State of California, Department of Food and Agriculture
AGREEMENT
GAU-03 (Rev. 1/2026)

**COOPERATIVE AGREEMENT SIGNATURE PAGE**

| AGREEMENT NUMBER |
| --- |
| **26-0018-000-SA** |

1. 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**

2. The Agreement Term is: July 1, 2026 through June 30, 2027

3. The maximum amount of this Agreement is: $24,278.45

4. 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 *(Authorized Signature)* | DATE SIGNED |
| --- | --- |
| ✍ | |

PRINTED NAME AND TITLE OF PERSON SIGNING
Dawn Rowe, Chair, Board of Supervisors

ADDRESS
777 E Rialto Avenue, San Bernardino, CA 92415-0720

**STATE OF CALIFORNIA**

AGENCY NAME
**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)**

| BY *(Authorized Signature)* | DATE SIGNED |
| --- | --- |
| ✍ | |

PRINTED NAME AND TITLE OF PERSON SIGNING
ANDREA PERKINS, SUPERVISOR I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS
1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

LB

## EXHIBIT A

## RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:
   The County will perform fruit and vegetable inspections to ensure enforcement of the Food and Agricultural Code, Division 17, Chapter 2; the California Code of Regulations (CCR), Title 3, Group 4; and any relevant State policies.

   Project Title: Standardization Inspections

2. The Managers for this Agreement are:

| **FOR CDFA:** | | **FOR RECIPIENT:** | |
|---|---|---|---|
| Name: | Kiley Potter | Name: | Brady Gergovich |
| Division/Branch: | Inspection Services / Inspection and Compliance | 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 92415-0720 |
| Phone: | 916-597-7328 | Phone: | 909-387-2115 |
| Email Address: | kiley.potter@cdfa.ca.gov | Email Address: | awm@awm.sbcounty.gov |

3. The Grant Administrative Contacts for this Agreement are:

| **FOR CDFA:** | | **FOR RECIPIENT:** |
|---|---|---|
| Name: | Kiley Potter | Name: Jessica Naquin |
| Division/Branch: | Inspection Services / Inspection and Compliance | 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: | 916-597-7328 | Phone: 909-387-2150 |
| Email Address: | kiley.potter@cdfa.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 CDFA 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.

**STANDARDIZATION PROGRAM**
**SCOPE OF WORK**
**FY 2026/27**

## County Responsibilities

The County agrees to provide fruit and vegetable inspection services for the Standardization Program. These services are in addition to any normal inspection activities being performed by the County.

Inspections shall be performed as outlined in the Food and Agricultural Code, Division 17, Chapter 2; the California Code of Regulations, Title 3, Subchapter 4. The County shall follow all established Standardization practices and procedures and all State policies. Services to be invoiced under this agreement will commence no earlier than July 1, 2026.

The County shall perform inspection services at a cost not to exceed the approved agreement amount. Inspection hours and workdays should vary where appropriate and practical. Services provided by the County include hours of enforcement work, mileage, and travel time incurred to perform enforcement activities.

All activities under this agreement shall be reimbursed on an hourly basis, for actual time incurred. Hearing officer expenses resulting from a Standardization proposed action may also be reimbursed provided the cost does not exceed 10% of the total agreement amount.

The County shall provide routine inspection supplies with the exception of forms and supplies that are provided by the State. Inspection equipment and subsequent supplies that are required to be used by regulation may be eligible for reimbursement under this agreement. Some examples of eligible equipment include hand-held refractometers or 25 ml pipettes; eligible supplies may include sodium hydroxide or distilled water. Further details regarding purchasing equipment and supplies can be found on the Fiscal Display.

## Agreement Invoice – Form #51-066

The County shall invoice the State for work performed under this agreement within 30 days after the end of each month in which services were provided. The County must use State Invoice Form 51-066, and it must include at least the following information:

- Inspection Type- Production, Wholesale, Retail, Other Activities
- Name(s) of commodities inspected (at minimum, all commodities inspected at production and all rejected commodities)
- Number of premises inspected
- Number of lots inspected per commodity
- Number of containers inspected per commodity
- Number of noncompliance's issued per commodity
- Number of containers rejected per commodity
- Reason for the rejection

- Number of disposal orders issued per commodity
- Inspector name/title
- Total number of hours worked per commodity
- Total cost to include personnel, mileage, and indirect costs - if applicable (indirect costs cannot exceed 25% of personnel costs)
- Name and signature of authorized county personnel submitting invoice

Any revisions made to previously submitted invoices must include "REVISED" and the revision date, in red ink, on the top right corner of the revised invoice. Refer to the instructions that accompany form 51-066 when preparing and submitting the monthly invoice.

