GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

MEETING NOTICE & AGENDA

Date: Monday, September 21, 2026
Time: 1:00 PM to 3:00 PM
Location: USDA Willows Service Center / Glenn County RCD
132 N. Enright Avenue, Suite C
Willows, CA 95988

1:00 **I. CALL TO ORDER** Goedhart

1:00 **II. PLEDGE OF ALLEGIANCE** Goedhart

1:00 **III. WELCOME, INTRODUCTIONS & OFFICIAL ROLL CALL** Goedhart

1:05 **IV. PUBLIC COMMENT (limit 5 minutes):** Goedhart

Any person wishing to address the Board on items not on the agenda may do so at this time. The Board will not make decisions or determinations on items brought up during Public Comment.

1:20 **V. CONSENT CALENDAR** Goedhart

ACTION

A. *Approve RCD Meeting Minutes for August 17, 2026

B. *Approve USDA-NRCS Amendment 3 to NR239104XXXXC011 Contribution Agreement for Glenn County, CA Conservation Contribution Partnership: Re-build capacity through a Rangeland Conservation Planner Position, additional $75,000 through December 31, 2027

1:25 **VI. PARTNER REPORTS** *(limit 5 minutes each, unless previously scheduled)* Goedhart

1:45	**VII. RCD REPORTS & POLICY**	Goedhart
	A. Directors and Associate-Directors	
	B. Executive Officer	
	1. 2026-2027 Annual Plan – update	
	2. CARCD Annual Conference, November 17-19 in Sacramento, CA	
***ACTION**	*Discussion and possible action to approve 2026 CARCD Voting Delegate	
	**NEW* High School Speak-Off Contest rules and process	
	C. Policy Handbook	
***ACTION**	1. *Discussion and possible action to update Conflict of Interest Policy	
2:00	**VIII. FINANCIAL/BUDGET REPORT**	Anderson/ Martin
***ACTION**	A. *Discussion and possible action to accept the following reports: 1. Bank Statements and Reconciliations 2. Balance Sheet	
***ACTION**	B. *Discussion and possible action to approve RCD Cash Disbursement Journal (Check Detail Register since previous RCD Meeting)	
***ACTION**	C.* Discussion and possible action to accept FY July 1, 2025 to June 30, 2026 Audit conducted by Smith & Newell, CPA	
2:15	**IX. RCD PROJECTS & PROGRAMS UPDATE**	Manhart-Belding/ Staff
	A. Conservation Planning	
***ACTION**	1. *Discussion and possible action to approve Contract for Services with Upper Salinas-Las Tablas RCD for Advancing Markets for Producers, $188,212 from signator through March 31, 2030	
	B. Groundwater Recharge Development Plan (and Pilot) – *Glenn County Recharge Ready*	
	C. CAFF - Groundwater Community Engagement, Expires September 30	
	D. Healthy Soils Program (HSP)	
	E. State Water Efficiency and Enhancement Program (SWEEP)	
	F. Fuels Reduction and Fire Prevention Program	
***ACTION**	1. *Discussion and possible action to approve California Fire Safe Council Agreement for Wildfire County Coordinator Program Manager, $151,000 from July 1, 2026 through October 15, 2027	
	G. Invasive Species Program: Upper Stony Creek Arundo Project	
	H. Northern Sacramento Valley Coalition	
	I. Sacramento Valley Region of RCDs (Secretary/Treasurer)	
	J. Colusa Glenn Subwatershed Program – *Helping growers meet the Irrigated Lands Regulatory Program*	
	Future Discussion on potential projects and programs	
2:30	**X. CLOSED SESSION (PUBLIC EMPLOYEE PERFORMANCE EVALUATION) (Per Ralph M. Brown Act, Government Code Section 54954.5)**A. Executive Officer Annual Evaluation	Roundy
3:00	**XI. ADJOURNMENT**	Goedhart

Please note times are approximate.

CORRESPONDENCE: Mail is distributed for review.

DATE OF NEXT MEETING: MONDAY, OCTOBER 19, 2026, at USDA Willows Service Center / Glenn County RCD, 132 N. Enright Avenue, Suite C, Willows, CA 95988.

NOTIFICATION & AGENDA TOPIC REQUESTS: If you would like to be notified of future meetings and events or request a specific agenda topic, please call Kandi Manhart-Belding, Executive Officer at (530) 934-4601 x5 or email kandi@glenncountyrcd.org.

Visit www.glenncountyrcd.org for approved Minutes and Agendas.

In compliance with the Americans with Disabilities Act, if you need special assistance or accommodations to participate in this meeting, please contact Kandi Manhart-Belding, Executive Officer at (530) 934-4601 x5. Notification at least 48 hours prior to the meeting will enable the RCD to make reasonable arrangements to ensure accessibility to this meeting. This is to include agendas in alternative formats.
(28 CFR 35.101-35.164 ADA Title II.)

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO:	Directors & Associate Directors	**Agenda Item #:**	V.A.&B.
		Meeting Date:	September 21, 2026
FROM:	Kandi Manhart-Belding		
		☒ **Action Items**	
DATE:	September 18, 2026	☐ **No Action Requested**	

TITLE OF TOPIC

SUBJECT: **CONSENT CALENDAR**
**ACTION* A. *Approve RCD Meeting Minutes for August 17, 2026
B. *Approve USDA-NRCS Amendment 3 to NR239104XXXXC011 Contribution Agreement for Glenn County, CA Conservation Contribution Partnership: Re-build capacity through a Rangeland Conservation Planner Position, additional $75,000 through December 31, 2027

BACKGROUND:
If further discussion is requested, any action item may be removed off the Consent Calendar.

See NOTES below for additional information.

DISCUSSION / PROPOSED ACTION:
Approve / accept all Consent Calendar items.

ATTACHMENTS:
YES

NOTES:

A. *Approve RCD Meeting Minutes for August 17, 2026
Draft meeting minutes.

B. *Approve USDA-NRCS Amendment 3 to NR239104XXXXC011 Contribution Agreement for Glenn County, CA Conservation Contribution Partnership: Re-build capacity through a Rangeland Conservation Planner Position, additional $75,000 through December 31, 2027
Amendment will extend a current RCD position and offer continued to support to USDA-NRCS.

Moved:____________________ **2nd:**____________________

Abstention:____________________ **Objection:**____________________

Re-cused:____________________ **Approved:** **O YES** **O NO**

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

DRAFT

MEETING MINUTES

Date: Monday, August 17, 2026
Time: 1:00 PM to 3:00 PM
Location: USDA Willows Service Center / Glenn County RCD
132 N. Enright Avenue, Suite C
Willows, CA 95988

I. CALL TO ORDER
Vice President Brian Lohse called the meeting to order at 1:05 PM.

II. PLEDGE OF ALLEGIANCE
Ensued.

III. WELCOME, INTRODUCTIONS & OFFICIAL ROLL CALL
Ensued.

IV. PUBLIC COMMENT (limit 5 minutes):
Any person wishing to address the Board on items not on the agenda may do so at this time. The Board will not make decisions or determinations on items brought up during Public Comment.
Vice President Brian Lohse invited commentary from the public, whereby no comments were presented or heard.

V. CONSENT CALENDAR
ACTION
A. *Approve RCD Meeting Minutes for July 20, 2026
B. *Approve RingCentral Agreement for Communications-Phone System
C. *Approve Contractor Compliance and Monitoring Inc. for Prevailing Wage Services

Vice President Brian Lohse entertained a motion to approve Consent Calendar agenda items.

ACTION: Approve as presented.
MOTION: Roundy
SECOND: Landini
AYES: Landini, Lohse, Overholtzer, Roundy, Whitney
NOES: None
ABSTENSIONS: None
RE-CUSED: None

ABSENT: Anderson, Goedhart

VI. PARTNER REPORTS *(limit 5 minutes each, unless previously scheduled)*
George Pendell, *Stony Creek Landowner*
Lizzeth Mendoza, *UCCE-Glenn County*
Ryan Schaefer, US Fish and Wildlife Service, Partners Program
Curtis Coots, *USDA-Forest Service, Mendocino*
Kristin Guy, *USDA-Natural Resources Conservation Service*
Rachel MacDowell, *USDA-Natural Resources Conservation Service*
All partners provided reports on various matters.

VII. RCD REPORTS
A. Directors and Associate-Directors
Ensued.
B. Executive Officer
1. 2026-2027 Annual Plan – update
Kandi Manhart-Belding provided report. Discussion ensued. Consensus was made to create an Ad Hoc Committee for Annual Plan Update; members to include Directors Jocelyn Anderson, Bruce Roundy, John Whitney and staff member Greg Conant; committee as not met but will in coming months.
2. CSDA Annual Conference, August 24-27 in Palm Springs, CA
Kandi Manhart-Belding provided update.
3. CARCD Annual Conference, November 17-19 in Sacramento, CA
Kandi Manhart-Belding provided update.
***ACTION** **4. NCWA Floodplain Forward Coalition – *Discussion and possible action to approve support and use of logo**
Kandi Manhart-Belding provided request by Norther California Water Association. Discussion ensued. Vice President Brian Lohse entertained a motion.

ACTION: Approve as presented.
MOTION: Landini
SECOND: Whitney
AYES: Landini, Lohse, Overholtzer, Roundy, Whitney
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Goedhart
5. Policy Handbook: Conflict of Interest Review
Kandi Manhart-Belding provided update. This will be on next regular RCD Meeting Agenda.

VIII. FINANCIAL/BUDGET REPORT
***ACTION** **A. *Discussion and possible action to accept the following reports:**
1. Bank Statements and Reconciliations
2. Balance Sheet

Ritta Martin provided a report on agenda item. Discussion ensued. Vice President Brian Lohse entertained a motion to accept named report.

ACTION: Accept as presented.
MOTION: Roundy
SECOND: Landini
AYES: Landini, Lohse, Overholtzer, Roundy, Whitney
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Goedhart

*ACTION

B. *Discussion and possible action to approve RCD Cash Disbursement Journal (Check Detail Register since previous RCD Meeting)

Ritta Martin provided a report on agenda item. Discussion ensued. Vice President Brian Lohse entertained a motion to accept named report.

ACTION: Approve as presented.
MOTION: Landini
SECOND: Whitney
AYES: Landini, Lohse, Overholtzer, Roundy, Whitney
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Goedhart

IX. RCD PROJECTS & PROGRAMS UPDATE

A. Conservation Planning
B. Groundwater Recharge Development Plan (and Pilot)
C. CAFF - Groundwater Community Engagement
D. Healthy Soils Program (HSP)

*ACTION

1.*Discussion and possible action to adopt Resolution 2026-02 – Support for Application Submittal to the CDFA OARS HSP & SWEEP Block Grant, Project: *APP-2026-00000125* - Sacramento Valley Healthy Soils Program for Glenn, Colusa, Sutter, Yuba, Lake Counties

Kandi Manhart-Belding provided a report on agenda item. Discussion ensued. Vice President Brian Lohse entertained a motion.

ACTION: Approve as presented.
MOTION: Roundy
SECOND: Whitney
AYES: Landini, Lohse, Overholtzer, Roundy, Whitney
NOES: None
ABSTENSIONS: None
RE-CUSED: None

ABSENT: Anderson, Goedhart

*ACTION

E. State Water Efficiency and Enhancement Program (SWEEP)

1. ***Discussion and possible action to adopt Resolution 2026-03 – Support for Application Submittal to the CDFA OARS HSP & SWEEP Block Grant, Project: *APP-2026-00000126* - Sacramento Valley SWEEP for Glenn, Colusa, Sutter, Yuba, Lake Counties**

Kandi Manhart-Belding provided a report on agenda item. Discussion ensued. Vice President Brian Lohse entertained a motion.

ACTION: Approve as presented.
MOTION: Roundy
SECOND: Landini
AYES: Landini, Lohse, Overholtzer, Roundy, Whitney
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Goedhart

F. Fuels Reduction and Fire Prevention Program
***Update only* – Request for Qualifications and Proposal, Seeking Consultant to provide Reforestation and Tree Planting Services, Office Issue: June 4, 2026 available on www.glenncountyrcd.org [Submission Deadline: NEW August 3, 2026 at NOON (PST)]**

*ACTION

1. ***Discussion and possible action to approve Silhouette Farm and Forestry, LLC agreement for Professional Services needed to implement the Reforestation and Tree Planting [Funding source: CAL FIRE]**

Kandi Manhart-Belding provided a report on agenda item. Discussion ensued. Vice President Brian Lohse entertained a motion.

ACTION: Approve as presented.
MOTION: Landini
SECOND: Roundy
AYES: Landini, Lohse, Overholtzer, Roundy, Whitney
NOES: None
ABSTENSIONS: None
RE-CUSED: None
ABSENT: Anderson, Goedhart

G. Invasive Species Program: Upper Stony Creek Arundo Project

*ACTION

1. ***Discussion and possible action to approve Cooperator Agreement Upper Stony Creek Arundo Project [Funding source: CDFA WMA, Glenn County Ag Department MOU]**

Kandi Manhart-Belding provided a report on agenda item. Discussion ensued. Vice President Brian Lohse entertained a motion.

ACTION: Approve as presented.
MOTION: Landini
SECOND: Whitney
AYES: Landini, Lohse, Overholtzer, Whitney
NOES: None
ABSTENSIONS: Roundy
RE-CUSED: None
ABSENT: Anderson, Goedhart

*ACTION

2. *Discussion and possible action to approve MOU-Scope of Work with Colusa RCD to work on Arundo treatments in Colusa County

Kandi Manhart-Belding provided a report on agenda item. Discussion ensued. Vice President Brian Lohse entertained a motion.

ACTION: Approve as presented.
MOTION: Landini
SECOND: Whitney
AYES: Landini, Lohse, Overholtzer, Whitney
NOES: None
ABSTENSIONS: Roundy
RE-CUSED: None
ABSENT: Anderson, Goedhart

H. Colusa Glenn Subwatershed Program – *Helping growers meet the Irrigated Lands Regulatory Program*

I. Sacramento Valley Region of RCDs (Secretary/Treasurer)

Kandi Manhart-Belding and staff provided update.

Future
Discussion on potential projects and programs

Kandi Manhart-Belding encouraged attendees to communicate potential projects.

Bruce Roundy requested projects for Arundo control in Lower Stony Creek Watershed area, especially near City of Orland.

X. ADJOURNMENT

Vice President Brian Lohse adjourned the meeting at 2:17 PM.

Approved on September 21, 2026 by the Glenn County Resource Conservation District Board at Willows, California.

Attested by,

Gilbert Goedhart, President **Kandi Manhart-Belding, Secretary**

U.S. Department of Agriculture
Natural Resources Conservation Service

NRCS-ADS-093

NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number	2. Amendment Number	3. Award /Project Period	4. Type of award instrument:
NR239104XXXXC011	3	08/02/2023 - 12/31/2027	Contribution Agreement

5. Agency (Name and Address)	6. Recipient Organization (Name and Address)
Natural Resources Conservation Service 430 G Street, Suite 4164 Davis, CA 95616	Glenn county RCD 132 N Entight Ave. Ste. C Williows CA 95988 UEI # GM5JKN955J57

7. NRCS Program Contact	8. NRCS Administrative Contact	9. Recipient Program Contact	10. Recipient Administrative Contact
Kristin Guy (530) 934-4601 Kristin.Guy@usda.gov	Daniel Curtis (503) 414-3286 daniel.curtis@usda.gov	Kandi Manhart (530) 934-4601 kandi@glenncountyrcd.org	Ritta Martin (530) 934-4601 ritta@glenncountyrcd.org

11. CFDA	12. Authority	13. Type of Action	14. Program Director
10.902, 10.912, 10.924	7 CFR 12 7 U.S.C. 6962a: Contribution 7 U.S.C. 1010a 16 U.S.C. 590a-590f, 590q 16 U.S.C. 2001-2009 16 U.S.C. 2004 16 U.S.C. 3801 et seq 16 U.S.C. 3839aa et seq.	Amendment/Revision	Kandi Manhart (530) 934-4601 kandi@glenncountyrcd.org

15. Project Title/ Description: Glenn County, CA Conservation Contribution Partnership: Re-build capacity through a Rangeland Conservation Planner Position.

