

**COOPERATIVE AGREEMENT
SIGNATURE PAGE**

AGREEMENT NUMBER

23-0409-003-SF

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 TEHAMA
2. The Agreement Term is: May 29, 2024 through May 28, 2025
3. The maximum amount of this Agreement is: \$30,000.00
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: Prime Award Information	2 Pages
Recipient and Project Information	
Exhibit B: General Terms and Conditions	5 Pages
Exhibit C: Payment and Budget Provisions	2 Pages
Exhibit D: Federal Terms and Conditions	3 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 TEHAMA

BY (Authorized Signature)

DATE SIGNED

6/27/2024

PRINTED NAME AND TITLE OF PERSON SIGNING

Thomas Moss Assistant Agricultural Commissioner

ADDRESS

Post Office Box 38, Red Bluff, California 96080-0038

STATE OF CALIFORNIA

AGENCY NAME

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

BY (Authorized Signature)

DATE SIGNED

Kristi Duprey

Digitally signed by Kristi Duprey

Date: 2024.06.28 10:44:04 -07'00'

PRINTED NAME AND TITLE OF PERSON SIGNING

LAURA RODRIGUEZ, STAFF SERVICES MANAGER I, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120
SACRAMENTO, CA 95814

NM

EXHIBIT A

PRIME AWARD INFORMATION

Federal Agency:	United States Department of Agriculture (USDA), Forest Service Region 5
Federal Award Identification Number:	24-DG11052021-297
Federal Award Date:	August 16, 2023
Catalog of Federal Domestic Assistance Number (CFDA) and Name:	10.664 Cooperative Forestry Program
Amount Awarded to CDFA:	\$90,000.00
Effective Dates for CDFA:	August 16, 2023 through June 30, 2028
Federal Award to State Agency is Research & Development (Yes/No)	No

Federal Agency:	United States Department of Agriculture (USDA), Forest Service Region 5
Federal Award Identification Number:	24-DG11052021-207
Federal Award Date:	February 15, 2024
Catalog of Federal Domestic Assistance Number (CFDA) and Name:	10.680 Forest Health
Amount Awarded to CDFA:	\$150,000.00
Effective Dates for CDFA:	November 14, 2023 through August 30, 2027
Federal Award to State Agency is Research & Development (Yes/No)	No

RECIPIENT AND PROJECT INFORMATION

- CDFA hereby awards an Agreement to the Recipient for the project described herein:
The County will monitor and survey for Emerald Ash Borer (EAB) through trapping and will distribute EAB outreach materials.

Project Title: Emerald Ash Borer (EAB) Trapping and Outreach

- The Managers for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	David Pegos	Name:	Thomas Moss
Division/Branch:	Plant Health and Pest Prevention Services (PHPPS) - Plant Administration	Organization:	County of Tehama
Address:	1220 N Street	Address:	PO Box 38
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Red Bluff, CA 96080
Phone:	916-708-3031	Phone:	530-527-4504
Email Address:	david.pegos@cdfa.ca.gov	Email Address:	Tmoss@tehamacounty.net

3. The Grant Administrative Contacts for this Agreement are:

FOR CDFA:		FOR RECIPIENT:	
Name:	Ambika Saini	Name:	Thomas Moss
Division/Branch:	PHPPS - Plant Administration	Organization:	County of Tehama
Address:	1220 N Street	Address:	PO Box 38
City/State/Zip:	Sacramento, CA 95814	City/State/Zip:	Red Bluff, CA 96080
Phone:	916-956-7598	Phone:	530-527-4504
Email Address:	ambika.saini@cdfa.ca.gov	Email Address:	Tmoss@tehamacounty.net

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.

EXHIBIT D

FEDERAL TERMS AND CONDITIONS

The Recipient and recipients of any subawards under this award, agree to comply with all applicable requirements of all Federal laws, executive orders, regulations, and policies governing this program, including but not limited to 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. For-profit organizations will be subject to 48 CFR Subpart 31. Recipients are responsible for identifying the federal regulations appropriate to their organization, consistently applying cost principles and ensuring contractors or consultants comply with applicable federal regulations.

1. Civil Rights

The Recipient must comply with civil rights and nondiscrimination standards pursuant to the following:

- A. Civil Rights Act, 42 USC 2000, as implemented at 28 CFR Part 42;
- B. Age Discrimination Act, 42 USC 6101, as implemented at 45 CFR Part 90;
- C. Age Discrimination in Employment Act, 29 USC 621, as implemented at 29 CFR Part 1625;
- D. Title IX of the Education Amendments of 1972, 20 USC 1681, as implemented at 45 CFR Part 86;
- E. Section 504 of the Rehabilitation Act, 29 USC 791, as implemented at 28 CFR Part 41;
- F. Executive Order (EO) 11246; and
- G. Americans with Disabilities Act, (PL 101-366).

2. Labor Standards

The Recipient must comply with labor standards pursuant to the following:

- A. Fair Labor Standards Act, 29 USC 207, as implemented at 29 CFR Part 500-899;
- B. Davis-Bacon Act, 40 USC 3141-3148, as implemented at 29 CFR Parts 1, 3, 5, and 7; and
- C. Contract Work Hours and Safety Standards Act, 40 USC 3701, as implemented at 29 CFR Part 5.

3. Environmental Standards

The Recipient must comply with environmental standards pursuant to the following:

- A. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and EO 11514 as implemented at 7 CFR Part 1b;
- B. Notification of violating facilities pursuant to EO 11738;
- C. Protection of wetlands pursuant to EO 11990;
- D. Evaluation of flood hazards in floodplains in accordance with EO 11988;
- E. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC §§1451 *et seq.*);
- F. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176 (c) of the Clean Air Act of 1955, as amended (42 USC §§7401 *et seq.*);
- G. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and,
- H. Protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).

4. Drug-Free Environment

The Recipient must comply with drug-free environment standards pursuant to §5151-5610 of the Drug-Free Workplace Act of 1988, as implemented by 2 CFR 421.

5. Restrictions on Lobbying and Political Activities

The Recipient must comply with lobbying restriction standards pursuant to the Limitations on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC 1352, as implemented at 2 CFR 418.

6. Officials Not to Benefit

The Recipient must ensure that no member of Congress be admitted to any share or part of this Agreement or to any benefit arising from it, in accordance with 41 USC 22.

7. Trafficking in Persons

The Recipient must comply with the provisions in 2 CFR Part 175, prohibiting trafficking in persons.

8. Intergovernmental Review

The Recipient must comply with intergovernmental review standards pursuant to the following:

- A. Executive Order 12372, as implemented at 2 CFR 415; and
- B. The Intergovernmental Cooperation Act of 1968, 31 USC 6501.

9. Confidentiality

The Recipient must comply with confidentiality standards pursuant to the following:

- A. Freedom of Information Act, 5 USC 552, as implemented at 7 CFR Part 1; and
- B. Privacy Act, 5 USC 552 (a).

10. Conservation in Procurement

The Recipient must comply with procurement standards pursuant to the Resource Conservation and Recovery Act, 42 USC 6962 and EO 12873, as implemented at 40 CFR Part 247.

11. Debarment, Suspension, Criminal or Civil Convictions

The Recipient and its principals must comply with debarment and suspension standards pursuant to the EO 12549, as implemented at 2 CFR 180 and 2 CFR 417.

The Recipient must provide immediate written notice to CDFA if at any time it learns that this certification was erroneous when made or has become erroneous by reason of changed circumstances and must require recipients of lower-tier covered transactions under this Agreement to similarly certify pursuant to EO 12549, as implemented by 2 CFR 180 and 2 CFR 417.

See www.sam.gov to determine debarment and suspension status.

