked claimed on the invoice must match those documented on the ISHB Report Number One. Invoices received without an accurate ISHB Report Number One will not be paid.

- ii. Vehicles license plate number (or unique identifying number), driver name, ownership of the vehicle (county, state, or leased), allowable mileage rate for the vehicle, and if leased, the monthly lease rate for the vehicle.
5. All invoices, including any amendments, must be received within 30 days of the expiration date of the agreement.
6. Payment will be made monthly, in arrears, upon receipt of the ISHB Report and approval of the invoice.
7. Please note that CDFA cannot reimburse for more than the total agreement amount.

California Department of Food and Agriculture
 ISHB Survey Grants
 ISHB Financial Plan
 2025-2026/2026-2027
 December 1, 2025 - December 31, 2026

County: **San Bernardino**

Green = Fillable cells the County completes.

Purple = These contain formulas - PLEASE AVOID MODIFYING!

Orange = The Overhead % Rate must not exceed 25% of Personnel Services. A lower rate may be applied.

A. Personnel Services						
Positions	Hourly Wage	Hourly Benefits	Total Hourly Rate	Total Billable Hours	Total Cost	
Agricultural / Standards Officer	\$42.81	\$18.13	\$60.94	238	\$14,503.72	\$0.00
Supervising Agricultural / Standards Officer	\$47.93	\$27.55	\$75.48	25	\$1,887.00	\$0.00
Deputy Agricultural Commissioner	\$51.27	\$12.34	\$63.61	6	\$381.66	\$0.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
				Total Hours:		269.00
				Subtotal Personnel Cost:		\$16,772.38
				Overhead:	25%	\$4,193.10
				Total Personnel Cost:		\$20,965.48
B. Supplies						
				Total Supplies Cost:		\$0.00
C. Mileage						
	County Vehicles	Est. Miles	Mileage Rates *	Total Mileage Cost		
		289.0	0.700	\$202.30		
				Total Mileage Cost:		\$202.30
					Total ISHB Grant	\$21,167.78

* Current Mileage Rates subject to change and should reflect accurately on monthly invoices.

Early Detection and Rapid Response Guidelines

Table VII. Trapping protocols by location type.

Priority Survey Area	Trapping Protocol
Counties on Leading Edge of Infestation	The trapper will deploy individual white sticky traps and querciverol lures at approximately one-mile intervals along the infestation frontier within each county, targeting high-risk sites. Traps will be serviced March – October at greenwaste and firewood sites as beetles are expected to leave cut wood during favorable weather conditions. For the remaining sites, the surveyor will check traps either March – October or within one selected month twice per year (February – April and September – October). For the latter, trapping cycles will be adjusted to coincide with optimum temperatures for beetle flight patterns in the area. To save materials, the trapper will check traps at week two and check and replace traps and lures when they expire at week four. The trapper will conduct surveys either on biweekly or monthly intervals.

Trapping in Riparian Corridors and Natural Areas

Option 1: Three 0.1-acre plots per acre of continuous riparian host area.

1. Deploy one trap per plot (trap can be placed at an optimal place within the plot—it does not have to be located at plot center).
2. If trap yields a positive ISHB find proceed with a visual survey:
 - a. Locate and record plot center and divide plot into quadrants
 - b. Identify box elder in quadrants and perform a visual survey on stems >5" DBH (diameter at breast height) as well as castor bean plants older than two years, recognizable by woody bark.
 - c. If box elder is not present in the plot, perform a visual survey of all stems >5" DBH of 15 most susceptible host species.

Option 2: Place one trap near hosts at one-mile intervals.

That should cover what we are planning to do. I should have read it over better. The original protocol called for placement of three traps in close proximity which we don't have the time or resources to do. No need for any changes.

Attachment 3

State of California
 Department of Food and Agriculture
 Division of Plant Health and Pest Prevention Services

Invasive Shot Hole Borer Program

Report Number One

COUNTY County Name	MONTH	YEAR
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VISUAL INSPECTION	STATE/COUNTY STAFF HOURS			UNITS INSPECTED THIS MONTH		
	COMMITTED	EXPENDED	BALANCE	ACRES NET/GROSS	PROPERTIES	LINEAR MILES
COMMERCIAL CROPS						
PUBLIC CONTACT						
SPECIAL SURVEY						
TRAPPING						
SUPERVISION						
CLERICAL						
TRAINING						

MONTHLY TRAPPING ACTIVITY

TRAP TYPE	Total number of trap servicings	Traps added or removed (+/-)	Total in operation at end of month	TRAP TYPE	Total number of trap servicings	Traps added or removed (+/-)	Total in operation at end of month
ISHB							

COMMENTS:

(County Letterhead)

California Department of Food and Agriculture
Invasive Shot Hole Borer (ISHB) Program
 Budget Period FY 2025/2026 & FY 2026/2027
 Email invoices to Jonathan Babineau at cisac@iscc.ca.gov

Date:
 County:
 Agreement No:
 Invoice No:
 Billing Period:

CDFA USE ONLY

Detection Personnel Costs

Name and 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
Total Hours	0.00	Total Salaries	\$0.00

Non-Detection Personnel Costs

Name and Classification	Hours	Hourly Rate *	Total Salaries
0	0.00	\$0.00	\$0.00
0	0.00	\$0.00	\$0.00
0	0.00	\$0.00	\$0.00
0	0.00	\$0.00	\$0.00
0	0.00	\$0.00	\$0.00
Total Hours	0.00	Total Salaries	\$0.00

Total Personnel Services	\$0.00
Overhead ** 25%	\$0.00
Total Personnel Costs:	\$0.00

Operating Expenses

Travel	\$0.00
Printing	\$0.00
Postage/Freight	\$0.00
Miscellaneous Field Supplies	\$0.00
Miscellaneous Office Supplies	\$0.00
Contractual Costs	\$0.00
Total Operating Expenses:	\$0.00

Mileage Costs

	Total Miles	Rate	
County Vehicles	0.00	0.000	\$0.00
State Vehicles	0.00	0.000	\$0.00
Leased Vehicles	0.00	0.000	\$0.00
Total Mileage Cost:			\$0.00

Grand Total: \$0.00

Agreement Amount	0.00
Billed to Date	0.00
Balance	0.00

* The Hourly Rate must include Hourly Wage and Benefit Rate)
 ** Overhead percent is editable, may fluctuate per county and must not exceed 25%