16. Entity Type: D = Special District Government

17. Select Funding Type

Select funding type:	☒ Federal	☒ Non-Federal
Original funds total	$225,000.00	$225,000.00
Additional funds total	$75,000.00	$75,000.00
Grand total	$300,000.00	$300,000.00

18. Approved Budget

Personnel	$0.00	Fringe Benefits	$0.00
Travel	$0.00	Equipment	$0.00
Supplies	$0.00	Contractual	$0.00
Construction	$0.00	Other	$300,000.00
Total Direct Cost	$300,000.00	Total Indirect Cost	$0.00
		Total Non-Federal Funds	$300,000.00
		Total Federal Funds Awarded	$300,000.00
		Total Approved Budget	$600,000.00

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative Hans Hunt Assistant Chief for the Western Region	Signature	Date
Name and Title of Authorized Recipient Representative Kandi Manhart-Belding Executive Officer	Signature	Date

NONDISCRIMINATION STATEMENT

The USDA's Non-Discrimination Statement is incorporated by reference and can be accessed at the following location: https://www.usda.gov/non-discrimination-statement.

PRIVACY ACT STATEMENT

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

Statement of Work

Please note that any narrative below should be considered in addition to the original Statement of Work, as well as any prior amendments.

Purpose

The purpose of this amendment is to:

1) Incorporate Deviation 2026-USDA-0001-F into this agreement. Link to the deviation language is on the General Terms and Conditions website referenced on the last page of this award document.

2) Extend the period of performance as shown in block 3 of the Notice of Grant and Agreement Award.

3) Increase the amount of funding as shown on Notice of Grants and Agreement Award and the updated budget narrative section.

4) Replaced in entirety the Purpose section.

5) Replaced in entirety the Objective section.

6) Update the Responsibilities section.

7) Update the Expected Accomplishments and Deliverables section.

8) Replace the General Terms and Conditions with the December 31, 2025, U.S. Department of Agriculture General Terms and Conditions for Federal Awards.

Except as provided herein, all other terms and conditions of the original agreement and any previous amendments remain unchanged and in full force and effect.

The text below replaces in full the Purpose section from the original agreement.

The purpose of this agreement, between the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and Glenn County Resource Conservation District (GCRCD) (Recipient), is to re-build capacity through a Rangeland Conservation Planner Position assisting the Willows Field Office and Glenn County RCD. The increased capacity will fill the high demand for technical assistance to producers, offer conservation planning and enhanced Farm Bill Program delivery in Glenn County, California for 16 months. The partners are co-located and have similar goals in delivering opportunities to producers to address natural resource concerns; the partners like to Help People Help the Land. Through collaboration Glenn County RCD and USDA-NRCS will focus on the resiliency of California agriculture by addressing producer-focused conservation practices through targeted resource concerns.
The targeted resource concerns include:
1. Address resilience to drought and extreme weather
2. Plant productivity and forest health, air quality
3. Water quality
4. Water quantity
5. Soil health/soil quality, wildlife habitat, and producer engagement

The prioritization of these targeted resource concerns reflects the goals outlined in the NRCS California Strategic Plan.

Objectives

The text below replaces in full the Objectives section from the original agreement.
1. Glenn County RCD and USDA-NRCS will utilize the California Conservation Planning Partnership (C2P2) as a tool to collaborate in creating a Rangeland Conservation Planner Position to coordinate interagency delivery of conservation assistance to private landowners and others and to sustain the health and productivity of California's natural resources.

2. Rangeland Conservation Planner to participate in conservation planning training, producer-focused conservation training and forest resiliency training, as well as other training opportunities, as necessary, to become a certified conservation planner (if not already).

3. Promote and support range, soil health, producer-focused conservation principles and best management practices that improve all natural resources. Participate in on-farm and ranch events focused on producer engagement and technical assistance.

4. Work directly with producers (customers) to write conservation and/or grazing plans to identify customer's conservation objectives, and assess and analyze the natural resources issues on that customer's land related to soil, water, animals, plants, air, energy, and human interaction.

5. Technical assistance for producers to advance conservation on their farm, ranch, or forest land through practices such as prescribed grazing, cross or exclusion fencing, invasive species management, structures for wildlife, brush management, and woody residue treatment.

6. Technical Support for Farm Bill Program and Inflation Reduction Act (IRA} programs to ensure success, including Conservation Stewardship Program (CSP).

7. Project management, reporting and invoices to meet USDA-NRCS requirements.

Budget Narrative

The Budget Narrative below adds to the original agreement through this amendment.

Amounts included in this budget narrative are estimates. Reimbursement or advance liquidations will be based on actual expenditures, not to exceed the amount obligated.

TOTAL BUDGET (added to total budget) $150,000.00

TOTAL FEDERAL FUNDS: $75,000.00
PERSONNEL: $46,976.26
FRINGE BENEFITS: $17,657.25
TRAVEL: $0
EQUIPMENT: $0
SUPPLIES: $0
CONTRACTUAL: $0
CONSTRUCTION: $0
OTHER: $645.00
TOTAL DIRECT COSTS: $65,301.52
INDIRECT COSTS: $9,698.48

TOTAL NON-FEDERAL FUNDS: $75,000.00
PERSONNEL: $0
FRINGE BENEFITS: $0
TRAVEL: $0
EQUIPMENT: $0
SUPPLIES: $0
CONTRACTUAL: $75,000
CONSTRUCTION: $0
OTHER: $0
TOTAL DIRECT COSTS: $75,000
INDIRECT COSTS: $0

PERSONNEL $46,976.26
Rangeland Conservation Planner –
12/31/2026 – 12/31/2027: Salary $34.06/Hr X approximately 1,334 hours = $45,474.31

Project Manager / HR Manager –
12/31/2026 – 12/31/2027: Salary $69.29/Hr x ~1% Effort x 12 months = approximately $832.56

Finance Officer –
12/31/2026 – 12/31/2027: Salary $55.71/Hr x ~1% Effort X 12 months = approximately $669.39

FRINGE BENEFITS $17,680.26
Rangeland Conservation Planner: $45,474.31 x 37.55% = approximately $17,076.00
Project Manager / HR Manager: $832.56 x 41.06% = approximately $341.85
Finance Office: $669.39 x 39.17% = approximately $262.41

TRAVEL $0

OTHER –$645.00 excluded from base of IDC calculation

Registration and training fees are anticipated for the Rangeland Conservation Planner to meet agreement objectives.

Rangeland Conservation Planner will attend the California Association of RCD's Annual Conferences, held in November/ December 2027, Sacramento. $545.00

Rangeland Conservation Planner will attend the Sacramento Valley Region of RCDs 2027 Fall & Spring meetings ($25 registration fee x 2) = $50

Rangeland Conservation Planner will attend the 2027 Glenn County Farm Bureau Annual Meeting. $50

TOTAL DIRECT COSTS $65,301.52

INDIRECT COSTS @ 15% De Minimum Rate = $9,698.48

TOTAL NON-FEDERAL FUNDS $75,000 (MATCH)
CONTRACTUAL

Glenn County RCD will provide match documentation for $75,000 in contractual funds, through a CAL FIRE Wildfire Prevention Grant (Needham HFRP Phase 1, 5GA22216). The project is a 696-acre hazardous fuels reduction project located in western Glenn County, California with a goal of turning the currently un-usable lands into productive rangelands; conservation and/or grazing plans may be created in the area with the producers. At this site location, Glenn County RCD will host a producer engagement event to promote Farm Bill Programs and conservation and/or grazing plans.

Responsibility of the Parties

This section is replaced in its entirety.

If inconsistencies arise between the language in this Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in this SOW takes precedence.

NRCS RESPONSIBILITIES
- Guidance on Affiliate permissions to access computer and software necessary to perform duties.

- All resources provided by NRCS are subject to availability of funds. In the event of a lapse in appropriations and Government shutdown, the recipient will not be permitted to use NRCS resources.

- Workstation/office space, laptop, use of other office equipment, supplies.

- Access to vehicles for customer site visits.

- Access to A TV for customer site visits.

- Access to training to become a certified conservation planner.

- Collaboration on workload priorities.

NRCS vehicles (GOVs) may be utilized for official business only as it relates to the work specified in this agreement and attachments, if available and needed. A (GOV) is defined as any vehicle owned or leased by the government, including vehicles used on public roadways or vehicles used only as an Off-Highway Vehicle (OHV).

- The furnishing of Government-owned vehicles (GOVs) vehicles is contingent upon the availability of vehicles and appropriations.

- The Recipient may only use GOVs for NRCS official business specified under this agreement, if available and needed.

Operators must avoid, when possible, any situation that may covey an impression to the public that the vehicle operator is using the assigned vehicle for an unofficial purpose. GOVs must not be used to support any revenue-generating activity for the Recipient.

- The Recipient must immediately report any safety or mechanical deficiencies to local NRCS representative and must not operate the vehicle with known mechanical problems or safety deficiencies. NRCS is responsible for correcting deficiencies.

- The Recipient must obtain prior written approval from NRCS for using vehicles at irregular hours or under circumstances which may create an unfavorable public reaction (for example, during Federal holiday or after business hours). Home-to-work transportation by Recipient employees is prohibited.

- NRCS will bear the cost of maintenance of vehicles used by the Recipient. Except in the case of an accident caused by a Recipient driver (see vehicle accident provisions below), the NRCS will make repairs as necessary for safety and as needed to keep vehicle in safe operating condition.

- The Recipient must ensure that each vehicle operator has a valid state driver's license and instruct operators to carry a valid state driver's license while operating a GOV.

- The Recipient must ensure vehicle operators use all safety devices and follow appropriate motor vehicle manufacturer safety guidelines when operating GOVs. Seat belts must be used when operating or riding in a GOVs.

- The Recipient must ban all vehicle operators from text messaging and using tobacco (smoke and smokeless) while using GOVs.

- The Recipient must utilize the NRCS-provided fleet card to pay for all fuel and repairs, except for accident repairs for which the Recipient is paying an auto repair facility directly (see accident provisions below). The Recipient must comply with all NRCS fleet card policies, including but not limited to the use of unique driver PINs, receipt retention requirements, fleet card training requirements, and prohibitions against using the card for unofficial purposes. Recipient drivers must safeguard the fleet card at all times to prevent it from potential unauthorized use.

- The Recipient must immediately report all vehicle accidents and traffic violations to NRCS and complete all required documents to report accidents. The Recipient must reimburse NRCS or pay an auto repair company directly for any and all repairs to the GOV needed as a result of an accident caused by the Recipient operator and pay all traffic violation citations incurred by Recipient operators.

- The Recipient assumes responsibility for claims arising from accidents caused by Recipient operators. The Recipient will be responsible for receiving, processing, and paying tort claims that are submitted due to an accident caused by a Recipient driver.

- The Recipient will notify the NRCS immediately of any loss, theft, or damage to a GOV, GOV license plates, or fleet cards.

- It is prohibited for individuals other than federal employees or Recipient employees performing official NRCS business under this agreement to ride as passengers in GOVs. Any other passengers must be approved through the passenger approval process described in NRCS vehicle policy.

- The use of GOVs may be suspended or revoked by NRCS if it determines that corrective action is needed to meet these conditions for GOV usage.

- The vehicle use conditions outlined in this agreement do not contain all Federal, Departmental, and NRCS policies regarding the use of GOVs. This document is not intended to provide complete details, and the NRCS and the Recipient must abide by all other appropriate policies governing GOV use.

- Only trained NRCS employees and NRD personnel may operate an Off-Highway Vehicle. Refer to the Off- Highway Vehicle (OHV) Attachment for specific information on what is required of an operator before operating an NRCS owned OHV.

RECIPIENT RESPONSIBILITIES
- Overall, perform the work and produce the deliverables as outlined in this Statement of Work

- Create Position Description for Rangeland Conservation Planner

- On-boarding New Employee, Human Resources Management

- Outreach Event Coordination to promote Farm Bill Programs

- Implement California Conservation Planning Partnership (C2P2); participate in Glenn County Programs 101 for Farmers & Ranchers as well as Programs 101 for Partner Staff

- Comply with the applicable version of the General Terms and Conditions

- Project/ Grant Management, including quarterly reporting and invoicing as required

- Perform the work and produce the deliverables as outlined in this Statement of Work.

ADDITIONAL RECIPIENT RESPONSIBILITIES
Reports and Payments
Recipients must submit reports and payment requests to either the ezFedGrants system (highly preferable) or via e-mail to FPAC.BC.GAD@usda.gov. Email submissions must reference the agreement number in the subject line of the email. Submissions via e-mail must be provided as attachments; documents submitted via weblink or other document services will not be accepted.

Cost share must be documented on each SF 425 and payment request as it is provided by the recipient or third party. The required cost sharing ratio must be met by the end of the agreement period of performance; however, it does not have to be maintained for every payment request.

Reports
A Federal Financial Report (SF425) is required to be submitted: Quarterly
SF 425 and instructions are available at this link:
https://www.fpacbc.usda.gov/about/grants-and-agreements/required-reports-closing/index.html.

A Performance Progress Report is required to be submitted: Quarterly
The Farm Production and Conservation Business Center Performance Progress Report (OMB Control Number 0565-0001) and instructions are available at this link: https://www.fpacbc.usda.gov/about/grants-and-agreements/required-reports-closing

If the Recipient fails to submit all final reports, the USDA agency must report the Recipient's material failure to comply with the terms and conditions of the award in SAM.gov. The USDA awarding agency must use the Contractor Performance Assessment Reporting System (CPARS) to enter information in SAM.gov.

Payments
Reimbursement or advance payment requests must be submitted using a properly completed and executed SF-270, submitted with a Budget Expense Table or Deliverable Expense Table (or similar summary document), as applicable. Payment request preparation guidance and templates for Budget Expense Tables and Deliverable Expense Tables are available at this link: https://www.fpacbc.usda.gov/about/grants-and-agreements/award-payments

Records of supporting documentation (cancelled checks, paid bills, payroll records, etc.) must be maintained by the Recipient for all costs incurred under this award. The level of detail and documentation required to be provided to support any individual payment request is at the discretion of the USDA agency. Do not provide supporting documentation unless it is specifically requested.

Advance payment requests must be submitted no less than 15 days prior to the start of the requested advance period. The recipient must provide a summary document showing the amount of advanced funds spent within 30 days of the end of the advance period. If applicable, the recipient must also submit a summary of the cost share provided.

All final requests for payment must be submitted no later than 120 calendar days after the period of performance end date. The USDA agency is not obligated to make payments received more than 120 days after the period of performance end date.

Section 1619
Recipients with access to protected data agree to comply with the USDA agency guidelines and requirements regarding the disclosure of information protected under Section 1619 of the Food, Conservation, and Energy Act of 2008 (PL 110-246), 7 U.S.C. 8791. Refer to the Section 1619 information on this website: https://www.fpacbc.usda.gov/about/grants-and-agreements/applicant-and-award-resources.