12. Crimes and Prohibited Activities

The Recipient must comply with crimes and prohibited activities standards pursuant to the following:

- A. Anti-Kickback (Copeland) Act, as implemented at 29 CFR Part 3.1;
- B. False Claims Act, 31 USC 3729; and
- C. Program Fraud Civil Remedies Act, 31 USC 3801-3812.

13. Biosafety in Laboratories

The Recipient must comply with laboratory biosafety standards pursuant to the following the *Biosafety in Microbiological and Biomedical Laboratories*, published jointly by the Centers for Disease Control and the National Institutes of Health.

14. Conflicts of Interest

The Recipient must comply with the conflict of interest standards pursuant to 2 CFR 400.2.

15. Inventions, Patents, Copyrights and Project Results

A. The Recipient must comply with invention and patent standards pursuant to the following:

- 1. Patent Rights in Inventions Made with Federal Assistance, 35 USC 202-204, as implemented at 37 CFR Part 401 (Bayh-Dole Act and the Technology Transfer Commercialization Act of 2000) to ensure that inventions made are used in a manner to promote free competition and enterprise without unduly encumbering future research and discovery.
- 2. The Plant Variety Protection Act, 7 USC 2321 *et seq.*

- B. The Recipient may retain title to any invention conceived of or first actually reduced to practice using Federal funds provided Recipient does the following:
1. Reports all subject inventions to CDFA;
 2. Makes efforts to commercialize the subject invention through patent or licensing;
 3. Formally acknowledges the Federal government's support in all patents that arise from the subject invention; and
 4. Formally grants the Federal government and CDFA a limited use license to the subject invention.
- C. The Recipient may copyright any publications, data, or other copyrightable works developed using Federal funds provided it provides the Federal government and CDFA a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the material, and agrees that the Federal government and CDFA may do so in cooperation with other public agencies.
- D. The Recipient agrees that the results of this project may be published by the Federal government, CDFA or appropriate contractors or cooperators as mutually agreed.

16. Care and Use of Laboratory Animals

The Recipient must comply with the care and use of laboratory animal standards pursuant to the following:

- A. Animal Welfare Act, 7 USC 2131, as implemented at 9 CFR, Sub Chapter A, Parts 1-4; and
- B. Marine Mammal Protection Act, 16 USC 1361-1407.

17. Fly America Act

The Recipient must comply with the Fly America Act (49 USC 40118) as implemented at 41 CFR 301-10.131 to 301-10.143.

18. Motor Vehicle Safety

The Recipient must comply with seat belt use standards pursuant to the following:

- A. Highway Safety Act of 1966 as amended (23 USC 402-403);
- B. Occupational Safety and Health Act of 1970 as amended (29 USC 668);
- C. Federal Property and Administrative Services Act of 1949 as amended (40 USC §101 *et seq.*)
- D. Increasing Seat Belt Use in the United States (EO 13043).
- E. Federal Leadership on Reducing Text Messaging While Driving (EO 13513).

19. Records Retention and Accessibility

The Recipient and its contractors must comply with the procedures and requirements regarding record retention and accessibility as contained in 2 CFR 200.333 – 200.337.

20. All Other Federal Laws

The Recipient must comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Emerald Ash Borer Trapping
California Department of Food and Agriculture
Tehama County Agricultural Commissioners

New Agreement

New Agreement Amount: \$30,000
Agreement Expiration: 05/28/2025

Attachments Index:

- 1. Attachment A – Financial Plans**
- 2. Attachment B – Trapping Guidelines**
- 3. Attachment C – EAB Invoice Template**
- 4. Attachment D – EAB Monitoring Survey**

Grantee Name

Tehama County Department of Agriculture and Weights and Measurement

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: Doni Rulofson Address: PO Box 38 City, State, Zip: Red Bluff CA, 96080 Telephone: (530) 527-4504 Email: drulofson@tehamaag.net

Statement of Need/Problem

The emerald ash borer (EAB) (*Agrilus planipennis*) is an aggressive invasive species that has caused the death of hundreds of thousands of ash trees in North America over the last 20 years. EAB was detected in Oregon in 2022, marking the first record of this invasive wood borer on the West Coast. Native and non-native species of ash throughout the west are at risk from EAB damage. The California Department of Food and Agriculture (CDFA) is proactively working to reduce the economic and environmental impacts of forest pests through trapping and outreach efforts.

Goals

The primary goal of this grant is to detect EAB prior to it becoming established, collect trapping and mapping data, and increase awareness and outreach about the risks of EAB through both short-term and long-term outreach efforts done at campgrounds, outdoor recreation conferences, and trade shows, outdoor advertising, public services announcements, and other means.

Objectives/Outputs

Tehama County will use these funds to monitor and survey for EAB:

- Place traps (June 1st, 2024, or as soon as this agreement is in place, monthly thereafter)
- Service traps and replace lures (July 2024 and August 2024)

- Remove traps from the field (September 2024)
 - Summarize the results of the survey (October/November 2024)
- Tehama County will distribute outreach materials focused on the EAB.

Specific Activates

Tehama County Department of Agriculture (Tehama County) staff will use these funds to monitor for EAB in Tehama County outside the I-5 transportation corridor following CDFA's EAB trapping guidelines. In general, traps will be prioritized in stands of ash trees, olive orchards, firewood staging areas, and/or campgrounds. Tehama County will help identify potential EAB trapping locations along the I-5 transportation corridor, but will not service these traps, CDFA and their partners will service EAB traps along the I-5 transportation corridor. Tehama County will identify 25 trapping locations, as mentioned above, throughout Tehama County and place both purple prism traps and the green Lindgren funnel traps with lures at those 25 locations for a total number of 50 traps. Monitoring will occur through trapping and ground surveys. To better educate the public and gain stakeholder support to monitor EAB, outreach materials will be distributed by Tehama County trappers. Arrangements will be made between CDFA and the County for designated personnel or courier service to deliver samples to the Plant Pest Diagnostics Center in Sacramento. Please refer to the EAB trapping guidelines. Tehama County will identify at least one public event to attend to educate the public about EAB and invasive species. Finally, please submit trapping locations via the Survey123 link provided.

Responsibilities

It will be the responsibility of Tehama County to distribute outreach materials, place, service and monitor traps. Other partners including CDFA will assist with the distribution of outreach materials.

Monitoring and Evaluation

Activity progress will be monitored by the completion of deadlines established and reported in semi-annual progress reports. Informal reports can be presented as necessary.

Budget

This grant will be used for:

- Trapping supplies (both purple prism traps and green Lindgren funnel traps and lures will be provided by CDFA) and distribution of traps and supplies.
- Outreach materials distributed by county trappers.
- Trapping throughout Tehama County.
- Identifying trapping locations along the I-5 transportation corridor.
- Trapping data, collection, and mapping.
- Outreach opportunities including booth fees.
- Participate in monthly EAP coordination calls.
- If possible, have trappers and supervisors participate in the May 29, 2024, CDFA Exotic Woodborer Survey Training from 9:00 am-10:00 am via Teams.

Budget Items by Object Class Categories	Federal \$ (New)	Exp \$	Rem \$	Notes
a. Personnel	\$15,625.00			
b. Fringe Benefits	\$5,975.00			
c. Travel	\$1,000.00			
Vehicle i.e- mileage, rental vehicle				
d. Supplies/Outreach	\$2,000.00			
General Printing (Paper, Ink, etc)				
General Office (Folders, Postage, etc)				
Mapping/Plotter Paper				
Trap Supplies (traps, lures, poles, mailing, etc.)				
Outreach expenses including booth and registration fees				
e. Total Direct Charges	\$24,600			
f. Indirect Charges FY 24/25 (25%)	\$5,400			
g. Totals (h + i)	\$30,000			

EMERALD ASH BORER (EAB) TRAPPING

GUIDELINES Fiscal Year 2023-24

1. Eligible Counties – Northern California counties where ash trees are growing on public land.

2. General Trapping Instructions – Staff will conduct trapping as per the Insect Trapping Guide (ITG), available at www.cdffa.ca.gov/go/ITG, and as outlined below. Should a conflict arise between the ITG and an item in these Guidelines, these Guidelines take precedence.