## Invoicing for Other Activities

The County may invoice for inspection staff to attend a CDFA commodity training session, however the hours charged must be limited to staff that will actually be inspecting the commodity. All commodity training expenses charged will require the names of the inspectors to be listed on the invoice along with the date and name of commodity training they attended.

The County may also invoice for one county representative to attend a Standardization Advisory Committee meeting. The name of the county representative and the date of the committee meeting must be included on the invoice.

Counties will not be allowed to invoice for indirect costs in months when no inspection or program related activities occurred. All agreement amendment requests must be reviewed by the Standardization Advisory Committee. Final approval will be determined by CDFA.

## CDFA Responsibilities

CDFA may perform evaluations of county inspections, including, but not limited to; on-site observations; assessment of inspection procedures and review of non-compliance's and other reports for accuracy and consistency.

# STANDARDIZATION MONTHLY INVOICE

SUBMIT MONTHLY TO: standardization@cdfa.ca.gov

REMIT PAYMENT TO: (County Information)

| |
|---|
| STATE OF CALIFORNIA<br>DEPARTMENT OF FOOD AND AGRICULTURE<br>INSPECTION AND COMPLIANCE BRANCH<br>1220 N STREET<br>SACRAMENTO CA 95814 |

| |
|---|
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| |
|---|
| ***DATE:*** |
| ***COUNTY:*** |
| ***AGREEMENT #:*** |
| ***BILLING PERIOD:*** |
| ***COUNTY INVOICE #:*** *(Optional)* |

STANDARDIZATION COUNTY COOPERATIVE AGREEMENT INVOICE
51-066 (Rev. 1/2026)

***No Activity or Costs to Report for the Month*** ☐

| INSPECTION TYPE | COMMODITY INSPECTED<br>Separate Production Inspections and Rejected Lots By Commodity | # OF PREM. | # OF LOTS | # OF CONTAINERS INSPECTED | # OF N/C'S | # OF CONTAINERS REJECTED | REJECTION REASON<br>Maturity-Mat Quality-Q<br>Marking-Mar | # OF D.O.'S | # OF HOURS WORKED | # OF OVERTIME HOURS WORKED |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
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| TOTALS | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0.00 |

## TOTAL COSTS

| NAME/ TITLE | REGULAR HOURS | | RATE | OVERTIME HOURS | | RATE | TOTAL HOURS | TOTAL COST |
|---|---|---|---|---|---|---|---|---|
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| | | HOURS @ | | | HOURS @ | | 0.00 | 0.00 |
| HOURLY TOTALS | 0.00 | | | 0.00 | | | 0.00 | 0.00 |
| INSPECTION EQUIPMENT & SUPPLIES | | | | | | | | |
| MILEAGE | | MILES @ | $0.725 | $0.00 | | | | |
| INDIRECT COST (If not included in hourly rate) | | FLAT RATE: | | | | | | |

| TOTAL INVOICE AMOUNT: | 0.00 |
|---|---|
| INVOICE APPROVED BY:<br><br>Please print name below signature | |

| For State Official Use Only | |
|---|---|
| ***Date Approved:*** | |
| ***Approved By:*** | |
| ***Object Code:*** | |
| ***Contract/PO# :*** | |

**Program Code: 9999000401 PCA: 41101 Standardization**

# Instructions For Standardization County Invoice Form Number 51-066

1. **Submit Monthly** - Counties shall invoice the State for service within 30 days after the end of the month. All revised invoices must state "REVISED" in red ink and include the revised date on the top right corner. Invoices shall be submitted by email to: standardization@cdfa.ca.gov
2. **Remit to:** Show county payment information.
3. **Date –** Day invoice is submitted or prepared.
4. **County and Cooperative Agreement Number** – Make sure to show the County and agreement number on each invoice submitted.
5. **Billing Period** – Beginning and ending date of monthly invoice.
6. **Invoice Number -** For county use, optional
7. **Inspection Type -** List one of the following - Production (PR) Wholesale (WH) Retail - Market (Mkt), Roadside (RS), Swap Meet (SM), Field/Farm Stand (FS)

7a. **Other Activities -** CDFA Commodity Training (TR), Advisory Committee Meeting (MT) Hearing Officer (HO) **Show details under Commodity Inspected**