Prior Approval
Recipients must submit any requests for prior approval, including a no cost extension request, to FPAC.BC.GAD@usda.gov. Refer to the Prior Approval Matrix on this website: https://www.fpacbc.usda.gov/about/grants-and-agreements/applicant-and-award-resources.

Expected Accomplishments and Deliverables

This section is revised to reflect updated deliverables:
1 Executed Agreement Amendment between USDA-NRCS and Glenn County RCD [August 2026]

1 Continue Training to Become a Certified Conservation Planner (if not already) [December 2027]

2-3 Other Job Trainings [January 2027 – December 2027]

3-5 Grazing Plans [January 2027 – December 2027]

3-5 Conservation Plans with New Customers [January 2027 – December 2027]

4-7 Conservation Plans Implemented with Existing Customers [January 2027 – December 2027]

10-15 Existing Contracts to Manage [January 2027 – December 2027]

2-3 Producer Engagement Events; Programs 101 for Farmers & Ranchers, On-Farm Field Days, etc. [January 2027 – December 2027]

12 Attend Glenn County RCD Meetings [Monthly, [January 2027 – December 2027]]

2 Sacramento Valley Region of RCDs Meetings [May 2027 & October 2027]

1 California Association of Resource Conservation Districts Conference [December 2027]

Resources Required

There are no changes to this section of the statement of work from the original agreement and any subsequent amendments.

Milestone

There are no changes to this section of the statement of work from the original agreement and any subsequent amendments.

General Terms and Conditions and References

For information regarding documentation relevant to this award reference the links below:

General Terms and Conditions:

Reference this link for the General Terms and Conditions pertaining to this award:

https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions

Federal Financial Report (SF 425) form and instructions:

The SF 425 and instructions are available at this link:

https://www.fpacbc.usda.gov/about/grants-and-agreements/required-reports-closing/index.html

Performance Progress Report:

The Farm Production and Conservation Business Center Performance Progress Report (OMB Control Number 0565-0001) and instructions are available at this link:

https://www.fpacbc.usda.gov/about/grants-and-agreements/required-reports-closing

Payments:

Preparation guidance and templates for the Budget Expense Tables and Deliverable Expense Tables are available at this link:

https://www.fpacbc.usda.gov/about/grants-and-agreements/award-payments

Section 1619: (Protected Data)

Refer to the Section 1619 information on this website:

https://www.fpacbc.usda.gov/about/grants-and-agreements/applicant-and-award-resources

Prior Approval Matrix:

Refer to the Prior Approval Matrix on this website:

https://www.fpacbc.usda.gov/about/grants-and-agreements/applicant-and-award-resources

Inventions:

Invention disclosure statements pursuant to 37 CFR Section 401.14(c) must be made in writing to fpac.bc.gad@usda.gov.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: September 18, 2026

Agenda Item #: VII.B.2.
Meeting Date: September 21, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **RCD REPORTS**
**ACTION* B. Executive Officer
2. CARCD Annual Conference, November 17-19 in Sacramento, CA
*Discussion and possible action to approve CARCD Voting Delegate

---

BACKGROUND:
Current Voting Delegate = Glenn County RCD Director, <u>Vacant</u>

Sacramento Valley Region of RCDs = Jocelyn Anderson

Per CARCD, "A District must be a Full Member of CARCD Delegate Credential Form in order for a Director representative to vote on resolutions during the Annual Business Meeting and at any other general membership meeting and regional meeting."

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve CARCD Voting Delegate.

ATTACHMENTS:
NO

NOTES:

Moved:____________________ **2nd:**____________________

Abstention:____________________ **Objection:**____________________

Re-cused:____________________ **Approved:** **O YES** **O NO**

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: September 18, 2026

Agenda Item #: VII.B.2.
Meeting Date: September 21, 2026

☐ **Action Items**
☒ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **RCD REPORTS**
B. Executive Officer
2. CARCD Annual Conference, November 17-19 in Sacramento, CA
*NEW High School Speak-Off Contest rules and process

BACKGROUND:
California Association of Resource Conservation Districts worked with its Education Committee; a NEW High School Speak-Off Contest has been created!

2026 Topic: "What are the different effects that native vs. non-native invasive plants have on our ecosystems, and why does it matter to the work RCDs do?"

https://carcd.org/page/annual-speak-off-competition

Eligible High School Students Must Submit Video, Per Instructions, by September 30, 2026.

DISCUSSION / PROPOSED ACTION:
Discussion only

ATTACHMENTS:
NO

NOTES:

Moved:____________________ **2nd:**____________________

Abstention:____________________ **Objection:**____________________

Re-cused:____________________ **Approved:** **O YES** **O NO**

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO:	Directors & Associate Directors	**Agenda Item #:**	VII.C.1
		Meeting Date:	September 21, 2026
FROM:	Kandi Manhart-Belding		
		☒ **Action Items**	
DATE:	September 18, 2026	☐ **No Action Requested**	

TITLE OF TOPIC

SUBJECT: **RCD REPORTS & POLICY**
ACTION C. Policy Handbook
1. *Discussion and possible action to update Conflict of Interest Policy

BACKGROUND:
Policy 1035 - Conflict of Interest

Glenn County RCD is required to comply to the '2026 Local Agency Biennial Notice'.

A response to the County is required by October 1.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to update Conflict of Interest Policy.

ATTACHMENTS:
YES
Policy

NOTES:

Moved:____________________	**2nd:**____________________
Abstention:____________________	**Objection:**____________________
Re-cused:____________________	**Approved:** **O YES** **O NO**

COUNTY OF GLENN

CLERK OF THE BOARD
Willows Memorial Hall, 2nd Floor
525 West Sycamore Street
Willows, CA. 95988

SCOTT H. DE MOSS
Clerk of the Board of Supervisors

ANGELA LOPETGUY, ASA I - Deputy Clerk
ALONDRA LOPEZ-RENTERIA, ASA I - Deputy Clerk

Date: August 1, 2026

TO: Districts under the Jurisdiction of the Glenn County Board of Supervisors

SUBJECT: 2026 Conflict of Interest Code Biennial Notice

Pursuant to the Political Reform Act, local government agencies must review its Conflict-of-Interest Code biennially to determine its accuracy or if it is in need of amendment no later than October 1 of each even-numbered year.

The enclosed 2026 Local Agency Biennial Notice form must be returned to the Board of Supervisors **no later than October 1, 2026**. This document is not submitted to the Fair Political Practices Commission (FPPC). The FPPC is the code reviewing body for any agency with jurisdiction in more than one county and will contact them.

If amendments to an agency's conflict-of-interest code are necessary, the amended code must be forwarded to the Board for approval within **90 days**. An agency's amended code is not effective until it has been approved by the Board of Supervisors.

The FPPC offers workshops and webinars on Conflict-of-Interest Codes training and outreach. Information is also available on the FPPC website at http://www.fppc.ca.gov/learn/training-and-outreach.html.

Additionally, after reviewing our records, we found that we do not have several of the Districts Conflict-of-Interest Code and/or they are very old. Our office is requesting that your district forward a copy of your Conflict-of-Interest code and if possible, provide the date that it was approved by the Board of Supervisors. This information will enable us to have accurate information which is needed to run a successful program.

Thank you for your cooperation.

Sincerely,

Scott H. De Moss, Clerk of the Board

cc: County Counsel

Office (530) 934-6400 * Fax (530) 934-6419
email: gcboard@countyofglenn.net ~ website: www.countyofglenn.net

FAIR POLITICAL PRACTICES COMMISSION

2026 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2026:** The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2026:** The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2026 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in ***more than one county*** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on FPPC's website.

GLENN COUNTY
RESOURCE CONSERVATION DISTRICT

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1035

1035.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Glenn County Resource Conservation District.

1035.2 Pursuant to section 4 of the standard code, designated employees shall file statements of economic interests with the Clerk of the County of Glenn County (1) when they assume office, (2) annually and (3) within 30 days after their term of the office expires or they resign from their position. Upon receipt of the statements from the Board of Directors, the secretary shall make and retain a copy and forward the original of these statements to the Glenn County Clerk. The secretary will retain statements for all other designated employees.

Date Adopted: November 16, 2020

Dilbert Dorcheat

President

Conflict of Interest Code
for the
Glenn County Resource Conservation District

APPENDIX "A"

A. The following officers shall disclose (1) all sources of income within Glenn County, (2) interest in real property in Glenn County:

1. Members of the Board of Directors
2. Executive Officer

B. District employees and consultants shall disclose in all areas set forth in section (A) above subject to the following limitations;

The Board of Directors may determine in writing that district employee and/or a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the employees and/or consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Board's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: September 17, 2026

Agenda Item #: VIII.A. 1 & 2
Meeting Date: September 21, 2026

☒ **Action Items**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **FINANCIAL/BUDGET REPORT**
***ACTION** A. *Discussion and possible action to accept the following reports:
1. Bank Statements and Reconciliations
2. Balance Sheet

BACKGROUND:
The Glenn County RCD's Finance-Budget Committee, a standing committee, met on September 8, 2026.

Agenda and Approved Minutes are posted at https://www.glenncountyrcd.org/rcd-meetings

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to accept agenda items A, #1, and #2.

ATTACHMENTS:
YES
Bank Statements and Reconciliations
8/31/2026 Checking – Columbia Bank
8/31/2026 Savings – California Class
9/17/2026 Balance Sheet

NOTES:

Moved:____________________ **2nd:**____________________

Abstention:____________________ **Objection:**____________________

Re-cused:____________________ **Approved:** **O YES** **O NO**

Glenn County Resource Conservation District

Bank Reconciliation Summary - CHECKING ACCOUNT

8/31/2026

A	Beginning Balance	7/31/2026	$757,944.55
B	Ending / Cleared Balance (Bank Statement)	8/31/2026	$474,849.29
C	Register Balance (Balance Sheet)	8/31/2026	$474,849.29

Date reviewed: ______________________________

Reviewed by: ______________________________

COLUMBIA BANK

Customer Service:
1-866-486-7782

GLENN COUNTY RESOURCE CONSERVA
132 N ENRIGHT AVE SUITE C
WILLOWS CA 95988-2751

Last statement: July 31, 2026
This statement: August 31, 2026

PUBLIC FUNDS CHECKING

Account number	XXXXX:	Beginning balance	$757,944.55
Low balance	$474,849.29	Deposits/Additions	$348,082.68
Average balance	$634,166.25	Withdrawals/Subtractions	$631,177.94
Interest earned	$0.00	Ending balance	$474,849.29

A

B/C

Deposits/Additions

Date	Description	Additions
08-06	Deposit	4,856.26
08-10	Deposit	7,169.80
08-10	Deposit	2,359.75
08-10	Deposit	224.86
08-10	Deposit	24.65
08-14	Deposit	151,631.82
08-17	Deposit	155,691.75
Total Additions		**$321,958.89**

Other Deposits/ Additions

Date	Description	Additions
08-19	Online Bnkg Trsfr Cr Transfer From Deposit Account Xxxxxxx0902	26,123.79
Total Other Deposits/ Additions		**$26,123.79**

ACH and Electronic Payments/Subtractions

Date	Description	Subtractions
08-04	ACH Debit Employment Devel Edd Eftpmt 1389887456 20260804	1,638.16
08-04	ACH Debit Calpers 1900 5000000354 100000018376708	4,331.55
08-04	ACH Debit IRS Usataxpymt 225661681571586 20260804	6,912.42
08-04	ACH Debit Intuit Payroll S Quickbooks 680457187 20260804	19,316.24
08-18	ACH Debit Employment Devel Edd Eftpmt 1857970192 20260818	1,376.13
08-18	ACH Debit IRS Usataxpymt 225663020739074 20260818	6,158.48
08-19	ACH Debit Intuit Payroll S Quickbooks 680457187 20260819	17,705.24

Glenn County Resource Conservation District
Reconciliation Summary
Columbi Checking, Period Ending 08/31/2026

		Aug 31, 26	
Beginning Balance		757,944.55	A
Cleared Transactions			
Checks and Payments - 40 items	-631,177.94		
Deposits and Credits - 22 items	348,082.68		
Total Cleared Transactions	-283,095.26		
Cleared Balance		**474,849.29**	B
Register Balance as of 08/31/2026		474,849.29	C
New Transactions			
Checks and Payments - 4 items	-31,166.68		
Total New Transactions	-31,166.68		
Ending Balance		**443,682.61**	

12:39 PM
09/03/26
Accrual Basis

Glenn County Resource Conservation District
Balance Sheet
As of August 31, 2026

		Aug 31, 26
ASSETS		
Current Assets		
Checking/Savings		
California CLASS Savings		628,920.09
Columbia - HSP Advance		69,393.30
Columbia 4 - Savings		200.45
Columbia 1 - SWEEP Advance		67,663.09
Columbia 5 - Checking		474,849.29
Petty Cash		200.00
Total Checking/Savings		1,241,226.22
Accounts Receivable		
11000 · Accounts Receivable		302,876.47
Total Accounts Receivable		302,876.47
Total Current Assets		1,544,102.69
TOTAL ASSETS		**1,544,102.69**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		124,271.21
Total Accounts Payable		124,271.21
Credit Cards		
UMPQUA Visa - KANDI		3,938.49
Total Credit Cards		3,938.49
Other Current Liabilities		
23000 · Unavailable Revenue		26,153.89
25000 · Sick Leave Liability		14,422.70
25100 · Vacation Leave Liability		49,395.89
26000 · Unearned Advance		
26400 · Unearned Advance - SWEEP	67,276.21	
26500 · Unearned Advance - HSP	69,393.29	
Total 26000 · Unearned Advance		136,669.50
Total Other Current Liabilities		226,641.98
Total Current Liabilities		354,851.68
Total Liabilities		354,851.68
Equity		
30100 · Sick Leave Accrual		-14,422.70
30200 · Vacation Leave Accrual		-49,395.89
32000 · Unrestricted Net Assets		1,304,575.85
Net Income		-51,506.25
Total Equity		1,189,251.01
TOTAL LIABILITIES & EQUITY		**1,544,102.69**

Glenn County Resource Conservation District

Bank Reconciliation Summary - "California Class" SAVINGS ACCOUNT 8/31/2026

A	Beginning Balance	7/31/2026	$626,924.63
B	Ending / Cleared Balance (Bank Statement)	8/31/2026	$628,920.09
C	Register Balance (Balance Sheet)	8/31/2026	$628,920.09

Date reviewed: ______________________________

Reviewed by: ______________________________

California CLASS

Summary Statement

August 31, 2026

Investor ID: CA

0000121-0000578 PDFT 221701

**Glenn County Resource Conservation Distr
ict
132 N Enright Avenue, Suite C
WILLOWS, CA 95988**

California CLASS

California CLASS

Average Monthly Yield: 3.7484%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
District Reserve	597,875.34	0.00	0.00	1,903.00	12,410.79	597,936.73	599,778.34
Farmers Market	2,257.98	0.00	0.00	7.19	55.37	2,258.21	2,265.17
Vacation Leave	26,791.31	0.00	0.00	85.27	656.96	26,794.06	26,876.58
TOTAL	**626,924.63**	**0.00**	**0.00**	**1,995.46**	**13,123.12**	**626,989.00**	**628,920.09**

A

B/C

Glenn County Resource Conservation District
Reconciliation Summary
California CLASS Savings, Period Ending 08/31/2026

		Aug 31, 26	
Beginning Balance		626,924.63	A
Cleared Transactions			
Deposits and Credits - 1 item	1,995.46		
Total Cleared Transactions	1,995.46		
Cleared Balance		**628,920.09**	B|C
Register Balance as of 08/31/2026		628,920.09	
Ending Balance		628,920.09	