3. Trap Description – The funnel trap and prism trap are two different detection tools used to lure and trap EAB. A combination of these traps may be used at field sites depending on site conditions.

The green multi-funnel trap is constructed from 12 green plastic funnels with a green dome-shaped top and a white plastic collection cup at the bottom. Trap funnels and the dome are held together by black pegs. The collection cup is secured to the bottom with a twist-on motion. An eye screw at the top of the trap is used for rope/hanger attachment. Green funnel traps are pre-assembled and may be pre-coated in a 1:1 solution of Fluon before shipment to field locations. The Fluon application provides a slippery surface that assists with the capture of EAB. Specimens attracted by the lure fall through the funnels into the white collection cup filled with antifreeze.

The prism trap consists of a long purple panel that is folded into a three-sided prism shape along marked folding areas, with the sticky trap panels facing outward. The trap shape is held in place with the use of two cable ties attached to marked holes at both trap ends (bottom and top) and a separate metal spreader that is inserted into marked holes at the top end. The spreader comes with two loops. Using a twist tie, the lure is attached to the loop located on the underside of the spreader. A rope or a metal hanger can be tied to the top loop to secure the trap to its final placement location (e.g., tree branch or metal pole).

4. Attractant - The attractant substance emits an odor that's particularly attractive to EAB. Each lure is individually packaged and does not contain any insecticide. Lures should be stored in the freezer until needed for trap setup and field deployment.

5. Trap Assembly and Numbering

- a. The county staff will receive unassembled traps which they will need to assemble in the field. The trapper will open the lure packing and attach one lure to each trap using a cable tie or twist tie.
- b. Write the assigned trap number and date of deployment on the trap service tag prior to trap placement (also see section 10d).
- c. Assigned alphanumeric trap numbers for EAB will include a three-digit trap ID, a three-letter county name abbreviation, and a three to five alphanumeric site name designation. Final trap numbers will be reviewed and approved by the designated California Department of Food and Agriculture (CDFA) EAB trapping coordinator.

For example: 001-SAC-ABC (e.g. trap number 1 in Sacramento County at site ABC)

- d. To prevent contamination of other surfaces, avoid direct contact with the pheromone lure or the inside surface of the lure pouch.
- e. Open the lure pouch and remove the individual lure. For funnel trap: use a cable tie or twist to secure the lure to one of the holes on the rim of the fourth funnel from the top. For the prism trap: use a cable or twist tie to secure the lure to the bottom loop of the spreader. Discard the empty packet in a manner approved by the trapping office.
- f. Do not dispose of lures or lure packages in the field. All trapping materials are to be disposed of at the inspector's field station.

6. Trapping Season

- a. Trap deployment should be completed by June 01, 2024, or as soon as an agreement is in place. At each site, EAB monitoring will last a minimum period of four months to coincide with the projected seasonal peak pest activity from EAB phenology models.
- b. Remove traps after September 15, 2024..

7. Hosts to be Trapped – Ash trees primarily and neighboring non-host trees within 30 meters of ash trees. Use of non-host trees may be necessary when access to ash trees in an area is limited. Email the CDFA EAB trapping coordinator (EABTrapping@cdfa.ca.gov) if you have questions.

8. Density

- a. Place no more than 2 traps (i.e., one multi-funnel and one prism trap) per square mile.

9. Trapping Locations

- a. Place traps in Northern California where plentiful ash and/or olive trees are growing on public land.
- b. Use a one-square mile grid overlay, placing up to two traps per square mile.
- c. Place at least one trap within 300 meters of any olive groves, even if this results in more than two traps per square mile.
- d. Prior to trap deployment, submit proposed trapping locations on Survey123. If you have questions or need to increase the number of traps per square mile, please contact EABTrapping@cdfa.ca.gov.

10. Trap Placement

- a. Traps will be prioritized in stands of ash trees, olive orchards, firewood staging areas, and/or campgrounds. Contracted counties will help identify potential EAB trapping locations along the I-5 transportation corridor but will not service these traps. CDFA and their partners will service EAB traps along the I-5 transportation corridor. Each county will identify 25 trapping locations dispersed within county boundaries, as mentioned above, and place both purple prism traps and the green Lindgren multi-funnel traps with lures at those 25 locations for a total number of 50 traps.

- b. Priority should be given to areas within 300 meters to olive groves.
- c. Ensure traps are at least 20 meters (65 feet) from any other trap that contains a pheromone lure for a different target species.
- d. Using a twist tie, attach a contact and a lure servicing tag to each trap. The contact tag has general contact information (e.g., designated county office personnel) in case the trap is found by someone who has questions. The service tag has a calendar where the trapper marks the initial deployment and subsequent service dates. On the multi-funnel trap, these tags can be attached to an opposite hole on the same funnel across from the lure. On the prism trap, the tags can be attached to the spreader (e.g., one of the metal cross bars).
- e. Place traps on tree branches using a rope (for multi-funnel traps only) or metal hanger (for multi-funnel and prism traps). See details in points f and g below.
- f. Rope method for multi-funnel traps. A rope should be thrown over a branch, ideally 16-26' above the ground. An arborist throw weight (12, 14, or 16 oz.) can be tied to one end of the rope. Take care to clear the rope from all lower branches so that the funnel trap can be pulled up and down like an elevator when servicing. The rope should have a clear path to the ground. The trap may need to be raised and lowered at an angle from the tree to accomplish this. Give yourself enough slack so that you can tie the rope to the tree selected for trap placement or an adjacent tree.

The branch should be alive and sturdy, preferably > 2" diameter, as smaller or dead branches could snap under the weight of the trap. The selected branch area should be unobstructed by branches or leaves so that the trap can be lowered/raised during servicing.

Using a fishing knot or another strong knot of your choosing, tie the rope to one or two points on each trap depending on site conditions. For the multi-funnel trap, the first required point is the top metal hanger. The second point (optional) is one of the three holes on the bottom funnel used for black peg attachment. The knot used is important as high winds will sometimes cause the traps to come down if the knots are not tied properly.

Prior to placing the multi-funnel trap on the tree, fill the white collection cup with approximately 2 inches of propylene glycol (RV antifreeze; pink or green in color). Do NOT use any product containing ethanol as products containing this will evaporate over time, especially in hot, dry climates or under drought conditions. Propylene glycol should not be diluted with water prior to filling the cup as it will be diluted by rainwater over time.

- g. Metal hanger method for multi-funnel and prism traps. Secure a metal hanger to the eye screw at the top of the multi-funnel trap. On the prism trap, secure the metal hanger to the top loop of the spreader. Using a pole with a hook attachment, hoist the metal hanger attached to the multi-funnel or prism trap into the lower canopy of the tree and place the hanger over a stable branch (>2" diameter). When available, forked branches with a positive incline are preferred to minimize lateral hanger movement under windy conditions. A tree with a diameter at breast height of at least eight inches is preferred. The selected branch area should be unobstructed by branches or leaves so that the trap can be lowered/raised

during servicing. The multi-funnel and prism trap can be taken down and serviced by slipping the attachment hook on the pole underneath the hanger, lifting it off the tree branch, and then slowly lowering it to the ground.

- h. In all trap placement cases, make sure the trap itself and the materials used to position/secure it on the tree (e.g. rope, hanger) are reasonably out of reach to discourage others who may want to pull it down. Avoid placing traps directly above public walking areas or where there is generally a lot of foot traffic.
- i. GPS the site and enter the data onto the trap card, for entry into the Survey123 system.
- j. Further EAB trapping clarification can be provided and a trap deployment demonstration for county trappers from CDFA personnel can be scheduled. Please email your request to EABTrapping@cdfa.ca.gov.