8. **Commodity Inspected –** List each commodity separately. If doing wholesale or retail inspections, commodities may be combined and listed as various. If a lot is rejected at wholesale or retail, follow same procedure as a production rejection and show rejection information by commodity.
9. **Number of Premises Inspected –** List total number of premises inspected. Each visit to a premise is considered as one premise inspected.
10. **Number of Lots Inspected** – List the number of lots inspected per commodity. Wholesale and Retail lots inspected may be shown combined.
11. **Number of Containers Inspected** – List the number containers inspected per commodity. Wholesale and Retail containers inspected may be shown combined.
12. **Number of Noncompliance's Issued** - List the total number of NC's issued per commodity.
13. **Number of Containers Rejected** – List the total number of containers rejected per commodity.
14. **Rejection Reason** – List the reasons for rejection, can show multiple reasons per commodity and may abbreviate the reason for rejection.
15. **Number of Disposal Orders Issued** – List total number of disposal orders and permits issued per commodity for Interstate and Intrastate loads.
16. **Number of Hours Worked –** Show the total number of regular hours worked per commodity. Wholesale and Retail hours worked may be shown combined.
17. **Number of Overtime Hours Worked** – Show the total number of overtime hours per commodity, if applicable. Wholesale and Retail overtime hours may be shown combined.
18. **Totals and Total Costs Area –** (lower portion of form) Please type in the white areas only. The **shaded boxes** contain formulas.
19. **Name/Title** – If charging various hourly rates as shown in contract, breakdown each person by name and title or position. If all time charged is at the same hourly rate, then show number of personnel used and the title or position.
20. **Rate, Regular and Overtime Hours –** Show the appropriate rate charged per title or position.
21. **Inspection Equipment & Supplies** - Costs shown may not exceed amount listed on Fiscal Display.
22. **Mileage –** Show the mileage rate and total miles. (A maximum of .725 cents per mile may be charged.)
23. **Indirect Cost –** Show the amount charged if not included in the hourly rate.
24. **Total Invoice Amount –** This box will automatically calculate the total amount billed.

**Note: An invoice must be submitted for each month. Please check box on invoice if no activity or costs are to be reported for the month.**

# 2026/27
# STANDARDIZATION FISCAL DISPLAY

**County** San Bernardino

**Cooperative Agreement #** 26-0018-000-SA

All hourly rates shown below are to include employee benefits. If more than one hourly rate is applicable in any category, an average rate may be shown.

**PERSONNEL:**

| # of Biologists or Ag Technicians | Hours | | Rate | | Total |
|---|---|---|---|---|---|
| 1 | | | | | |
| Regular | 198 | @ | $ 121.00 | = | $ 23,958.00 |
| Overtime | | @ | $ - | = | $ - |
| **# of Seasonal Staff** | **Hours** | | **Rate** | | **Total** |
| Regular | | @ | $ - | = | $ - |
| Overtime | | @ | $ - | = | $ - |
| **# of Supervisory Staff** | **Hours** | | **Rate** | | **Total** |
| Regular | | @ | | = | $ - |
| | | | **Total Personnel Costs** | | $ 23,958.00 |

**TRANSPORTATION:**

| | | | | | |
|---|---|---|---|---|---|
| **Rental Rate:** | **$ Per Mile** | | **Per Month** | | |
| Total Rate: | $ - | @ | $ - | = | $ - |
| **Mileage:** | **Total Miles** | | **$ Per Mile** | | |
| Total Miles: | 442 | @ | $ 0.725 | = | $ 320.45 |
| | | | (Not to exceed $0.725) | | |

**EQUIPMENT & SUPPLIES:**

Equipment and supplies obtained thru this agreement must be required by regulation. Purchases **over $100.00** will require prior approval from CDFA. Total Equipment and Supply charges may not exceed **$500.00.** Please list any anticipated equipment needs below.

**INDIRECT COSTS:** $ -

Overhead for Agreement Administration (if not included above within hourly rates)

Indirect Costs cannot exceed 25% of Personnel Costs

**COOPERATIVE AGREEMENT TOTAL:** $ **24,278.45**

Operational needs may require changes to line item expenditures within the agreement budget. Personnel and Transportation Costs may be redirected. Equipment & Supplies and Indirect Costs may not be redirected.

Hours, average rates, mileage, and other costs are projected. Actual costs must be reflected on monthly invoices and may not exceed the total agreement amount.

Note: Type in shaded areas only