12:39 PM

09/03/26

Accrual Basis

Glenn County Resource Conservation District
Balance Sheet
As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
California CLASS Savings	628,920.09 B\C
Columbia - HSP Advance	69,393.30
Columbia - Savings	200.45
Columbia - SWEEP Advance	67,663.09
Columbia 5 - Checking	474,849.29
Petty Cash	200.00
Total Checking/Savings	1,241,226.22
Accounts Receivable	
11000 · Accounts Receivable	302,876.47
Total Accounts Receivable	302,876.47
Total Current Assets	1,544,102.69
TOTAL ASSETS	**1,544,102.69**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	124,271.21
Total Accounts Payable	124,271.21
Credit Cards	
UMPQUA Visa - KANDI	3,938.49
Total Credit Cards	3,938.49
Other Current Liabilities	
23000 · Unavailable Revenue	26,153.89
25000 · Sick Leave Liability	14,422.70
25100 · Vacation Leave Liability	49,395.89
26000 · Unearned Advance	
26400 · Unearned Advance - SWEEP	67,276.21
26500 · Unearned Advance - HSP	69,393.29
Total 26000 · Unearned Advance	136,669.50
Total Other Current Liabilities	226,641.98
Total Current Liabilities	354,851.68
Total Liabilities	354,851.68
Equity	
30100 · Sick Leave Accrual	-14,422.70
30200 · Vacation Leave Accrual	-49,395.89
32000 · Unrestricted Net Assets	1,304,575.85
Net Income	-51,506.25
Total Equity	1,189,251.01
TOTAL LIABILITIES & EQUITY	**1,544,102.69**

Glenn County Resource Conservation District
Balance Sheet
As of September 17, 2026

	Sep 17, 26
ASSETS	
Current Assets	
Checking/Savings	
California CLASS Savings	740,920.09
Columbia 0902 - HSP Advance	69,393.30
Columbia 1724 - Savings	200.45
Columbia 1781 - SWEEP Advance	67,663.09
Columbia 4525 - Checking	345,745.52
Petty Cash	200.00
Total Checking/Savings	1,224,122.45
Accounts Receivable	
11000 · Accounts Receivable	419,029.86
Total Accounts Receivable	419,029.86
Total Current Assets	1,643,152.31
TOTAL ASSETS	**1,643,152.31**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	
20400 · Accounts Payable - RFFC	104,153.61
20000 · Accounts Payable - Other	308,748.46
Total 20000 · Accounts Payable	412,902.07
Total Accounts Payable	412,902.07
Credit Cards	
UMPQUA Visa - GREG	94.01
UMPQUA Visa - KANDI	388.98
Total Credit Cards	482.99
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-18,472.66
23000 · Unavailable Revenue	26,153.89
25000 · Sick Leave Liability	14,422.70
25100 · Vacation Leave Liability	49,395.89
26000 · Unearned Advance	
26400 · Unearned Advance - SWEEP	67,276.21
26500 · Unearned Advance - HSP	69,393.29
Total 26000 · Unearned Advance	136,669.50
Total Other Current Liabilities	208,169.32
Total Current Liabilities	621,554.38
Total Liabilities	621,554.38
Equity	

Glenn County Resource Conservation District
Balance Sheet
As of September 17, 2026

	Sep 17, 26
30100 · Sick Leave Accrual	-14,422.70
30200 · Vacation Leave Accrual	-49,395.89
32000 · Unrestricted Net Assets	1,304,575.85
Net Income	-219,159.33
Total Equity	1,021,597.93
TOTAL LIABILITIES & EQUITY	**1,643,152.31**

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO:	Directors & Associate Directors	**Agenda Item #:**	VIII.B.
		Meeting Date:	September 21, 2026
FROM:	Kandi Manhart-Belding		
		☒ **Action Item**	
DATE:	September 17, 2026	☐ **No Action Requested**	

TITLE OF TOPIC

SUBJECT: **FINANCIAL/BUDGET REPORT**
***ACTION** B. *Discussion and possible action to approve RCD Cash Disbursement Journal (Check Detail Register since previous RCD Meeting)

BACKGROUND:
The Glenn County RCD's Finance-Budget Committee, a standing committee, met on September 8, 2026.

Agenda and Approved Minutes are posted at https://www.glenncountyrcd.org/rcd-meetings

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve agenda item.

ATTACHMENTS:
YES
Check Detail Register (08/18/2026 to 09/21/2026)

NOTES:

Moved:____________________ **2nd:**____________________

Abstention:____________________ **Objection:**____________________

Re-cused:____________________ **Approved:** **O YES** **O NO**

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	08/18/2026	**6109**	**Cook Construction**	**Invoice #6389 - June 2026_8GA23986**	**Columbia 4525 - Checking**	
	06/30/2026	June 2026_8GA23986	CAL FIRE:8GA23986_Small Forest Landowners	Invoice #6389 - June 2026_8GA23986	62168 · 8GA23986 CAL FIRE Block Contrac	-125,460.00
TOTAL						-125,460.00
	08/18/2026	**6110**	**Elan Financial Services**	**Acct: 4798 5100 4701 3293**	**Columbia 4525 - Checking**	
	08/17/2026		Administration - Glenn County RCD	Acct: 4798 5100 4701 3293	UMPQUA Visa - KANDI	-3,870.42
TOTAL						-3,870.42
	08/18/2026	**6111**	**Elan Financial Services**	**4798 5102 8636 6550**	**Columbia 4525 - Checking**	
	08/17/2026		Administration - Glenn County RCD	4798 5102 8636 6550	UMPQUA Visa - GREG	-2,782.34
TOTAL						-2,782.34
	08/18/2026	**6112**	**Glenn County Office of Education**	**9/3/2026 S1N Conference Center Rental**	**Columbia 4525 - Checking**	
	08/17/2026	9/3 rental	Community Alliance of Family Farms:SGMA Outreach	9/3/2026 S1N Conference Center Rental	68310 · RCD-Hosted Workshops / Tours	-275.00
TOTAL						-275.00
	08/19/2026		**QuickBooks Payroll Service**	**Created by Payroll Service on 08/14/2026**	**Columbia 4525 - Checking**	
			QuickBooks Payroll Service	Created by Payroll Service on 08/14/2026	2110 · Direct Deposit Liabilities	-17,705.24
TOTAL						-17,705.24
	08/19/2026	**6113**	**Carriere_HSP**	**23-0719-019**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
08/19/2026	HSP Invoice #4	California Dept of Food & Agriculture:HSP BLOCK Grant 23-27	23-0719-019 Invoice #4 (year 2 compost)	67300 · HSP - Pass Thru Funding	-26,123.79
TOTAL					-26,123.79
08/20/2026	**DD1338**	**Kandi E. Manhart**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-5,355.54
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	684.66
			Direct Deposit	66900 · CalPERS Retirement Contribution	-456.44
			Direct Deposit	24000 · Payroll Liabilities	456.44
			Direct Deposit	24000 · Payroll Liabilities	731.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	66500 · Payroll Taxes - Federal	-88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	316.52
			Direct Deposit	24000 · Payroll Liabilities	73.84
			Direct Deposit	2110 · Direct Deposit Liabilities	3,430.04
TOTAL					0.00
08/20/2026	**DD1337**	**Gregory S Conant**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-3,227.20
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	286.18
			Direct Deposit	66900 · CalPERS Retirement Contribution	-286.18
			Direct Deposit	24000 · Payroll Liabilities	286.18

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	24000 · Payroll Liabilities	430.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-237.98
			Direct Deposit	24000 · Payroll Liabilities	237.98
			Direct Deposit	24000 · Payroll Liabilities	237.98
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.65
			Direct Deposit	24000 · Payroll Liabilities	55.65
			Direct Deposit	24000 · Payroll Liabilities	55.65
			Direct Deposit	24000 · Payroll Liabilities	139.58
			Direct Deposit	24000 · Payroll Liabilities	46.18
			Direct Deposit	2110 · Direct Deposit Liabilities	2,381.63
TOTAL					0.00
08/20/2026	**DD1339**	**Kellie D Burt**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,266.72
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	91.67
			Direct Deposit	24000 · Payroll Liabilities	91.67
			Direct Deposit	66900 · CalPERS Retirement Contribution	-183.34
			Direct Deposit	24000 · Payroll Liabilities	183.34
			Direct Deposit	66500 · Payroll Taxes - Federal	-151.90
			Direct Deposit	24000 · Payroll Liabilities	151.90
			Direct Deposit	24000 · Payroll Liabilities	151.90
			Direct Deposit	66500 · Payroll Taxes - Federal	-35.53
			Direct Deposit	24000 · Payroll Liabilities	35.53
			Direct Deposit	24000 · Payroll Liabilities	35.53
			Direct Deposit	24000 · Payroll Liabilities	32.66
			Direct Deposit	24000 · Payroll Liabilities	29.47
			Direct Deposit	2110 · Direct Deposit Liabilities	1,858.82
TOTAL					0.00
08/20/2026	**DD1340**	**Ritta M Martin**	**Direct Deposit**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66400 · Payroll	-3,679.28
			Direct Deposit	66400 · Payroll	-298.32
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	346.21
			Direct Deposit	66900 · CalPERS Retirement Contribution	-346.21
			Direct Deposit	24000 · Payroll Liabilities	346.21
			Direct Deposit	24000 · Payroll Liabilities	168.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-288.22
			Direct Deposit	24000 · Payroll Liabilities	288.22
			Direct Deposit	24000 · Payroll Liabilities	288.22
			Direct Deposit	66500 · Payroll Taxes - Federal	-67.41
			Direct Deposit	24000 · Payroll Liabilities	67.41
			Direct Deposit	24000 · Payroll Liabilities	67.41
			Direct Deposit	24000 · Payroll Liabilities	224.56
			Direct Deposit	24000 · Payroll Liabilities	55.93
			Direct Deposit	2110 · Direct Deposit Liabilities	3,177.27
TOTAL					0.00
08/20/2026	**DD1341**	**Samantha Loprieato**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,188.80
			Direct Deposit	66400 · Payroll	-243.20
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	139.10
			Direct Deposit	66900 · CalPERS Retirement Contribution	-139.10
			Direct Deposit	24000 · Payroll Liabilities	139.10
			Direct Deposit	24000 · Payroll Liabilities	223.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-179.56
			Direct Deposit	24000 · Payroll Liabilities	179.56
			Direct Deposit	24000 · Payroll Liabilities	179.56
			Direct Deposit	66500 · Payroll Taxes - Federal	-41.99

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	24000 · Payroll Liabilities	41.99
			Direct Deposit	24000 · Payroll Liabilities	41.99
			Direct Deposit	24000 · Payroll Liabilities	89.94
			Direct Deposit	24000 · Payroll Liabilities	35.85
			Direct Deposit	2110 · Direct Deposit Liabilities	2,072.56
TOTAL					0.00
08/20/2026	**DD1342**	**Samuel G Perkins**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,934.40
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	260.75
			Direct Deposit	66900 · CalPERS Retirement Contribution	-260.75
			Direct Deposit	24000 · Payroll Liabilities	260.75
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	292.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-218.25
			Direct Deposit	24000 · Payroll Liabilities	218.25
			Direct Deposit	24000 · Payroll Liabilities	218.25
			Direct Deposit	66500 · Payroll Taxes - Federal	-51.04
			Direct Deposit	24000 · Payroll Liabilities	51.04
			Direct Deposit	24000 · Payroll Liabilities	51.04
			Direct Deposit	24000 · Payroll Liabilities	116.05
			Direct Deposit	24000 · Payroll Liabilities	42.37
			Direct Deposit	2110 · Direct Deposit Liabilities	2,303.94
TOTAL					0.00
08/20/2026	**DD1343**	**Shane Rakestraw**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,919.84
			Direct Deposit	66400 · Payroll	-36.96
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	24000 · Payroll Liabilities	198.41
			Direct Deposit	66900 · CalPERS Retirement Contribution	-198.41
			Direct Deposit	24000 · Payroll Liabilities	198.41
			Direct Deposit	24000 · Payroll Liabilities	188.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-215.77
			Direct Deposit	24000 · Payroll Liabilities	215.77
			Direct Deposit	24000 · Payroll Liabilities	215.77
			Direct Deposit	66500 · Payroll Taxes - Federal	-50.46
			Direct Deposit	24000 · Payroll Liabilities	50.46
			Direct Deposit	24000 · Payroll Liabilities	50.46
			Direct Deposit	24000 · Payroll Liabilities	130.52
			Direct Deposit	24000 · Payroll Liabilities	42.66
			Direct Deposit	2110 · Direct Deposit Liabilities	2,480.98
TOTAL					0.00
08/20/2026	**E-pay**	**EDD**	**499-0760-3 QB Tracking # -1823960474 QB Tracking # -1823960474 QB Tracking # -1823960474 QB Trac...**	**Columbia 4525 - Checking**	
			499-0760-3 QB Tracking # -1823960474 QB Tracking # -1823960474 QB Tracking # -1823960474 QB Trac...	24000 · Payroll Liabilities	-1,049.83
			499-0760-3 QB Tracking # -1823960474 QB Tracking # -1823960474 QB Tracking # -1823960474 QB Trac...	24000 · Payroll Liabilities	-326.30
TOTAL					-1,376.13
08/20/2026	**E-pay**	**United States Treasury**	**68-0457187 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Trac...**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

	Date	Num	Name	Memo	Account	Paid Amount
				68-0457187 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Trac...	24000 · Payroll Liabilities	-2,032.00
				68-0457187 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Trac...	24000 · Payroll Liabilities	-1,672.17
				68-0457187 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Trac...	24000 · Payroll Liabilities	-1,672.17
				68-0457187 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Trac...	24000 · Payroll Liabilities	-391.07
				68-0457187 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Tracking # -1823941474 QB Trac...	24000 · Payroll Liabilities	-391.07
TOTAL						-6,158.48
	08/20/2026	**ACH**	**Cal PERS**		**Columbia 4525 - Checking**	
					24000 · Payroll Liabilities	-1,660.77
					24000 · Payroll Liabilities	-1,870.43
					24000 · Payroll Liabilities	-437.88
TOTAL						-3,969.08
	08/25/2026	**ACH**	**Comcast**	**PHONE + INTERNET August 2026**	**Columbia 4525 - Checking**	
			Administration - Glenn County RCD	PHONE + INTERNET August 2026	65050 · Telephone, Telecommunications	-198.76
TOTAL						-198.76
	09/03/2026		**QuickBooks Payroll Service**	**Created by Payroll Service on 08/31/2026**	**Columbia 4525 - Checking**	
			QuickBooks Payroll Service	Created by Payroll Service on 08/31/2026	2110 · Direct Deposit Liabilities	-18,769.85