11. Inspection Frequency –

- a. Service the traps monthly, unless directed otherwise. If site closure or other factors preclude servicing a trap, document the missed servicing in the trap book and Survey123 and notify EABTrapping@cdfa.ca.gov.

12. Trap Servicing –

- a. Servicing the funnel trap generally involves (1) lowering the trap to the ground (e.g., carefully untying the rope or using a pole with a hook, depending on how the trap was placed), (2) removing the white collection cup from the lower base funnel, (3) transferring the contents of the white collection cup to another labeled container (indicating trap ID, collection date), (4) checking for any trap damage that would interfere with its intended function (5) making sure the lure still has fluid (see section 12 below), (6) refilling the white collection cup with fresh antifreeze, (7) reattaching the white collection cup to the funnel trap (be sure that all four tabs are locked in), (8) raising the trap from the ground and placing it back on the tree, (9) double-checking the trap is secure on the branch.
- b. Servicing prism traps generally involves (1) lowering the trap to the ground (e.g., using a pole with a hook, depending on how the trap was placed), (2) inspecting the entire exterior sticky surface for suspect EAB specimens, (3) removing all suspect EAB specimens from the trap using forceps while taking care not to damage the specimen, (4) placing the collected specimen(s) from the same trap in a labeled plastic sealable bag (indicating trap ID, collection date), (5) using separate labeled bags for specimen(s) collected from other traps, (6) raising the trap from the ground and placing it back on the tree, (7) double-checking the trap is secure on the branch.

13. Baiting Interval – During each visit, check if liquid is visible in the clear lure. Under normal conditions, replace the lure every six to eight weeks. The old lure should be removed and a new one reattached in the manner described in section 5e of this document. Discard the old lure in a manner approved by the trapping office.

14. Trap Replacement

- a. Under normal conditions, funnel traps can last the entire field season but should be repaired or replaced if trap components (e.g., funnels, black pegs, collection cups) are damaged. Trappers should consider transporting 2-3 functional backup traps for this purpose. If additional spare traps are needed, please contact EABTrapping@cdfa.ca.gov.
- b. Prism traps can be replaced every four weeks under normal conditions. However, traps should be replaced earlier if dust, plant debris, or an excessive number of trapped non-target insects reduces the ability of trap to capture EAB or inhibits the ability to screen for suspect EAB.
- c. Trap hangers and rope should be reused, if not damaged.

15. Relocation

- a. Do not relocate traps unless access to the trap is impaired for more than one servicing.
- b. If foliage and branches limit trap access, move traps to another branch with greater access.
- c. If a trap is relocated, GPS the new site, record the new site coordinates in the log book, enter the data into the Survey123 database and notify EABTrapping@cdfa.ca.gov.
- d. When relocating, always use the same trap unless it is damaged.

16. Data Entry:

- a. Trap data must be entered into a Survey123 EAB monitoring form. Further instructions on how to access and use this monitoring form will be provided by CDFA.
- b. All sites trapped must be geocoded using Datum NAD83 in decimal degrees to 6 decimal points (e.g., 34.423314, -119.825056). If there are more than six digits, please truncate the figures (do not round up or down). The minimum information recorded in the global positioning system (GPS) unit is trap number, placement date, and degree decimal waypoint reading. New GPS points must be recorded if EAB traps are relocated.
- c. All GPS points will be verified by CDFA prior to being entered into Survey123. Prior to trap placement, submit GPS points on a separate Survey123 site intake form. Further instructions on how to access and use this preliminary site evaluation form will be provided by CDFA.
- d. Fill out and submit a Survey123 monitoring form for every trap servicing event no later than 5 business days after the trap is serviced.
- e. All final trap collection data should be submitted to CDFA by October 01, 2024.

17. Maps - Counties must use maps displaying the square mile grid and appropriate subgrids as determined by CDFA. If needed, maps or the geographic information system (GIS) layers will be provided. If the county can produce these, verify the accuracy with the CDFA before use.

18. Trap Sample Storage - All collected trap samples shall be transported from the field to a designated county facility for temporary sample storage at room temperature (preferably 25°C during summer to avoid sample degradation). Arrangements will be made between CDFA and the County

for designated personnel or courier service to deliver samples to the Plant Pest Diagnostics Center in Sacramento, California. Do not dispose of any traps and samples without first contacting CDFA at EABTrapping@cdfa.ca.gov.


19. Submitting Specimens for Identification

- a. For multi-funnel traps, the entire trap contents containing the suspect insect should be collected and returned to the office for supervisory inspection. Before leaving the site, ensure the trap has been serviced in the manner described in section 12. For prism traps, take a picture of the specimen on the trap prior to removal, carefully remove the suspect specimen(s) and return them to the office for supervisory inspection. Before leaving the site, ensure the prism trap has been serviced in the manner described in section 12.
- b. The trapping supervisor should contact the District Entomologist when suspect insects are discovered. If a suspect insect is not removed from the trap, please take a photograph of the specimen, and contact the trapping supervisor for further instructions. If the suspect insect is alive in the trap, place the trap sample in the freezer for at least one hour to kill the insect. The trapping supervisor should also contact EABTrapping@cdfa.ca.gov to coordinate delivery of specimen(s) to designated CDFA personnel in Sacramento. Do not send live specimens!
- c. All suspect specimens should be submitted along with Form 65-020, the electronic version of the Pest and Damage Report (e-PDR). The website for the e-PDR is <http://phpps.cdfa.ca.gov>. Individuals completing this form will need a username and a password.
- d. Notify EABTrapping@cdfa.ca.gov and Jason Leathers (jason.leathers@cdfa.ca.gov) via email upon all submissions. Include the e-PDR number in this communication.

COUNTY LETTERHEAD

Attachment C - EAB Invoice Template

SUBMIT MONTHLY TO: ambika.saini@cdfa.ca.gov

STATE OF CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE PLANT HEALTH AND PEST PREVENTION SERVICES Plant Admin Emerald Ash Borer (EAB) 1220 N STREET SACRAMENTO CA 95814	
--	---

Agreement/Program Name:	
Agreement Number:	
Agreement Amount:	

Date:	
County:	
Amount Billed to Date:	
Invoice #	
Revision Date:	
Billing Period:	From: To:

EGVM Costs		
	Total Hours	Total Costs
Personnel Expenses		
Survey Activities	0.00	\$ -
Non-Survey Activities	0.00	\$ -
Indirect Rate	25%	\$ -
Operating Expenses		\$ -
Sub-Contracting Expenses		\$ -
Mileage Expenses		\$ -
Grand Total	0.00	\$ -

Mileage Expense Breakout	Total Miles	Rate	Total Cost
County Vehicles	0.00	0.000	\$0.00
State Vehicles	0.00	0.000	\$0.00
Rental Vehicles	0.00	0.000	\$0.00
Total Mileage Expenses:			\$0.00

COMMENTS:

Invoice Month/Year: _____

REMIT PAYMENT TO: (County Address)

For State Use Only

Accounting use only:

Accounting use only:

California Department of Food and Agriculture

Emerald Ash Borer (EAB) Program

Budget Period FY 2023/2024 & FY 2024/2025

Email invoices to Ambika Saini at ambika.saini@cdfa.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%

EMERALD ASH BORER (EAB) TRAP MONITORING LOG 2024



EMERALD ASH BORER (EAB) TRAP MONITORING LOG SURVEY 2024 Help Document

The following document is a guide to the 2024 Emerald Ash Borer (EAB) Trap Monitoring Log Survey.