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

	Date	Num	Name	Memo	Account	Paid Amount
TOTAL						-18,769.85
	09/03/2026	**6114**	**Colusa County RCD**	**ILRP outreach services 7/16-8/15/2026**	**Columbia 4525 - Checking**	
	09/02/2026	15-ILRP	Colusa Glenn Subwatershed Program	ILRP outreach services 7/16-8/15/2026	62154 · Colusa Co RCD - CGSP	-695.37
TOTAL						-695.37
	09/03/2026	**6115**	**ODP Business Solutions, LLC**		**Columbia 4525 - Checking**	
	08/14/2026	478507818001	Administration - Glenn County RCD	478507818001 - paper, clip boards, pens	65040 · Supplies	-69.82
	08/17/2026	478508551001	Administration - Glenn County RCD	478508551001 - wireless keyboard	65040 · Supplies	-29.35
TOTAL						-99.17
	09/03/2026	**6116**	**Sacramento Valley Mirror**	**26/27 Sac Valley Mirror subscription**	**Columbia 4525 - Checking**	
	08/28/2026	26/27 subscription	Administration - Glenn County RCD	26/27 Sac Valley Mirror subscription	65010 · Books, Subscriptions, Reference	-91.00
TOTAL						-91.00
	09/03/2026	**6117**	**Samuel Perkins**	**RFFC Aug 2026 mileage**	**Columbia 4525 - Checking**	
	08/31/2026	Aug 2026 mileage	RFFC Coalition - Glenn Co RCD	8/18/2026 - meeting with Western Shasta	68350 · Mileage	-104.12
TOTAL						-104.12
	09/03/2026	**6118**	**U.S. Bank Equipment Finance**	**589696491**	**Columbia 4525 - Checking**	
	08/27/2026	589696491	Administration - Glenn County RCD	copier rental 8/20-9/20/2026	65030 · Color Copier - Contract	-128.10
			Administration - Glenn County RCD	B/W copies 7/20-8/20/2026	65031 · B/W Copies	-40.65
			Administration - Glenn County RCD	CLR copies 7/20-8/20/2026	65032 · CLR Copies	-128.86

Date	Num	Name	Memo	Account	Paid Amount
TOTAL					-297.61
09/04/2026	DD1344	Gregory S Conant	Direct Deposit	Columbia 4525 - Checking	
			Direct Deposit	66400 · Payroll	-3,549.92
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	66900 · CalPERS Retirement Contribution	-311.99
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	24000 · Payroll Liabilities	466.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	66500 · Payroll Taxes - Federal	-60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	169.92
			Direct Deposit	24000 · Payroll Liabilities	50.38
			Direct Deposit	2110 · Direct Deposit Liabilities	2,581.33
TOTAL					0.00
09/04/2026	DD1345	Kandi E. Manhart	Direct Deposit	Columbia 4525 - Checking	
			Direct Deposit	66400 · Payroll	-3,102.29
			Direct Deposit	66400 · Payroll	-2,089.97
			Direct Deposit	66400 · Payroll	-163.28
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	684.66
			Direct Deposit	66900 · CalPERS Retirement Contribution	-456.44
			Direct Deposit	24000 · Payroll Liabilities	456.44
			Direct Deposit	24000 · Payroll Liabilities	731.00

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66500 · Payroll Taxes - Federal	-380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	24000 · Payroll Liabilities	380.49
			Direct Deposit	66500 · Payroll Taxes - Federal	-88.98
			Direct Deposit	24000 · Payroll Liabilities	88.98
			Direct Deposit	24000 · Payroll Liabilities	88.98
			Direct Deposit	24000 · Payroll Liabilities	316.52
			Direct Deposit	24000 · Payroll Liabilities	73.85
			Direct Deposit	2110 · Direct Deposit Liabilities	3,430.04
TOTAL					0.00
09/04/2026	**DD1346**	**Kellie D Burt**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,348.98
			Direct Deposit	66400 · Payroll	-210.22
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	103.37
			Direct Deposit	24000 · Payroll Liabilities	103.37
			Direct Deposit	66900 · CalPERS Retirement Contribution	-206.74
			Direct Deposit	24000 · Payroll Liabilities	206.74
			Direct Deposit	24000 · Payroll Liabilities	9.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-171.49
			Direct Deposit	24000 · Payroll Liabilities	171.49
			Direct Deposit	24000 · Payroll Liabilities	171.49
			Direct Deposit	66500 · Payroll Taxes - Federal	-40.10
			Direct Deposit	24000 · Payroll Liabilities	40.10
			Direct Deposit	24000 · Payroll Liabilities	40.10
			Direct Deposit	24000 · Payroll Liabilities	51.19
			Direct Deposit	24000 · Payroll Liabilities	33.27
			Direct Deposit	2110 · Direct Deposit Liabilities	2,072.41
TOTAL					0.00
09/04/2026	**DD1347**	**Ritta M Martin**	**Direct Deposit**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66400 · Payroll	-4,077.04
			Direct Deposit	66400 · Payroll	-149.16
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	366.10
			Direct Deposit	66900 · CalPERS Retirement Contribution	-366.10
			Direct Deposit	24000 · Payroll Liabilities	366.10
			Direct Deposit	24000 · Payroll Liabilities	198.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-304.88
			Direct Deposit	24000 · Payroll Liabilities	304.88
			Direct Deposit	24000 · Payroll Liabilities	304.88
			Direct Deposit	66500 · Payroll Taxes - Federal	-71.30
			Direct Deposit	24000 · Payroll Liabilities	71.30
			Direct Deposit	24000 · Payroll Liabilities	71.30
			Direct Deposit	24000 · Payroll Liabilities	249.99
			Direct Deposit	24000 · Payroll Liabilities	59.17
			Direct Deposit	2110 · Direct Deposit Liabilities	3,326.76
TOTAL					0.00
09/04/2026	**DD1348**	**Samantha Loprieato**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,432.00
			Direct Deposit	66400 · Payroll	-243.20
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	66900 · CalPERS Retirement Contribution	-151.26
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	24000 · Payroll Liabilities	259.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66500 · Payroll Taxes - Federal	-45.70
			Direct Deposit	24000 · Payroll Liabilities	45.70
			Direct Deposit	24000 · Payroll Liabilities	45.70
			Direct Deposit	24000 · Payroll Liabilities	109.89
			Direct Deposit	24000 · Payroll Liabilities	39.00
			Direct Deposit	2110 · Direct Deposit Liabilities	2,224.96
TOTAL					0.00
09/04/2026	**DD1349**	**Samuel G Perkins**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-2,861.04
			Direct Deposit	66400 · Payroll	-366.80
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66900 · CalPERS Retirement Contribution	-284.23
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	351.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	55.64
			Direct Deposit	24000 · Payroll Liabilities	139.82
			Direct Deposit	24000 · Payroll Liabilities	46.19
			Direct Deposit	2110 · Direct Deposit Liabilities	2,463.06
TOTAL					0.00
09/04/2026	**DD1350**	**Shane Rakestraw**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-3,123.12
			Direct Deposit	66400 · Payroll	-73.92

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66400 · Payroll	-55.44
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	66900 · CalPERS Retirement Contribution	-216.15
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	24000 · Payroll Liabilities	222.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-235.21
			Direct Deposit	24000 · Payroll Liabilities	235.21
			Direct Deposit	24000 · Payroll Liabilities	235.21
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	55.01
			Direct Deposit	24000 · Payroll Liabilities	156.31
			Direct Deposit	24000 · Payroll Liabilities	46.51
			Direct Deposit	2110 · Direct Deposit Liabilities	2,671.29
TOTAL					0.00
09/04/2026	**E-pay**	**EDD**	**499-0760-3 QB Tracking # -1173008474 QB Tracking # -1173008474 QB Tracking # -1173008474 QB Trac...**	**Columbia 4525 - Checking**	
			499-0760-3 QB Tracking # -1173008474 QB Tracking # -1173008474 QB Tracking # -1173008474 QB Trac...	24000 · Payroll Liabilities	-1,193.64
			499-0760-3 QB Tracking # -1173008474 QB Tracking # -1173008474 QB Tracking # -1173008474 QB Trac...	24000 · Payroll Liabilities	-348.37
TOTAL					-1,542.01
09/04/2026	**E-pay**	**United States Treasury**	**68-0457187 QB Tracking # -1172975474 QB Tracking # -1172975474 QB Tracking # -1172975474**	**Columbia 4525 - Checking**	

Date	Num	Name	Memo	Account	Paid Amount
			68-0457187 QB Tracking # -1172975474 QB Tracking # -1172975474 QB Tracking # -1172975474	24000 · Payroll Liabilities	-2,236.00
			68-0457187 QB Tracking # -1172975474 QB Tracking # -1172975474 QB Tracking # -1172975474	24000 · Payroll Liabilities	-1,784.95
			68-0457187 QB Tracking # -1172975474 QB Tracking # -1172975474 QB Tracking # -1172975474	24000 · Payroll Liabilities	-1,784.95
			68-0457187 QB Tracking # -1172975474 QB Tracking # -1172975474 QB Tracking # -1172975474	24000 · Payroll Liabilities	-417.44
			68-0457187 QB Tracking # -1172975474 QB Tracking # -1172975474 QB Tracking # -1172975474	24000 · Payroll Liabilities	-417.44
TOTAL					-6,640.78
09/04/2026		**Cal PERS**		**Columbia 4525 - Checking**	
				24000 · Payroll Liabilities	-1,751.66
				24000 · Payroll Liabilities	-1,992.91
				24000 · Payroll Liabilities	-469.47
TOTAL					-4,214.04
09/14/2026	**6119**	**Shasta Valley RCD**	**RFFC Invoice #53 - July 2026**	**Columbia 4525 - Checking**	
07/31/2026	#53 - July 2026	RFFC Coalition - Glenn Co RCD	RFFC Invoice #53 - July 2026	67400 · RFFC - Pass-Thru Funding	-44,180.33
TOTAL					-44,180.33
09/14/2026	**6120**	**Western Shasta RCD**	**RFFC Invoice #58 - July 2026**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

	Date	Num	Name	Memo	Account	Paid Amount
	07/31/2026	#58 - July 2026	RFFC Coalition - Glenn Co RCD	RFFC Invoice #58 - July 2026	67400 · RFFC - Pass-Thru Funding	-22,600.84
TOTAL						-22,600.84
	09/14/2026	**6121**	**Elan Financial Services**	**Acct: XXXX 3293**	**Columbia 4525 - Checking**	
	09/14/2026		Administration - Glenn County RCD	Acct: XXXX 3293	UMPQUA Visa - KANDI	-5,460.64
TOTAL						-5,460.64
	09/14/2026	**6122**	**Kandi Manhart**	**CSDA conference 8/24-8/27 - per diem**	**Columbia 4525 - Checking**	
	08/31/2026	CSDA per diem	Administration - Glenn County RCD	CSDA conference 8/24-8/27 - per diem	68340 · Meals / Per Diem	-128.00
TOTAL						-128.00
	09/14/2026	**6123**	**Ritta Martin**	**CSDA conference 8/24-8/27 - per diem**	**Columbia 4525 - Checking**	
	08/31/2026	CSDA per diem	Administration - Glenn County RCD	CSDA conference 8/24-8/27 - per diem	68340 · Meals / Per Diem	-128.00
TOTAL						-128.00
	09/14/2026	**6124**	**Best Best & Krieger LLP**	**August 2026 legal services rendered**	**Columbia 4525 - Checking**	
	09/04/2026	1072332	Glenn County Department of Agriculture:Upper Stony Creek Arundo	August 2026 legal services rendered	65140 · Legal Counsel	-401.80
			CAL FIRE:8GA23986_Small Forest Landowners	August 2026 legal services rendered	65140 · Legal Counsel	-322.00
TOTAL						-723.80
	09/14/2026	**6125**	**Elan Financial Services**	**Acct: # 6550**	**Columbia 4525 - Checking**	
	09/14/2026		Administration - Glenn County RCD	Acct: # 6550	UMPQUA Visa - GREG	-96.99

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

	Date	Num	Name	Memo	Account	Paid Amount
TOTAL						-96.99
	09/14/2026	**6126**	**Gandy Staley Oil Co.**	**August 2026 cardlock fuel**	**Columbia 4525 - Checking**	
	08/31/2026	August 2026	Administration - Glenn County RCD	August 2026 cardlock fuel	62851 · Fuel	-463.79
TOTAL						-463.79
	09/14/2026	**6127**	**Kandi Manhart**	**CSDA conference (8/24-8/27) travel**	**Columbia 4525 - Checking**	
	08/31/2026	CSDA travel	RFFC Coalition - Glenn Co RCD	8/24, 8/27 mileage to/from SMF airport	68350 · Mileage	-115.52
			RFFC Coalition - Glenn Co RCD	airport parking - 4 days @ $21/day	68355 · Parking / Other Transportation	-84.00
			RFFC Coalition - Glenn Co RCD	transportation to/from PSP airport to conference hotel	68355 · Parking / Other Transportation	-86.57
TOTAL						-286.09
	09/14/2026	**6128**	**Land IQ, LLC**	**GW Recharge Tool - August 2026 invoice #8183**	**Columbia 4525 - Checking**	
	08/31/2026	8183	Natural Resources Conservation Service:GW Recharge Pilot Program	GW Recharge Tool - August 2026 invoice #8183	62171 · NRCS GW Recharge - Land IQ	-8,403.87
TOTAL						-8,403.87
	09/14/2026	**6129**	**Resilience Permaculture Design, LLC**	**RCPP Planning #11 (August 2026)**	**Columbia 4525 - Checking**	
	08/31/2026	#20 - August	CSU Chico, CRARS:RCPP	RCPP Planning #11 (August 2026)	62169 · Conservation Planning Services	-11,700.00
TOTAL						-11,700.00
	09/14/2026	**6130**	**Sierra Timber Services**	**8GA23986 - August 2026**	**Columbia 4525 - Checking**	
	08/31/2026	2026-444	CAL FIRE:8GA23986_Small Forest Landowners	8GA23986 - August 2026	62170 · Registered Prof. Forester	-1,272.37

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

	Date	Num	Name	Memo	Account	Paid Amount
TOTAL						-1,272.37
	09/14/2026	**6131**	**Creative Composition, Inc.**	**SWEEP brochures x550 (invoice #40212)**	**Columbia 4525 - Checking**	
	09/08/2026	40212 - SWEEP	California Dept of Food & Agriculture:SWEEP BLOCK Grant 23-26	SWEEP brochures x550 (invoice #40212)	65040 · Supplies	-638.37
TOTAL						-638.37
	09/14/2026	**6132**	**Dudek**	**RPP Consultant 7/25/2026 - 8/21/2026**	**Columbia 4525 - Checking**	
	09/09/2026	202608690	RFFC Coalition - Glenn Co RCD	RPP Consultant 7/25/2026 - 8/21/2026	62173 · RFFC - RPP Consultant	-2,315.00
TOTAL						-2,315.00
	09/14/2026	**6133**	**Stratti Inc.**	**September 2026 IT services**	**Columbia 4525 - Checking**	
	09/01/2026	3404	Administration - Glenn County RCD	September 2026 IT services	65004 · Technical/Computer Services	-1,690.49
TOTAL						-1,690.49
	09/17/2026		**QuickBooks Payroll Service**	**Created by Payroll Service on 09/15/2026**	**Columbia 4525 - Checking**	
			QuickBooks Payroll Service	Created by Payroll Service on 09/15/2026	2110 · Direct Deposit Liabilities	-18,472.66
TOTAL						-18,472.66
	09/18/2026	**DD1351**	**Gregory S Conant**	**Direct Deposit**	**Columbia 4525 - Checking**	
				Direct Deposit	66400 · Payroll	-322.72
				Direct Deposit	66400 · Payroll	-3,227.20
				Direct Deposit	66430 · Cell Phone Stipend	-25.00
				Direct Deposit	66400 · Payroll	-325.00
				Direct Deposit	24000 · Payroll Liabilities	311.99

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66900 · CalPERS Retirement Contribution	-311.99
			Direct Deposit	24000 · Payroll Liabilities	311.99
			Direct Deposit	24000 · Payroll Liabilities	466.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	24000 · Payroll Liabilities	259.59
			Direct Deposit	66500 · Payroll Taxes - Federal	-60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	60.71
			Direct Deposit	24000 · Payroll Liabilities	169.92
			Direct Deposit	24000 · Payroll Liabilities	50.37
			Direct Deposit	2110 · Direct Deposit Liabilities	2,581.34
TOTAL					0.00
09/18/2026	**DD1352**	**Kandi E. Manhart**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-4,904.55
			Direct Deposit	66400 · Payroll	-450.99
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	684.66
			Direct Deposit	66900 · CalPERS Retirement Contribution	-456.44
			Direct Deposit	24000 · Payroll Liabilities	456.44
			Direct Deposit	24000 · Payroll Liabilities	731.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-380.50
			Direct Deposit	24000 · Payroll Liabilities	380.50
			Direct Deposit	24000 · Payroll Liabilities	380.50
			Direct Deposit	66500 · Payroll Taxes - Federal	-88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	88.99
			Direct Deposit	24000 · Payroll Liabilities	316.52
			Direct Deposit	24000 · Payroll Liabilities	73.85
			Direct Deposit	2110 · Direct Deposit Liabilities	3,430.02

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
TOTAL					0.00
09/18/2026	DD1353	Kellie D Burt	Direct Deposit	Columbia 4525 - Checking	
			Direct Deposit	66400 · Payroll	-2,147.90
			Direct Deposit	66400 · Payroll	-214.49
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	95.50
			Direct Deposit	24000 · Payroll Liabilities	95.50
			Direct Deposit	66900 · CalPERS Retirement Contribution	-190.99
			Direct Deposit	24000 · Payroll Liabilities	190.99
			Direct Deposit	66500 · Payroll Taxes - Federal	-158.31
			Direct Deposit	24000 · Payroll Liabilities	158.31
			Direct Deposit	24000 · Payroll Liabilities	158.31
			Direct Deposit	66500 · Payroll Taxes - Federal	-37.03
			Direct Deposit	24000 · Payroll Liabilities	37.03
			Direct Deposit	24000 · Payroll Liabilities	37.03
			Direct Deposit	24000 · Payroll Liabilities	38.72
			Direct Deposit	24000 · Payroll Liabilities	30.71
			Direct Deposit	2110 · Direct Deposit Liabilities	1,931.62
TOTAL					0.00
09/18/2026	DD1354	Ritta M Martin	Direct Deposit	Columbia 4525 - Checking	
			Direct Deposit	66400 · Payroll	-397.76
			Direct Deposit	66400 · Payroll	-3,517.69
			Direct Deposit	66400 · Payroll	-49.72
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	345.21
			Direct Deposit	66900 · CalPERS Retirement Contribution	-345.21
			Direct Deposit	24000 · Payroll Liabilities	345.21
			Direct Deposit	24000 · Payroll Liabilities	166.00

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66500 · Payroll Taxes - Federal	-287.39
			Direct Deposit	24000 · Payroll Liabilities	287.39
			Direct Deposit	24000 · Payroll Liabilities	287.39
			Direct Deposit	66500 · Payroll Taxes - Federal	-67.21
			Direct Deposit	24000 · Payroll Liabilities	67.21
			Direct Deposit	24000 · Payroll Liabilities	67.21
			Direct Deposit	24000 · Payroll Liabilities	223.28
			Direct Deposit	24000 · Payroll Liabilities	55.77
			Direct Deposit	2110 · Direct Deposit Liabilities	3,170.31
TOTAL					0.00
09/18/2026	**DD1355**	**Samantha Loprieato**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-243.20
			Direct Deposit	66400 · Payroll	-2,432.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	66900 · CalPERS Retirement Contribution	-151.26
			Direct Deposit	24000 · Payroll Liabilities	151.26
			Direct Deposit	24000 · Payroll Liabilities	259.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	24000 · Payroll Liabilities	195.39
			Direct Deposit	66500 · Payroll Taxes - Federal	-45.69
			Direct Deposit	24000 · Payroll Liabilities	45.69
			Direct Deposit	24000 · Payroll Liabilities	45.69
			Direct Deposit	24000 · Payroll Liabilities	109.89
			Direct Deposit	24000 · Payroll Liabilities	39.00
			Direct Deposit	2110 · Direct Deposit Liabilities	2,224.97
TOTAL					0.00
09/18/2026	**DD1356**	**Samuel G Perkins**	**Direct Deposit**	**Columbia 4525 - Checking**	

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	66400 · Payroll	-293.44
			Direct Deposit	66400 · Payroll	-2,714.32
			Direct Deposit	66400 · Payroll	-220.08
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66900 · CalPERS Retirement Contribution	-284.23
			Direct Deposit	24000 · Payroll Liabilities	284.23
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	24000 · Payroll Liabilities	351.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	24000 · Payroll Liabilities	237.90
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.63
			Direct Deposit	24000 · Payroll Liabilities	55.63
			Direct Deposit	24000 · Payroll Liabilities	55.63
			Direct Deposit	24000 · Payroll Liabilities	139.82
			Direct Deposit	24000 · Payroll Liabilities	46.18
			Direct Deposit	2110 · Direct Deposit Liabilities	2,463.08
TOTAL					0.00
09/18/2026	**DD1357**	**Shane Rakestraw**	**Direct Deposit**	**Columbia 4525 - Checking**	
			Direct Deposit	66400 · Payroll	-295.68
			Direct Deposit	66400 · Payroll	-2,956.80
			Direct Deposit	66430 · Cell Phone Stipend	-25.00
			Direct Deposit	66400 · Payroll	-325.00
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	66900 · CalPERS Retirement Contribution	-216.15
			Direct Deposit	24000 · Payroll Liabilities	216.15
			Direct Deposit	24000 · Payroll Liabilities	222.00
			Direct Deposit	66500 · Payroll Taxes - Federal	-235.20
			Direct Deposit	24000 · Payroll Liabilities	235.20

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Direct Deposit	24000 · Payroll Liabilities	235.20
			Direct Deposit	66500 · Payroll Taxes - Federal	-55.00
			Direct Deposit	24000 · Payroll Liabilities	55.00
			Direct Deposit	24000 · Payroll Liabilities	55.00
			Direct Deposit	24000 · Payroll Liabilities	156.31
			Direct Deposit	24000 · Payroll Liabilities	46.50
			Direct Deposit	2110 · Direct Deposit Liabilities	2,671.32
TOTAL					0.00
09/18/2026	**E-pay**	**EDD**	**499-0760-3 QB Tracking # -232311474 QB Tracking # -232311474**	**Columbia 4525 - Checking**	
			499-0760-3 QB Tracking # -232311474 QB Tracking # -232311474	24000 · Payroll Liabilities	-1,154.46
			499-0760-3 QB Tracking # -232311474 QB Tracking # -232311474	24000 · Payroll Liabilities	-342.38
TOTAL					-1,496.84
09/18/2026	**E-pay**	**United States Treasury**	**68-0457187 QB Tracking # -232267474**	**Columbia 4525 - Checking**	
			68-0457187 QB Tracking # -232267474	24000 · Payroll Liabilities	-2,195.00
			68-0457187 QB Tracking # -232267474	24000 · Payroll Liabilities	-1,754.28
			68-0457187 QB Tracking # -232267474	24000 · Payroll Liabilities	-1,754.28
			68-0457187 QB Tracking # -232267474	24000 · Payroll Liabilities	-410.26
			68-0457187 QB Tracking # -232267474	24000 · Payroll Liabilities	-410.26
TOTAL					-6,524.08
09/18/2026	**E-pay**	**Cal PERS**	**Pay period 9/1/2026 - 9/15/2026**	**Columbia 4525 - Checking**	
			Pay period 9/1/2026 - 9/15/2026	24000 · Payroll Liabilities	-1,743.79

Glenn County Resource Conservation District
Check Detail_Memo added
August 18 through September 21, 2026

Date	Num	Name	Memo	Account	Paid Amount
			Pay period 9/1/2026 - 9/15/2026	24000 · Payroll Liabilities	-1,956.27
			Pay period 9/1/2026 - 9/15/2026	24000 · Payroll Liabilities	-440.71
TOTAL					-4,140.77

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO: Directors & Associate Directors

FROM: Kandi Manhart-Belding

DATE: September 17, 2026

Agenda Item #: VIII.C.
Meeting Date: September 21, 2026

☒ **Action Item**
☐ **No Action Requested**

TITLE OF TOPIC

SUBJECT: **FINANCIAL/BUDGET REPORT**
ACTION C. *Discussion and possible action to accept FY July 1, 2025 to June 30, 2026 Audit by Smith & Newell, CPA

BACKGROUND:
It is a requirement of the RCD to have an annual audit due to employing staff. The Financial/Budget Committee, an Ad Hoc Committee, met September 9, 2026 to review the draft audit.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to accept FY July 1, 2025 to June 30, 2026 Audit by Smith & Newell, CPA.

ATTACHMENTS:
YES
FY 2025-2026 Audit – *PENDING Receipt from Auditor*

NOTES:

A copy of the audit will be submitted to the County of Glenn's Department of Finance and State Controller's office, as required.

Moved: ______	**2nd:** ______		
Abstention: ______	**Objection:** ______		
Re-cused: ______	**Approved:**	**O YES**	**O NO**

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO:	Directors & Associate Directors	**Agenda Item #:**	IX.A.1.
		Meeting Date:	September 21, 2026
FROM:	Kandi Manhart-Belding		
		☒ **Action Items**	
DATE:	September 16, 2026	☐ **No Action Requested**	

TITLE OF TOPIC

SUBJECT: **RCD PROJECTS & PROGRAMS UPDATE**
ACTION A. Conservation Planning
1. *Discussion and possible action to approve Contract for Services with Upper Salinas-Las Tablas RCD for Advancing Markets for Producers, $188,212 From signator through March 31, 2030

BACKGROUND:
Subaward Agreement
Advancing Markets for Producers (AMP)
Between the National Association of Conservation Districts (NACD) and Upper Salinas-Las Tablas RCD (USLTRCD)

Glenn County Resource Conservation District will implement **Sustainable Land Initiative** (SLI) methodology in their district, work directly with producers to provide technical assistance, and support disbursement of farmer incentives. They will develop Resource Conservation Plans, assist with conservation practices and implementation, and conduct Monitoring Measurement Reporting Verification (MMRV) activities to ensure the project is successful. They will track and monitor the delivery of conservation practices and farmer incentives and provide monthly invoices to USLTRCD.

Overall Project Summary
The Sustainable Land Initiative (SLI) transforms how RCDs serve agricultural producers by dramatically accelerating project throughput. During an initial pilot project, USLTRCD successfully demonstrated that typical intake-to-implementation timelines can be reduced from 2-3 years to 3-6 months. In the last 2 years, SLI has allowed USLT and collaborators to develop plans for hundreds of shovel-ready projects across an inventory of over 70 farms.

SLI consists of two mutually synergistic components:
(1) **A system for dramatically increasing RCD throughput.**
(2) **A system for removing barriers to implementation.**

Moved:________________	**2nd:**________________
Abstention:________________	**Objection:**________________
Re-cused:________________	**Approved:** O YES O NO

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve Contract for Services with Upper Salinas-Las Tablas RCD for Advancing Markets for Producers, $188,212 from signator through March 31, 2030.

ATTACHMENTS:
YES
Agreement

NOTES:

Moved:____________________ **2nd:**____________________

Abstention:____________________ **Objection:**____________________

Re-cused:____________________ **Approved:** **O YES** **O NO**

CONTRACT FOR SERVICES
UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

This Contract for Services (hereafter "Contract") is entered into by and between the Upper Salinas – Las Tablas Resource Conservation District (hereafter "US-LT RCD" or "District"), a public entity in the State of California, and Glenn County Resource Conservation District (hereafter, "Contractor").

WITNESSETH

WHEREAS, District was formed pursuant to the Public Resources Code, section 9151 et seq. for the control of runoff, the prevention or control of soil erosion, the development and distribution of water, and the improvement of land capabilities; and

WHEREAS, District entered into a Grant Agreement with the National Association of Conservation Districts (hereafter, "NACD Agreement") attached hereto as Exhibit E and incorporated herein by this reference whereby District must provide direct financial incentives to producers to expand their markets and provide other benefits (hereafter, "Project"); and

WHEREAS, District has a need for specialized and technical services in order to meet its obligations under the NACD Agreement; and

WHEREAS, Contractor is specially trained, experienced, expert and competent to perform such specialized and technical services; and

WHEREAS, pursuant to Public Resources Code, section 9404, the District has the statutory power to enter into contracts for special services to further the work of the District.

NOW, **THEREFORE**, in consideration of the covenants, conditions, agreements, and stipulations set forth herein, the parties agree as follows:

1. **Scope of Services**. District hereby engages Contractor to perform, and Contractor hereby agrees to perform for District, the services set forth on Exhibit A, attached hereto and incorporated herein by reference, all pursuant to the terms and conditions hereinafter set forth.
2. **Compensation**. Contractor shall be compensated by District for performing said services in accordance with Exhibit B, attached hereto and incorporated herein by reference.
3. **Effective Date and Duration**. The effective date and duration of this Contract shall be as specified in Exhibit C, attached hereto and incorporated herein by reference.
4. **General Conditions**. Contractor shall comply with all provisions of the General Conditions set forth in Exhibit D, attached hereto and incorporated herein by reference.
5. **Special Conditions**. Contractor shall comply with all the provisions of the NACD Agreement, attached hereto as Exhibit E, and the U.S. Department of Agriculture

General Terms and Conditions for the Mutual Interest Agreements, which is attached hereto and incorporated herein as Exhibit F, ("USDA Agreement"). In the event of a conflict between the provisions of the General Conditions and the NACD conditions and/or the USDA Agreement, the USDA Agreement shall be controlling over both the NACD Agreement and the General Conditions, and the NACD Agreement shall be controlling over the General Conditions.

IN WITNESS WHEREOF, District and Contractor have executed this Contract on the day and year set forth below.

CONTRACTOR
Glenn County Resource Conservation District

By: ________________________________ Date: ________________________
Its: ________________________________

Tax ID# Held in Confidential File

UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

By: ________________________________ Date: ________________________
Drew Loganbill, Executive Director

EXHIBIT A
CONTRACT FOR SERVICES
UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

SCOPE OF SERVICES

1. **Contractor Shall:**

Perform the following tasks:

Glenn County Resource Conservation District will implement SLI methodology in their district, work directly with producers to provide technical assistance, and support disbursement of farmer incentives. They will develop Resource Conservation Plans, assist with conservation practices and implementation, and conduct MMRV activities to ensure the project is successful. They will track and monitor the delivery of conservation practices and farmer incentives and provide monthly invoices to USLTRCD.

2. **District Shall:**

Meet with Contractor as needed to discuss adjustments to the Scope of Services that the District deems appropriate.

EXHIBIT B
CONTRACT FOR SERVICES
UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

COMPENSATION

1. **Compensation:**
   a. Prior to commencement of services, Contractor shall provide a valid, current taxpayer ID number to the District.
   b. District shall pay Contractor for all work satisfactorily performed pursuant to this Contract a sum not to exceed one hundred eighty-eight thousand two hundred twelve dollars ($188,212) and in accordance with the following.

      - Contractor shall submit monthly invoices to coincide with USLTRCD monthly billing schedule to District reimbursement for work relating to scope of work in the amount not to exceed one hundred eighty-eight thousand two hundred twelve dollars ($188,212).

      - All invoices shall detail the number of hours worked during the previous month, a brief description of the work performed, the total amount invoiced for the current billing period and the total amount invoiced as of the date of the invoice. All invoices must also include all supporting or back-up documentation for all charges on the invoice including receipts for all materials and supplies.

      - Contractor shall be paid by District for all work satisfactorily performed within thirty (30) calendar days of receipt of reimbursement from the National Association of Conservation Districts.

      - The District retains the right to withhold payment of invoices until work as per tasks under Scope of Services (Exhibit A) has been satisfactorily completed.