Contents

How to Submit a Survey.....	2
Desktop/Laptop	2
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Different types of data entry fields in the survey	5
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Survey Dictionary	14
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How to Submit a Survey

Desktop/Laptop

1. Click [here](#) to open the survey.
2. Sign in with ArcGIS online

It is recommended that Google Chrome is used for Survey123 on the desktop

Mobile Devices

Survey123 can be used on iPads, iPhones, Androids, or any other smart devices. For CDFA mobile devices:

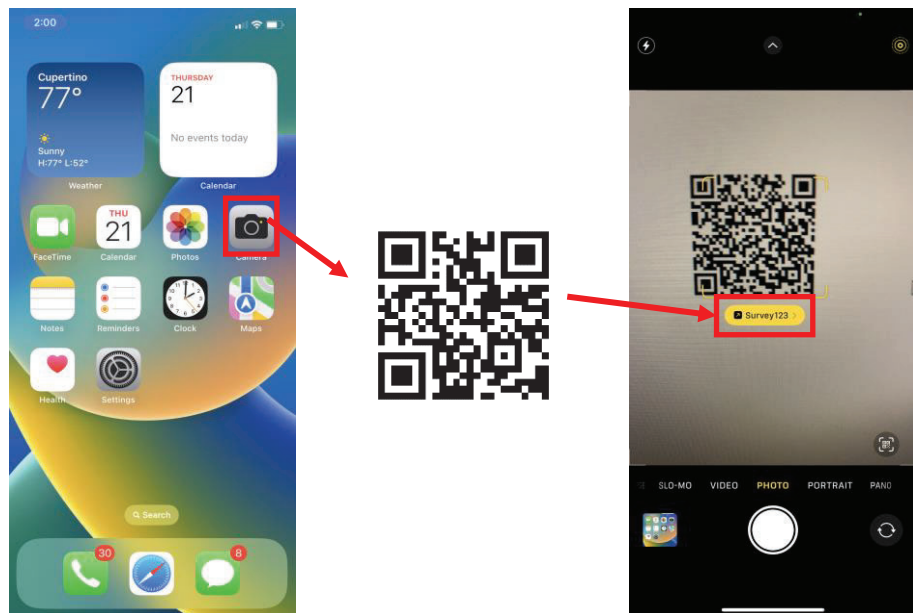
1. Install Survey123
 - a. Open the Company Portal and sign in with CDFA credentials
 - b. Select user account then continue
 - c. Under Apps search "ArcGIS" then select ArcGIS Survey123 icon
 - d. Select Install



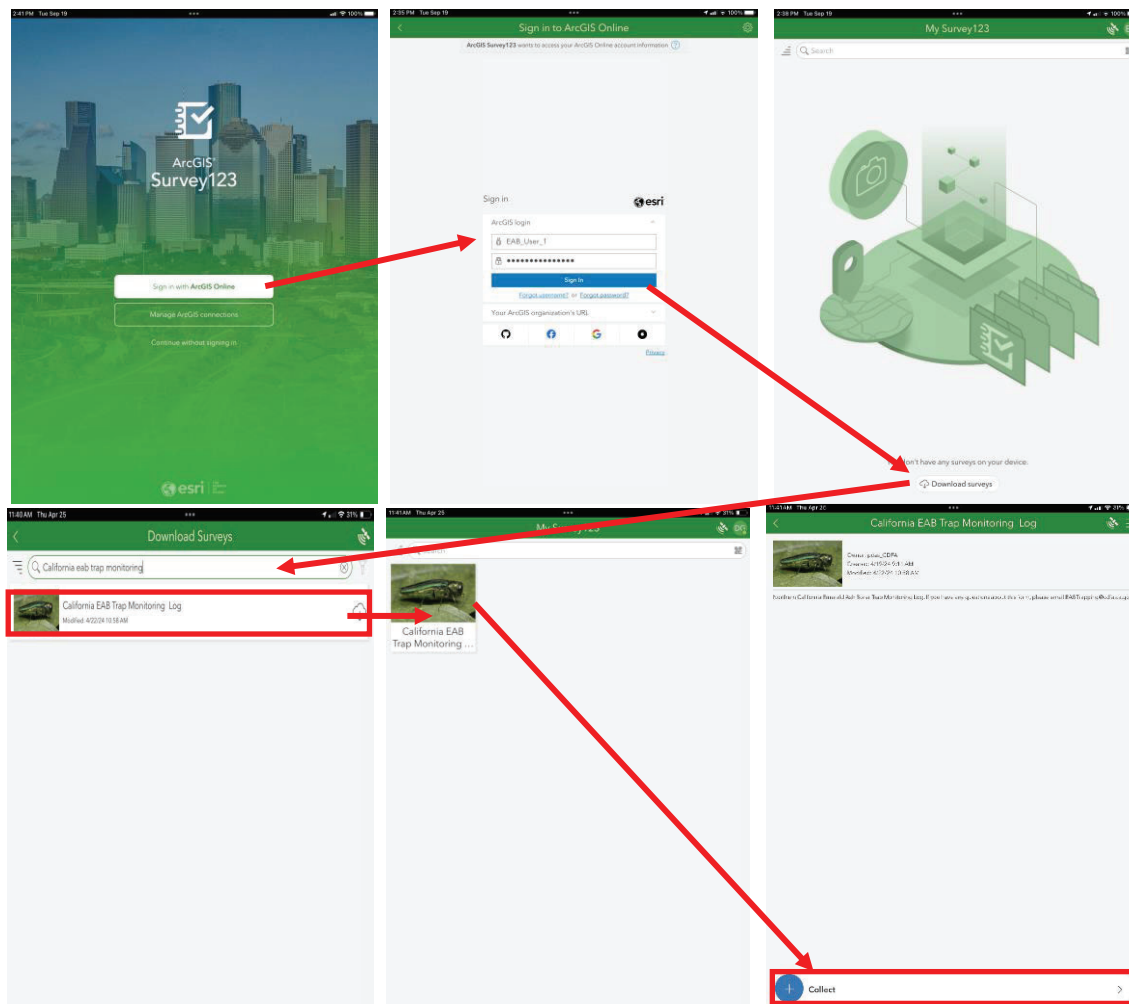
The steps required for your organization may differ than the steps above

There are three ways to access the survey.

1. Option 1: Open the survey via URL.
 - a) Follow the URL: <https://arcg.is/OLTqeH>
 - b) You will be prompted to sign in with ArcGIS online.
 - c) The survey will appear.
2. Option 2: Open the survey via QR code.
 - d) Open the camera app on your device.
 - e) Face the camera towards the QR code below.
 - f) Touch the yellow link to open the survey.
 - g) You will be prompted to sign in with ArcGIS online.
 - h) The survey will appear.



3. Option 3: Open the survey via Survey123 App
 - a. Select the Survey123 icon and sign in with ArcGIS Online
 - b. Select "Download surveys"
 - c. Search for "California EAB Trap Monitoring Log" and select the download icon
 - d. Select the back arrow to return to the main page then select the emerald ash borer survey icon
 - e. Select Collect at the bottom to begin a survey



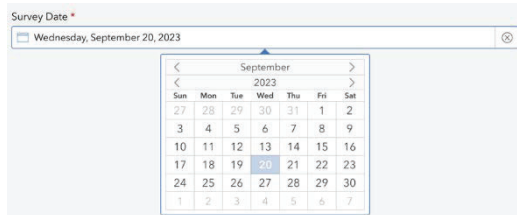
Desktop and Mobile - The following should appear at the top of the screen:



The Survey

Different types of data entry fields in the survey

1. Calendar to select the date of submission.



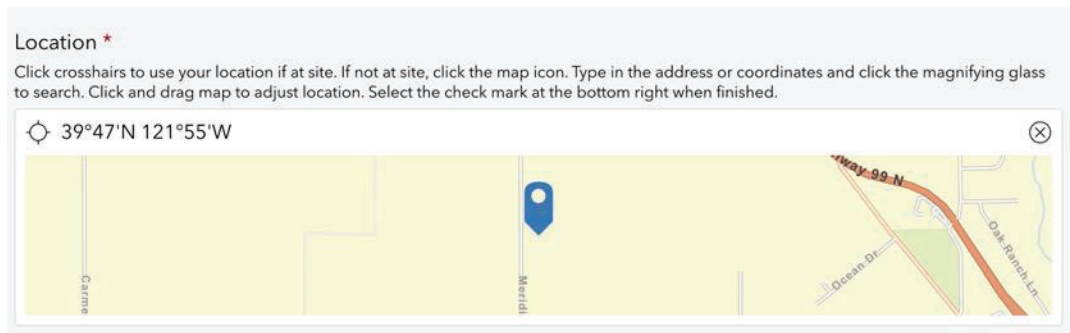
Survey Date *

Wednesday, September 20, 2023

September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

To expand the calendar, click on the calendar icon to the left of the date. Click the date of interest.

2. Map to mark location of traps.



Location *

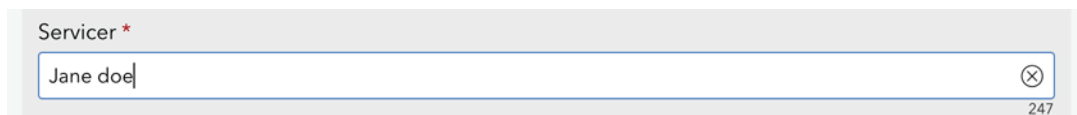
Click crosshairs to use your location if at site. If not at site, click the map icon. Type in the address or coordinates and click the magnifying glass to search. Click and drag map to adjust location. Select the check mark at the bottom right when finished.

39°47'N 121°55'W

Map showing location with a blue pin. Roads visible include Highway 99 N, Ocean Dr, and Oak Ranch Ln.

Directions vary by platform. Please see directions below for further information.

3. Text box for open-ended text.

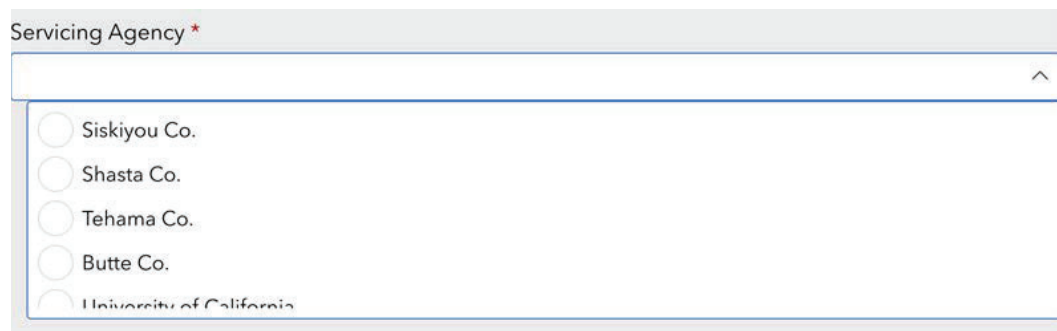


Servicer *

Jane doe

247

4. Dropdown choice lists.



Servicing Agency *

Siskiyou Co.

Shasta Co.

Tehama Co.

Butte Co.

University of California

5. Photo option to either take a new photo or upload one from the device.



Dynamic Fields

In some cases, additional fields will appear depending on an answer to a previous question.

Example 1) If “Other (Describe)” is selected as a response to “how was trap damaged?”, an open-ended text box will appear.

How was trap damaged? *

☐ Lost Trap

☐ Fell

☐ Lost Collection Cup

☐ Vandalized

☒ Other (Describe)

How was trap damaged? *

☐ Lost Trap

☐ Fell

☐ Lost Collection Cup

☐ Vandalized

☒ Other (Describe)

Describe how the trap was damaged *

For this example, the service agency is CDFA and was created on April 23, 2024 at 8:48 AM

Example 2) Latitude and longitude is autogenerated based on the location of the trap

Location *

Click crosshairs to use your location if at site. If not at site, click the map icon. Type in the address or coordinates and click the magnifying glass to search. Click and drag map to adjust location. Select the check mark at the bottom right when finished.

39°50'N 121°55'W

Anthony Ln

Meridian Rd

Latitude *

Use map to autofill

39.830696

Longitude *

Use map to autofill

-121.912516

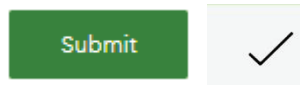
Required Fields

All fields marked with a red asterisk * are required. Surveyors will receive an error in red for any required fields missing information and will be unable to submit the survey.

This is a required question

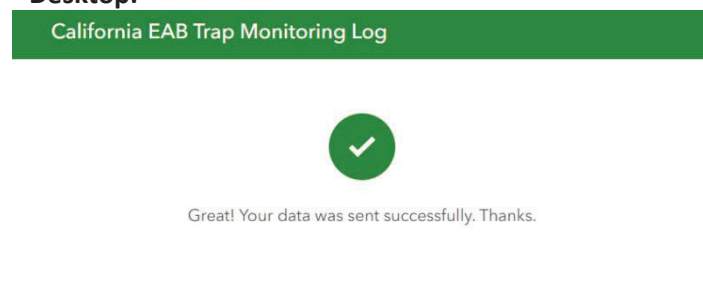
Submit Survey

Once all required fields are completed, select Submit at the bottom of the survey (desktop) or the grey check mark on the bottom right (mobile).



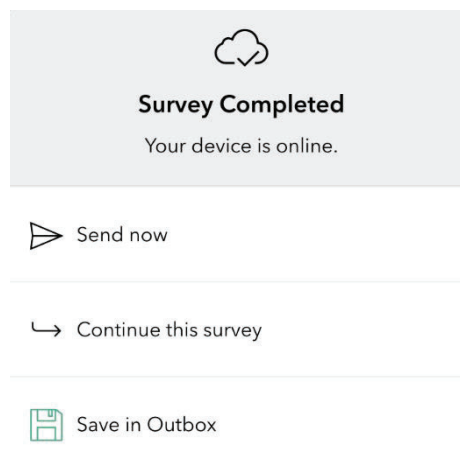
If the survey is filled out correctly on the desktop, the following message will appear:

Desktop:



If the survey is filled correctly on a mobile device, the following message will appear:

Mobile:



Select "Send now" to submit the survey.

How to Use the Survey Mapping Application

The mapping application allows the surveyor to draw a point at the host(s) location(s).