EXHIBIT C
CONTRACT FOR SERVICES
UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

DURATION AND EFFECTIVE DATE

1. Effective Date.

This Contract shall be effective as of the date this Contract is signed by the District (hereafter "Effective Date"), and that signator shall be the last to sign.

2. Duration Date.

This contract shall remain in effect for 42 months, commencing on the Effective Date.

EXHIBIT D
CONTRACT FOR SERVICES
UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

GENERAL CONDITIONS

1. **Independent Contractor.**

Contractor shall be deemed to be an independent contractor of the District. Nothing in this Contract shall be construed as creating an employer-employee relationship, partnership or a joint venture relationship. Nothing in this contract authorizes or permits the District to exercise discretion or control over the professional manner in which Contractor provides services. Contractor's services shall be provided in a manner consistent with all applicable standards and regulations governing such services.

Should a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Contract shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). District shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for District, upon notification of such fact by District, Contractor shall promptly remit such amount due or arrange with District to have the amount withheld from future payments to Contractor under this Contract (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability). A determination of employment status pursuant to this paragraph shall be solely for the purposes of the particular tax in question, and for all other purposes of this Contract, Contractor shall not be considered an employee of District. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Contractor is an employee for any other purpose, then Contractor agrees to a reduction in District's financial liability so that District's total expenses under this Contract are not greater than they would have been had the court, arbitrator, or administrative authority determined that Contractor was not an employee.

2. **No Eligibility for Fringe Benefits.**

Contractor understands and agrees that Contractor and its personnel are not, and will not be, eligible for membership in or any benefits from any District group plan for hospital, surgical, or medical insurance, or for membership in any District retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a District employee.

3. Warranty of Contractor for Provision of Services.

Contractor shall obtain and shall keep in full force and effect during the term of this Contract all permits, registrations and licenses necessary to accomplish the work specified in the Contract. Contractor warrants that it, and each of the personnel employed or otherwise retained by Contractor, will at all times, to the extent required by law, be properly certified and licensed under the local, state and federal laws and regulations applicable to the provision of services herein.

4. Warranty of Contractor re Compliance with all Laws.

Contractor shall keep informed of, observe, comply with, and cause all of its agents and personnel to observe and comply with all Federal, State, and local laws and rules and regulations made pursuant to such laws, which in any way affect the conduct of work under this Contract. If any conflict arises between provisions of the scope of work or specifications in this Contract and any law, then the Contractor shall immediately notify the District in writing.

5. Power and Authority of Contractor.

If the Contractor is a corporation, Contractor represents and warrants that it is and will remain, throughout the term of this Contract, either a duly organized, validly existing California corporation in good standing under the laws of the State of California or a duly organized, validly existing foreign corporation in good standing in the state of incorporation and authorized to transact business in the State of California.

6. Termination for Cause.

If the District determines that there has been a material breach of this Contract by Contractor that poses a threat to health and safety, the District may immediately terminate the Contract. In addition, if any of the following occur, District shall have the right to terminate this Contract effective immediately upon giving written notice to the Contractor:

a. Contractor fails to perform its duties to the satisfaction of the District; or

b. Contractor fails to fulfill in a timely and professional manner its obligations under this Contract; or

c. Contractor fails to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the District; or

d. Any requisite licenses or certifications held by Contractor are terminated, suspended, reduced, or restricted; or

e. Contractor has not, to the satisfaction of the District, documented or has not sufficiently documented services provided by Contractor, which includes without limitation, failure to meet industry standards or failure to satisfy any special requirements needed by third party payors or federal or state funding agencies; or

f. Contractor has failed or refused to furnish information or cooperate with any inspection, review or audit of Contractor's program or District's use of Contractor's program. This includes interviews or reviews of records in any form of information storage.

All obligations to provide services shall automatically terminate on the effective date of termination.

For all other material breaches of this Contract, District must give Contractor written notice setting forth the nature of the breach. If Contractor fails to remedy said breach within ten (10) days from the date of the written notice, District may terminate the Contract. Contractor shall thereafter have no further rights, powers, or privileges against District under or arising out of this Contract.

In the event a breach does not result in termination, but does result in costs being incurred by District, said costs shall be charged to and paid by Contractor, which costs may include, but are not limited to, costs incurred by District in investigating and communicating with Contractor regarding said breach, including staff time.

7. Termination for Convenience.

Either party may terminate this Contract at any time by giving the other party at least 30 calendar days' written notice of termination for convenience ("Notice of Termination for Convenience"). Termination for convenience shall be effective at 11:59 p.m., Pacific Standard Time (or Pacific Daylight Time), on the intended date for termination (the "Termination Date"). The terminating party shall deliver to the other party a notice specifying the date upon which such termination will become effective, which shall be at least 30 calendar days after the date of the notice.

Termination for convenience shall have no effect upon the rights and obligations of the parties arising out of any services, which were provided prior to the effective date of such termination. Contractor shall be paid for all work satisfactorily completed prior to the effective date of termination. After receiving a Notice of Termination for Convenience, Contractor shall, unless directed by District, place no further subcontracts for services or materials, terminate all subcontracts to the extent they relate to the work terminated, and settle all outstanding liabilities arising from the termination of subcontracts.

8. Non-Assignment of Contract.

Inasmuch as this Contract is intended to secure the specialized services of the Contractor, Contractor shall not delegate, assign, or otherwise transfer in whole or in part its rights or obligations under this contract without the prior written consent of District. Any such assignment, transfer, or delegation without the District's prior written consent shall be null and void.

9. Entire Agreement and Modifications.

This Contract supersedes all previous contracts between the parties hereto on the same subject matter and constitutes the entire understanding of the parties hereto on the subject matter of this Contract. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

10. Governing Law and Venue.

This Contract shall be governed by, and construed in accordance with, the laws of the State of California, without regard to its conflict of law's provisions. All of the parties' rights and obligations created hereunder shall be performed in the County of San Luis Obispo, State of California and such County shall be the venue for any action or proceeding that may be brought, or arise out of, this Contract.

11. Waiver.

No delay or failure on the part of any party hereto in exercising any right, power or privilege under this Contract shall impair any such right, power or privilege or be construed as a waiver of any default or any acquiescence therein. No single or partial exercise of any such right, power or privilege shall preclude the further exercise of such right, power or privilege or the exercise of any other right, power or privilege. No waiver shall be valid unless made in writing and signed by the party against whom enforcement of such waiver is sought and then only to the extent expressly specified therein.

12. Severability.

The Contractor agrees that if any provision of this Contract is found to be invalid, illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Upon determination that any term or provision is invalid, illegal or unenforceable, the parties shall negotiate in good faith to modify this contract so as to affect the original intent of the parties as closely as possible.

13. Nondiscrimination.

Contractor agrees that it will abide by all Federal and State labor and employment laws and regulations pertaining to unlawful discrimination prohibiting discrimination against any employee or applicant for employment because of race, color, religion, sexual orientation, disability or national origin, and those conditions contained in Presidential Executive Order number 11246.

14. Notices.

All notices given or made pursuant hereto shall be in writing and shall be deemed to have been duly given if delivered personally, mailed by registered or certified mail (postage paid, return receipt requested) or sent by a nationally recognized overnight courier (providing proof of delivery) to the parties at the following addresses or sent by electronic transmission to the following facsimile numbers (or at such other address or facsimile number for a party as shall be specified by like notice):

DISTRICT:

Drew Loganbill
US-LT RCD Deputy Executive Director
5905 Capistrano Ave Suite F
Atascadero, California 93422
(805) 460-7272
Drew@us-ltrcd.org

CONTRACTOR:

Glenn County Resource Conservation District
132 North Enright Avenue, Suite C, Willows CA 95988
(530) 934-4601 x5
kandi@glenncountyrcd.org

Any such notice shall be deemed to have been received if: (a) in the case of personal delivery or facsimile transmission with confirmation retained, on the date of such delivery or transmission; (b) in the case of nationally recognized overnight courier, on the next business day after the date sent; (c) in the case of mailing, on the third business day following posting; or in the case of e-mail, a confirmation that the document was sent to the e-mail address listed above is retained.

15. Inspection Rights.

The Contractor shall allow the District to inspect or otherwise evaluate the quality, appropriateness, and timeliness of services performed under this Contract and to inspect evaluate and audit any and all books, records, and facilities maintained by Contractor and subcontractors, pertaining to such service at any time during normal business hours. Books and records include, without limitation, all physical records originated or prepared pursuant to the performance under this Contract including work papers, reports, financial records and books of account. Upon request, at any time during the period of this Contract, and for a period of five years thereafter, the Contractor shall furnish any such record, or copy thereof, to District.

16. Headings.

The headings contained in this Contract are for reference purposes only and shall not affect in any way the meaning or interpretation of this Contract.

17. Signatory authority.

Contractor warrants full power and authority to enter into and perform this Contract, and if acting in an agency capacity or representing a corporation, trust or other entity other than an individual, the person signing this Contract warrants that he/she has been properly authorized and empowered to enter into this Contract.

18. Indemnification.

The Contractor shall defend, indemnify and hold harmless the District, its officers, agents, and employees from all claims, demands, damages, costs, expenses, judgments, reasonable attorney fees, liabilities or other losses (hereafter, collectively “claims”) that may be asserted by any person or entity, and that arise out of, pertain to, or relate to the negligent, recklessness or willful misconduct of the Contractor. The parties agree that, in addition to the Contractor’s general and professional duties of care, the Contractor has a duty of care to act in accordance with the terms of this Contract. In addition to whatever other acts or omission of the Contractor that constitute negligence, recklessness or willful misconduct under applicable law, the parties acknowledge that any act or omission of the Contractor that causes any damages, and constitutes a breach of any duty under, or pursuant to, this Contract, shall at a minimum constitute negligence (and may also constitute recklessness or willful conduct if so warranted by the facts).

The preceding paragraph applies to any and all such claims, regardless of the nature of the claim or theory of recovery. For purpose of the paragraphs in this Section of the Contract, “Contractor” shall include the Contractor and/or its agents, employees, subcontractors or other independent contractors hired by, or working under, the Contractor.

It is the intent of the parties to provide the District the fullest indemnification, defense, and “hold harmless” rights allowed under the law. No provisions of this Contract shall be construed in a manner that would constitute a waiver or modification of Civil Code Section 2782.8. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this Contract and the remaining language shall be given full force and effect. Nothing contained in this Contract shall be construed to require the Contractor to indemnify the District against any responsibility or liability in contravention of Civil Code 2782.8.

19. Insurance.

Contractor, at its sole cost, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. All of the insurance companies providing insurance for Contractor shall have, and provide evidence of, an A.M. Best & Co. rating of A:VII or above, unless exception is granted by District in writing, and be authorized to do business in the State of California. Further, all policies shall be maintained for the full term of this Agreement and related warranty period if applicable.

a. <u>Scope and Limits of Required Insurance Policies</u>.

1) Commercial General Liability. Policy shall include coverage at least as broad as set forth in Insurance Services Office Commercial General Liability Coverage (CG 00 01) with policy limits of not less than one million dollars ($1,000,000.00) combined single limit per occurrence.

2) Business Automobile Policy. Policy shall include coverage at least as broad as set forth in the liability section of Insurance Services Office Business Auto Coverage (CA 00 01) with policy limits of not less than one million dollars ($1,000,000.00) combined single limit for each occurrence.

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Said insurance shall include coverage for owned, non-owned, and hired vehicles.

3) Workers Compensation. Policy shall include at least the following coverages and policy limits: (a) Workers' Compensation insurance as required by the laws of the State of California and (b) Employer's Liability Insurance Coverage B with coverage amount not less than one million dollars ($1,000,000.00) each accident / Bodily Injury; one million dollars ($1,000,000.00) policy limit each accident / Bodily Injury by disease; and one million dollars ($1,000,000) each employee each accident / Bodily Injury by disease.

4) Professional Liability. Policy shall cover damages, liabilities and costs incurred as a result of the Contractor's professional errors and omissions or malpractice. This policy shall include a coverage limit of at least 1 million dollars ($1,000,000) per claim, including the annual aggregate for all claims (such coverage shall apply during the performance of the services under this Contract and for two (2) years thereafter with respect to incidents which occur during the performance of this Contract. The Contractor shall notify the District if any annual aggregate is eroded by more than seventy-five percent (75%) in any given year.

b. Deductibles and Self-Insurance Retentions.

All deductibles and/or self-insured retentions which apply to the insurance policies required herein will be declared in writing and approved by the District prior to commencement of this contract.

c. Documentation.

Prior to commencement of work and annually thereafter for the term of this contract, Contractor will provide to the District properly executed certificates of insurance clearly evidencing the coverage, limits, and endorsements specified in this contract. Further, at the District's request, the Contractor shall provide copies of endorsements and certified copies of the insurance policies within thirty days of request.

d. Absence of Insurance Coverage.

District may direct Contractor to immediately cease all activities with respect to this contract if it determines that Contractor fails to carry, in full force and effect, all insurance policies with coverage levels at or above the limits specified in this contract. Any delays or expense caused due to stopping of work and change of insurance shall be considered Contractor's delay and expense.

20. Nonappropriation of Funds.

In the event that the term of this Contract extends into fiscal year subsequent to that in which it was approved, continuation of the Contract is contingent on the appropriation of funds by the District Board of Directors, or, if applicable, provision of State or Federal funding source. If District notifies Contractor in writing that the funds for this Contract have not been appropriated or provided, this Contract will terminate. In such an event, the District shall have no further liability to pay any funds to the Contractor or to furnish any other consideration under this Contract, and the Contractor shall not be obligated to perform any provisions of this Contract or to provide services intended to be funded pursuant to this Contract. If partial funds are appropriated or provided, the District shall have the option to either cancel this Contract with no liability to the District or offer a Contract amendment to the Contractor to reflect the reduced amount.

21. Force Majeure.

Neither the District nor the Contractor shall be deemed in default in the performance of the terms of this contract if either party is prevented from performing the terms of this Contract by causes beyond its control, including without limitation: acts of God; rulings or decisions by municipal, Federal, States or other governmental bodies; any laws or regulations of such municipal, Federal, States or other governmental bodies; or any catastrophe resulting from flood, fire, explosion, or other causes beyond the control of the defaulting party. Any party delayed by force majeure shall as soon as reasonably possible give the other party written notice of the delay. The party delayed shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other parties written notice thereof and shall resume performance under this Contract.

23.Fiscal Controls.

Contractor shall adhere to the accounting requirements, financial reporting, and internal control standards as described in the Auditor-Controller Contract Accounting and Administration Handbook, (Handbook) which contains the minimum required procedures and controls that must employed by Contractor's accounting and financial reporting system, and which is incorporated herein by reference. The handbook may be modified from time to time and contractor shall comply with modifications from and after the date modified. Contractor shall require subcontractors to adhere to the Handbook for any services funded through this contract, unless otherwise agreed upon in writing by District.

a. The Handbook is available at http://www.sloDistrict.ca.gov/AC/, under Policies and Procedures or at the Auditor-Controller's Office, 1055 Monterey Street Room D220, District Government Center, San Luis Obispo CA, 93408,

b. The Office of Management and Budget (OMB) circulars are available at http://www.whitehouse.gov/omb/circulars.

22. State Audit.

Pursuant to California Government Code section 8546.7, every District contract involving the expenditure of funds in excess of ten thousand dollars ($10,000) is subject to examination and audit of the State Auditor for a period of three years after final payment under the contract.