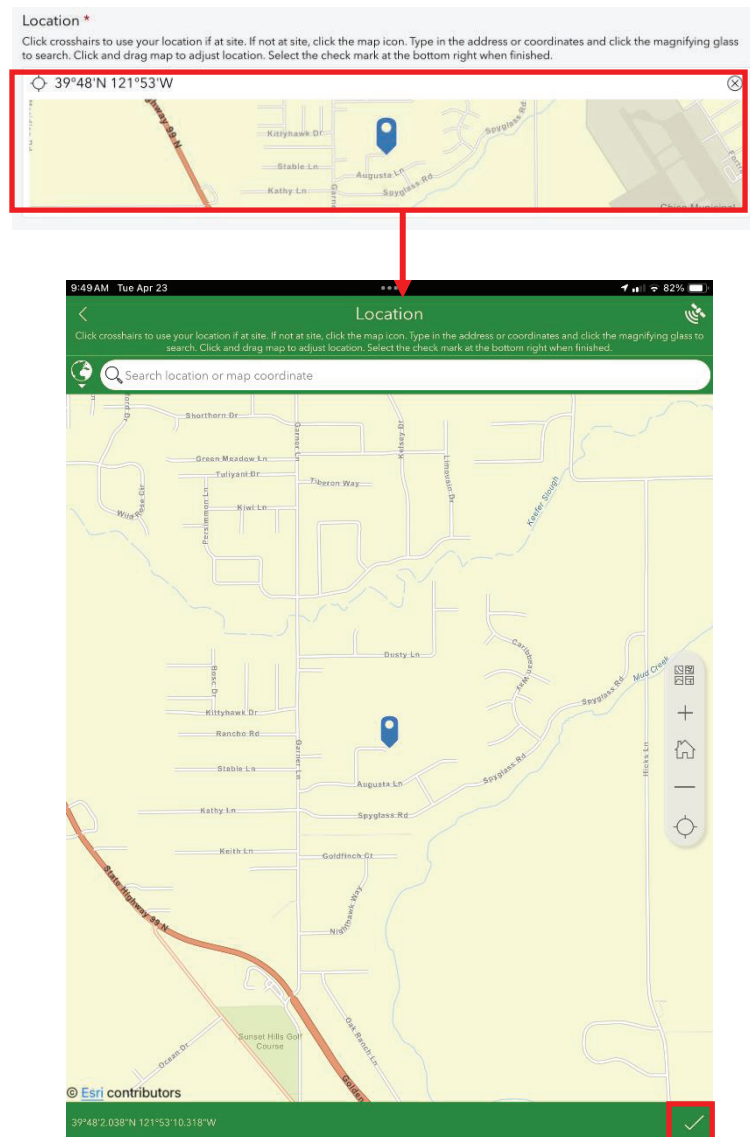
Desktop Map Window



- A. **Search Bar:** Enter location or area of the field to be inspected. Surveyor can enter coordinates (in decimal degrees or degrees minutes seconds format), address, cross streets, city, or county. Use a set of coordinates to be most precise.
- B. **Scale:** Click the “+” icon to zoom in and the “-” to zoom out.
- C. **Default Map View**
- D. **Zoom to Current Location:** Navigate to current location. Must enable location services on smart device.
- E. **Large Map:** Expand the map window.
- F. **Base Map Selection:** Change the base map to better assist in selecting host location (suggested base maps include: Imagery, Streets, OpenStreetMap).
- G. **Delete Geometry:** Removes the point from the map.
- H. **Delete Map Feature:** Remove feature from survey.

Mobile Map Window

1. If location services are enabled, the map will display the current location and coordinates. To edit the location, click anywhere inside the map.
2. In the expanded map, follow the instructions in the map window, then select the check mark at the bottom right.
3. If you are not at the survey location, click anywhere inside the map. Following the instructions in the map window, navigate to the survey site, then select the check mark at the bottom right.
4. All other features are like the desktop version as outlined in the Desktop Map Window section above.

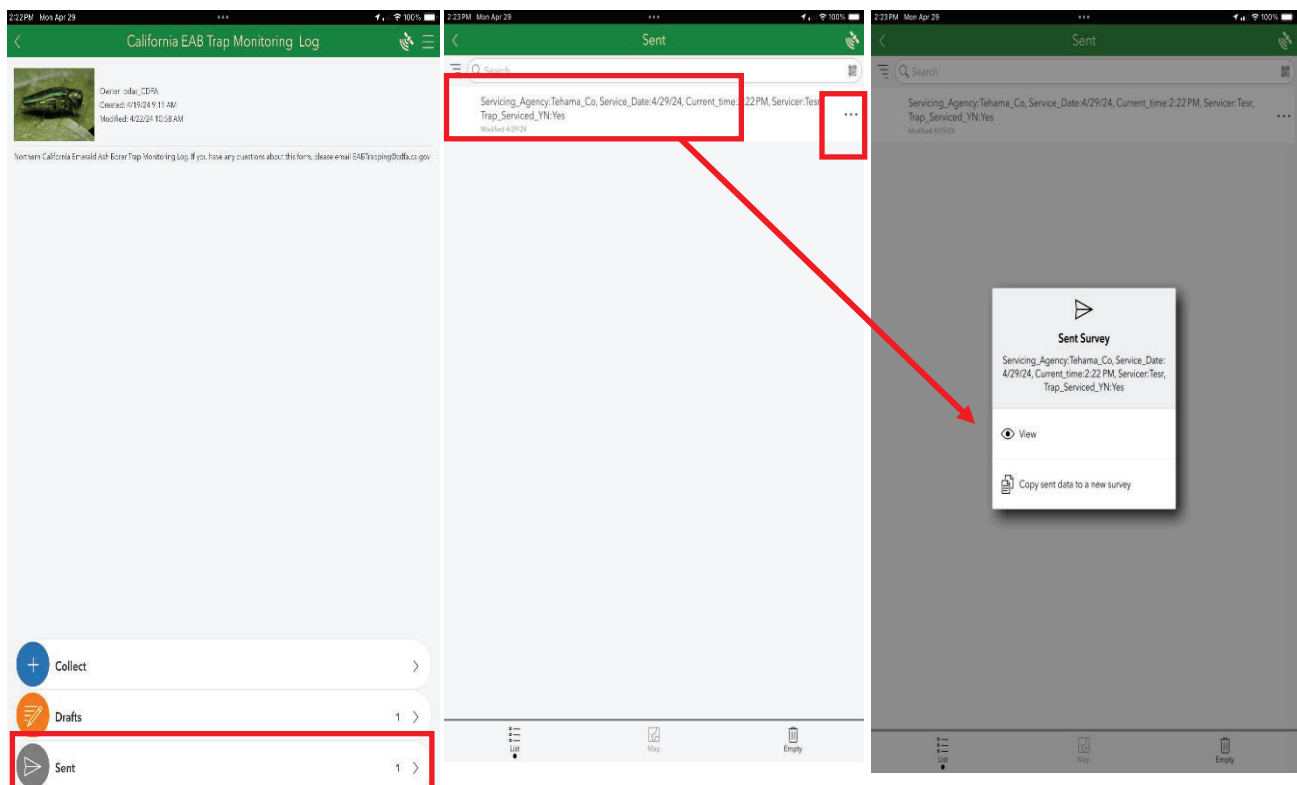


Tips and Tricks for Mobile Devices

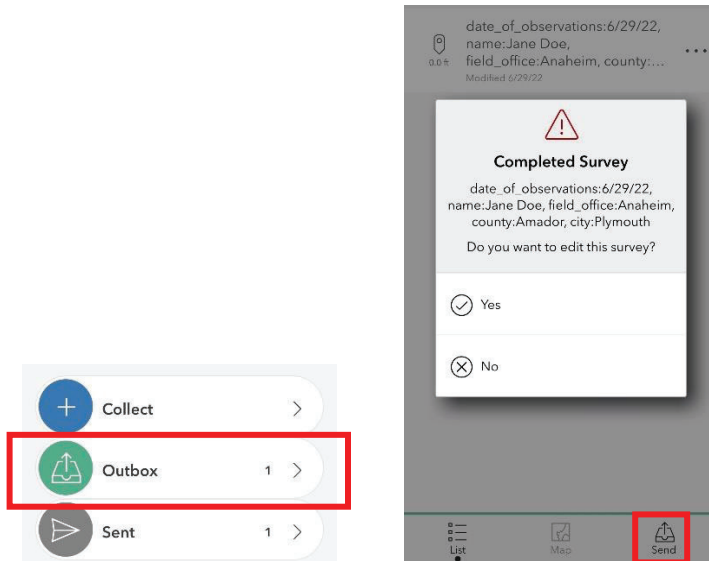
1. Keep the survey up to date: if you see the message below, there has been a change to the survey. Select the update message, then select the refresh icon to update.



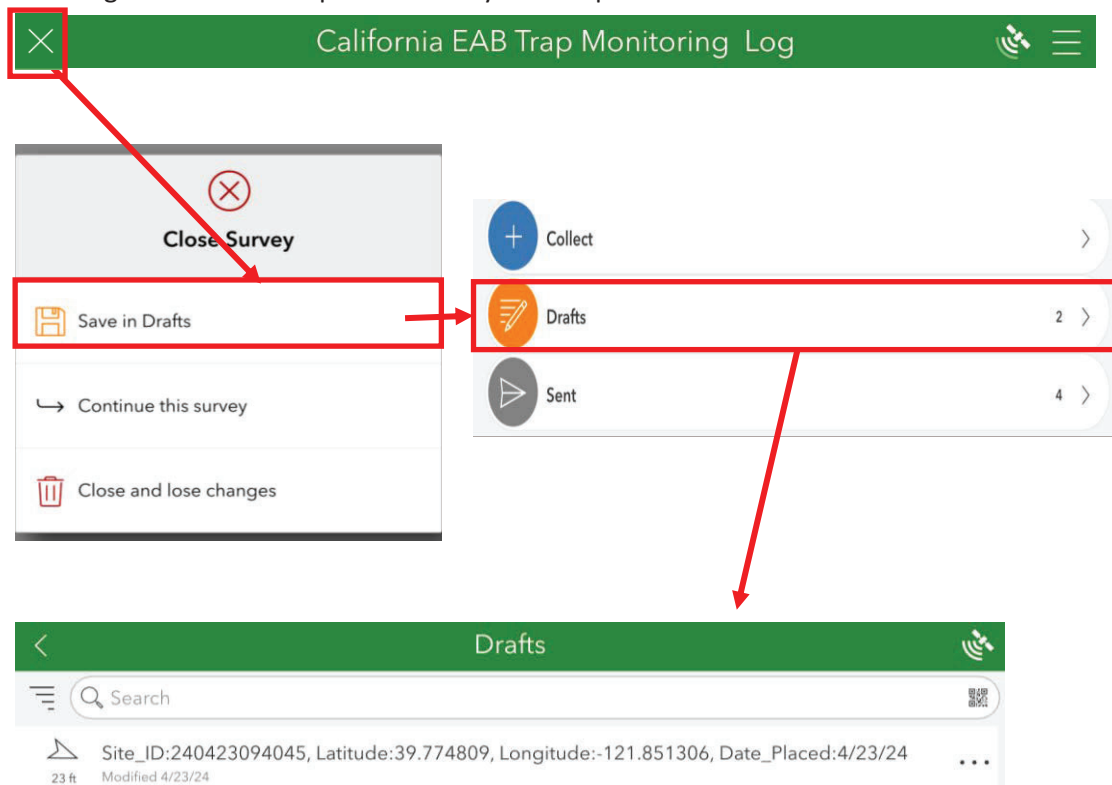
2. The Sent folder contains all surveys submitted on the device. Select the individual record to access options to view, edit and resend, or copy the data from that survey into a new record. Select the “...” ellipses for the option to delete the survey from the device. Note: this does not delete the survey data, but simply removes it from the Sent folder on that device.



3. The Outbox folder contains all survey records started but not successfully submitted, usually due to a lack of Wi-Fi or cellular data. When selecting a survey, the option appears to edit the survey. To submit the survey, select the Send icon on the bottom right.



4. If a survey is closed out by selecting the “X” on the top left, the submitter has the option to save the survey to the Drafts folder. In this case, Drafts will also appear on the survey main page. Selecting the record will open the survey for completion.



5. For multiple records with identical answers: in addition to the option to copy an entire survey record as a new record, there is also the option to add answers as favorites in a survey. When entering a survey record, select the triple bar icon and select “Set as favorite answers.” After the survey is submitted, the answers will save as favorites. When a new survey is started, tap inside the field to begin pasting the favorite answers, select the triple bar icon, and select “Paste answers from favorite.” The favorite answers will populate in the survey from the selected field down.

This screenshot shows the 'California EAB Trap Monitoring Log' app interface. A red box highlights the 'Site Selection' section, which includes fields for 'Servicing Agency' (CDFA), 'CDFA Site Name' (with options: Test Name, Site_1, Site_2, Site_3, Site_4, Site_5, Site_6), 'Service Date' (Monday, April 29, 2024), 'Current Time' (2:33 PM), and 'Servicer' (John Snow). Another red box highlights the top right corner, showing a star icon and the text 'Set as favorite answers'. A red arrow points from this box to the 'Site Selection' section.

This screenshot shows the 'California EAB Trap Monitoring Log' app interface. A red box highlights the 'Site Selection' section, which includes fields for 'Servicing Agency', 'Service Date' (Monday, April 29, 2024), 'Current Time' (2:33 PM), and 'Servicer'. Another red box highlights the top right corner, showing a star icon and the text 'Paste answers from favorite'. A red arrow points from this box to the 'Site Selection' section.

This screenshot shows the 'California EAB Trap Monitoring Log' app interface. A red box highlights the 'Site Selection' section, which includes fields for 'Servicing Agency' (CDFA), 'CDFA Site Name' (with options: Test Name, Site_1, Site_2, Site_3, Site_4, Site_5, Site_6), 'Service Date' (Monday, April 29, 2024), 'Current Time' (2:33 PM), and 'Servicer' (John Snow). Another red box highlights the top right corner, showing a star icon and the text 'Set as favorite answers'. A red arrow points from this box to the 'Site Selection' section.

Survey Dictionary

Field	Definition	Example
Servicing Agency*	List of participating agencies.	CDFA
{Servicing Agency} Site Name*	List of sites that dynamically changes depending on the servicing agency selected. There are seven possible fields: Siskiyou County, Shasta County, Tehama County, Butte County, University of California, CalFire, and CDFA.	CDFA Site One
Servicer*	Open text response of the individual to enter their name.	John Snow
Date Trap Placed*	Date trap was serviced.	5/18/2024
Time*	Time trap was serviced	11:52 AM
Which Trap was Serviced?	If traps were selected, and if serviced, which traps.	Funnel; Prism
Were EAB apparent in Funnel/Prism?*	If Funnel/Prism was serviced, were Emerald Ash Borers present (Yes/No).	Yes
Was Trap damaged?*	If the trap was not serviced, was it due to damage? (Yes/No)	No
What Prevented Trap service*	If trap was not serviced and it was not damaged, open text response on what prevented trap service.	Road closure
How was trap damaged?*	If the Funnel/Prism was damaged, select one option from a list of possible reasons a trap may have been damaged.	Lost trap
Describe how the trap was damaged*	If “other (describe)” is selected, an open text response to explain what damaged the trap.	Trap was burned.
Were signed of EAB present?*	Yes or no response on if Emerald Ash Borers were present.	Yes
Were adults present?	If Emerald Ash Borers are present, are there any adults present (Yes/No)	Yes
Were D-Shaped exit holes present?*	If Emerald Ash Borers are present, are there any D-shaped exit holes? (Yes/No)	No
Were larval galleries apparent?*	If Emerald Ash Borers are present, are there any galleries apparent? (Yes/No)	No
Was trap moved for any reason?*	Was the trap moved?	Yes
Where was the trap moved to?	If the trap was moved, select the new location of the EAB trap. Used to autofill the “latitude” and “longitude” fields.	Trap Coordinates stored in the “latitude” and “longitude” fields.
Longitude*	Longitude stored from the map coordinates earlier in the survey.	- 117.337068
Latitude*	Latitude stored from the map coordinates earlier in the survey.	34.054474
Was a PDR Submitted?*	Was a PDR submitted? (Yes/No)	Yes
Enter the PDR Number*	Open text box to enter a valid PDR number: A valid PDR number should have 12 uppercase alphanumeric digits and never include the letters “O” or “I”.	TE0P50007400
Additional Notes	Open text box to enter additional notes.	Trap placed on an Ash tree.
Attach an image	Include images of the trap, damage, EAB, D-shaped exit holes or any relevant image.	Trap.jpg

Questions?

For questions, please contact Plant Data Analysis Services at PDAS@cdfa.ca.gov