23. Nondisclosure.

All reports, information, documents, or any other materials prepared by Contractor under this Contract are the property of the District unless otherwise provided herein. Such reports, information, documents and other materials shall not be disclosed by Contractor without District's prior written consent. Any requests for information shall be forwarded to District along with all copies of the information requested. District shall make sole decision whether and how to release information according to law.

24. Conflict of Interest.

Contractor acknowledges that Contractor is aware of and understands the provisions of Sections 1090 et seq. and 87100 et seq. of the Government Code, which relate to conflict of interest of public officers and employees. Contractor certifies that Contractor is unaware of any financial or economic interest of any public officer or employee of the District relating to this Contract. Contractor agrees to comply with applicable requirements of Government Code Section 87100 et seq. during the term of this Contract.

25. Immigration Reform and Control Act.

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Contract are aware of and understand the Immigration Reform and Control Act ("IRCA") of 1986, Public Law 99-603. Contractor certifies that Contractor is and shall remain in compliance with ICRA and shall ensure that any subcontractors hired by Contractor to perform services under this Contract are in compliance with IRCA.

26. Third Party Beneficiaries.

It is expressly understood that the enforcement of the terms and conditions and all rights of action related to enforcement, shall be strictly reserved to District and Contractor. Nothing contained in this contract shall give or allow and claim or right of action whatsoever by any other third person.

27. Tax Information Reporting.

Upon request, Contractor shall submit its tax identification number or social security number, whichever is applicable, in the form of a signed W-9 form, to facilitate appropriate fiscal management and reporting.

EXHIBIT E
CONTRACT FOR SERVICES
UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

NACD Agreement

National Association of Conservation Districts

Subaward Agreement

Advancing Markets for Producers (AMP)

Between the **National Association of Conservation Districts (NACD)**
and **Upper Salinas-Las Tablas Resource Conservation District (USLTRCD)**

This Subaward Agreement ("Agreement") is entered into by the **National Association of Conservation Districts (NACD)**, located at 509 Capitol Court NE, Washington, DC 20002, and **Upper Salinas-Las Tablas Resource Conservation District (USLTRCD),** located at 5905 Capistrano Ave Suite F, Atascadero, CA 93422 (referred to as "Subawardee").

NACD is a pass-through entity as defined under 2 CFR § 200.74. This Agreement constitutes a subaward as defined under 2 CFR § 200.92, issued in furtherance of NACD's obligations under its grant with the United States Department of Agriculture, Natural Resources Conservation Service (USDA NRCS) for the Advancing Markets for Producers (AMP) initiative.

Subaward Award Number	NR233A750004G037_USLT
Federal Funding	$2,433,996
Non-Federal Match	$4,287,119
Financial Incentives Budget*	$4,350,000
Period of Performance	Effective Date of NACD Signature through March 31, 2030
Federal Awarding Agency	USDA Natural Resources Conservation Service (NRCS)

**Distributed by NACD to Participating Producers*

I. Points of Contact

NACD Points of Contact	**Subawardee Point(s) of Contact**
Name: Jennifer Nelligan **Title:** Chief Program Officer **Email:** jen-nelligan@nacdnet.org **Name:** Kenesha Reynolds **Title:** Director of Conservation Programs **Email:** kenesha-reynolds@nacdnet.org	**Name: Drew Loganbill** **Title: Executive Director** **Email: drew@us-ltrcd.org** **Phone: (805) 460-7272** **UEI: JMZSF5R379R7**

II. Terms and Conditions

In addition to the following Articles, the following exhibits are incorporated into this Agreement:

- **Exhibit I — Statement of Work (including deliverables and metrics)**
- **Exhibit II — Budget Narrative, including Match Commitments**

- **Exhibit III — Producer Program Requirements:**
  - Producer Contracts
  - Financial Incentives
  - Producer Eligibility Requirements
  - Conservation Plans & Practice Certification
  - Other Related Terms and Conditions
- **Exhibit IV — Reporting Requirements:**
  - Quarterly Reporting Requirements
  - Biannual Reporting Requirements
  - Final Reports
  - Other Related Terms and Conditions
- **Exhibit V — USDA Standard Terms and Conditions**

1. General

This Agreement does not obligate any party to endorse, support, or otherwise seek to influence any policy, legislation, or regulatory action. Nothing in this Agreement shall be construed as creating a relationship of agency, employment, or partnership between NACD and the Subawardee.

The Subawardee shall provide all personnel, resources, and support necessary for satisfactory performance of the work described herein and retains full responsibility for the supervision, compensation, and compliance of its own staff. NACD may issue written instructions regarding performance of the work. Such communications are intended solely to facilitate performance and shall not constitute an amendment to this Agreement.

Any materials, data, reports, or other work products created under this Agreement may be used by NACD and/or USDA NRCS for programmatic, outreach, educational, or knowledge-transfer purposes without further approval from the Subawardee, unless otherwise specified in the Statement of Work.

The Subawardee must not transfer any data to foreign governments or foreign entities without prior approval from NACD and USDA.

2. Federal Award Information

This Agreement is issued under NACD's prime grant with the USDA Natural Resources Conservation Service for the Advancing Markets for Producers (AMP) initiative.

Prime Awarding Agency	USDA Natural Resources Conservation Service (NRCS)
Prime Award Authority	Commodity Credit Corporation Charter Act, 15 U.S.C. § 714 et seq.
NOFO	USDA-NRCS-COMM-22-NOFO0001139
Prime Award Number	NR233A750004G037
AMP Program Purpose	Pilot projects that advance conservation and create market opportunities for agricultural commodities

3. Incorporated Federal Terms and Conditions

By executing this Agreement, the Subawardee agrees to comply with all applicable terms and conditions of the prime grant agreement between NACD and USDA NRCS, which are incorporated into this Agreement by reference as if set forth in full. Where any provision of this Agreement conflicts with an incorporated term, the incorporated federal term shall control.

The following federal instruments and regulations are incorporated by reference and binding on the Subawardee:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), including all applicable subparts
- Prime grant agreement between NACD and USDA NRCS (NR233A750004G037), including all terms and conditions, attachments and amendments
- USDA General Terms and Conditions (dated 12-31-2025)
- NOFO USDA-NRCS-COMM-22-NOFO0001139
- All associated program policy, rules, and guidance provided by NRCS to Prime Grantee (NACD)

All terms and conditions of this agreement, including Exhibits, shall flow down to the Subawardee's subrecipients and contractors.

4. Order of Precedence

In the event of a conflict between documents governing this Agreement, the following order of precedence shall apply:

- Applicable federal statutes
- The prime grant between NACD and USDA NRCS, including all federal regulations, terms, and conditions incorporated therein;
- This Subaward Agreement, as amended;
- The approved budget and any other exhibits or attachments.

No provision of any exhibit or attachment shall be interpreted to reduce or eliminate any obligation imposed by this Agreement or applicable federal requirements.

5. Tasks and Statement of Work

The scope of work for this Agreement is described in **Exhibit I — Statement of Work**, incorporated herein by reference. At minimum, the Statement of Work describes:

- Conservation and market development activities to be undertaken by the Subawardee;
- Producer enrollment targets, including number of conservation plans, acres enrolled, and financial assistance budget;
- Market channel development or marketing activities;
- MMRV (Monitoring, Measurement, Reporting, and Verification) activities, if applicable

No work may commence under this Agreement until both parties have executed this Agreement. Any proposed change to the approved scope of work, deliverables or metrics requires prior written approval from NACD in accordance with **Prior Approval Requirements**.

6. Budget

The total budget consists of federal funding and non-federal match contributions, as stated in **Section I: Agreement Summary**. The approved budget narrative is set forth in **Exhibit II – Approved Budget**, incorporated herein by reference.

The Subawardee shall expend funds only in accordance with the approved budget. Any reallocation between budget categories exceeding 10% of the total award requires prior written approval from NACD's Chief Program Officer or Director of Conservation Programs. NACD's total financial obligation shall not exceed the amount specified herein.

Match contributions must comply with 2 CFR § 200.306. Match must be verifiable, not otherwise committed as match for another federal award, and used during the period of performance of NACD's grant agreement.

7. Period of Performance

The period of performance of this Agreement is as stated in **Section I: Agreement Summary** unless terminated or extended by written amendment. No federal costs may be incurred before the effective date of this Agreement without prior written approval from NACD.

One no-cost extension may be granted in the last year of the performance period; this Agreement will not be extended beyond April 1, 2030.

8. AMP Program Requirements and Compliance

The Subawardee shall implement all work in accordance with the AMP program requirements established by USDA NRCS, including the following:

– Conservation practices implemented under this Agreement must meet applicable NRCS practice standards and specifications, or applicable interim or alternative practice standards as approved in writing by NACD. NACD will work directly with NRCS to obtain federal approval of any variations to approved practice standards.
– Producer incentives may be provided for conservation practice implementation and/or for non-practice activities including, but not limited to data access and collection.
– All practices funded under this Agreement must be previously approved by USDA NRCS and incorporated into NACD's master grant (Exhibit III).
– The Subawardee shall not implement any conservation practice under this Agreement until all Producer Eligibility requirements have been met (Exhibit III).
– The Subawardee shall comply with all civil rights requirements applicable to USDA programs, including requirements for outreach to historically underserved and socially disadvantaged producers.

9. Subrecipient Monitoring

As a pass-through entity under 2 CFR § 200.332, NACD is required to monitor the activities of subrecipients to ensure that federal award funds are used for authorized purposes in compliance with applicable laws, regulations, and the terms and conditions of this Agreement. NACD's monitoring activities may include:

– Review of all required progress and financial reports;
– Follow-up on any performance deficiencies or reporting delinquencies;

– Review of AMP data submissions for completeness, accuracy, and consistency with program requirements;
– Site visits, conducted with reasonable advance notice, to review program activities, financial records, producer files, and internal controls; and
– Review of the Subawardee's risk profile, including assessment of financial management capacity, prior performance, and audit history.

The Subawardee shall cooperate fully with all monitoring activities conducted by NACD, USDA NRCS, or any other authorized federal representative, and shall make relevant staff, records, and producer files available upon reasonable request.

NACD shall provide the Subawardee with written notice of any monitoring findings and shall allow a reasonable opportunity to respond before any corrective action is required.

10. Audit Rights

NACD and its authorized representatives, USDA NRCS, the Comptroller General of the United States, and any other applicable federal agency shall have the right to audit, examine, and copy any records of the Subawardee pertaining to this Agreement at any reasonable time during the period of performance and for a period of three (3) years following submission of the Final Report. The Subawardee shall cooperate fully with any such audit and shall make all records available upon request.

If the Subawardee expends $750,000 or more in federal awards during its fiscal year, it may be subject to a single audit in accordance with 2 CFR Part 200, Subpart F. The Subawardee shall provide NACD with a copy of any audit report issued under this requirement within 30 days of receipt.

11. Record Keeping Requirements

The Subawardee shall maintain financial records, supporting documentation, and all other records pertaining to this Agreement in accordance with generally accepted accounting principles and the requirements of 2 CFR Part 200, as applicable. All disbursements under this Agreement shall be supported by adequate documentation and made only for allowable obligations incurred during the period of performance, unless prior written authorization for pre-award costs has been granted by NACD.

The Subawardee shall retain all financial and programmatic records related to this Agreement for a minimum of three (3) years following submission of the Final Report, or longer if required by applicable federal, state, or local law, or if any litigation, audit, or claim is pending at the close of that period.

12. Termination

12.1 Termination for Convenience

Either party may terminate this Agreement for convenience upon 15 days' written notice to the other party. In the event of termination for convenience, the Subawardee shall be reimbursed for allowable costs incurred and non-cancelable obligations made prior to the effective date of termination. Any unexpended funds shall be returned to NACD within 30 days of termination.

12.2 Termination for Cause

NACD may terminate this Agreement immediately upon written notice if the Subawardee fails to comply with any material provision of this Agreement, including reporting requirements, and fails to cure such noncompliance within 15 days of written notice from NACD. In such event, NACD shall not be liable for costs incurred after the effective date of termination, and the Subawardee shall refund any unexpended or unallowable funds within 30 days.

12.3 Remedies Short of Termination

Before initiating termination for cause, NACD may, at its discretion, impose one or more of the following remedies in response to performance deficiencies or noncompliance:

– require the Subawardee to submit a written corrective action plan within 15 days;
– increase reporting frequency or impose additional oversight requirements;
– temporarily withhold payment pending resolution of identified deficiencies; or
– restrict the Subawardee from incurring new obligations or expenditures pending resolution.

NACD shall provide written notice of any remedy imposed and shall specify the corrective actions required and the timeframe for compliance. Imposition of a remedy short of termination does not waive NACD's right to terminate this Subaward Agreement.

12.4 Termination Due to Loss of Federal Funding

In the event that the prime agreement between NACD and USDA NRCS is terminated, cancelled, reduced, or otherwise rendered ineffective for any reason, this Agreement shall terminate accordingly. NACD shall provide written notice to the Subawardee within 7 days of federal action.
Upon termination under this provision, the Subawardee shall immediately cease all activities and expenditures under this Agreement, take reasonable steps to mitigate additional costs, and submit a final expenditure report and all outstanding deliverables within 14 days. Any unexpended or unallowable funds shall be refunded to NACD within 30 days. Termination under this provision shall not constitute a breach of this Agreement, and NACD shall not be liable for damages, penalties, or claims arising from such termination.

13. Prior Approval Requirements

The Subawardee must obtain prior written approval from the NACD Chief Program Officer or Director of Conservation Programs before taking any of the following actions:

– changing the scope, objectives, or key deliverables of the approved Statement of Work;
– reallocating funds between budget categories in an amount exceeding 10% of the total award;
– revising the period of performance; or
– entering into any subaward or subcontract under this Agreement that has not been previously approved.

Requests for prior approval must be submitted in writing to NACD and must include a justification for the requested change. NACD will respond in writing within 15 business days. Costs or actions taken without required prior approval may be disallowed.

14. Changes or Modifications

This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein and supersedes all prior negotiations, representations, and understandings. No amendment, modification, or waiver of any provision of this Agreement shall be valid or binding unless made in writing and signed by authorized representatives of both parties.

Any proposed change to the approved budget, including reallocation between budget categories exceeding 10% of the total award, or any increase or decrease in the total Agreement amount, requires prior written approval from NACD as described in Article 20. NACD’s failure to enforce any provision of this Agreement shall not be construed as a waiver of NACD’s right to enforce that or any other provision in the future.

15. Payment Terms and Conditions – Reimbursement

Payment under this Agreement is made on a reimbursement basis. The Grantee is responsible for funding project costs as they are incurred and will be reimbursed by NACD for actual allowable costs upon submission and approval of a Payment Request through GrantVantage.

At the close of each quarter, the Grantee must submit a Payment Request concurrent with or following the quarterly progress and financial report. The Payment Request must include:

(1) an itemized accounting of all costs incurred during the quarter, by budget category;
(2) certification by an authorized Grantee representative that all costs claimed are allowable, allocable, and consistent with the approved budget and Statement of Work.

NACD will process approved Payment Requests in a timely manner, contingent upon the receipt of federal funds.

NACD reserves the right to request additional information or documentation to support the request, as well as adjust the payment if costs are not allowable, allocable, or in direct support of the approved Statement of Work. NACD shall not be obligated to issue reimbursement until federal funds sufficient to cover the requested amount have been received. The Grantee is responsible for maintaining sufficient cash flow to cover project costs and should anticipate that payment timelines are subject to federal disbursement schedules outside of NACD's control. NACD shall not be liable for costs incurred in excess of the approved budget or outside the period of performance.

Costs incurred prior to the end of the period of performance but not yet paid at the time of final reporting are eligible for reimbursement, provided they are obligated, allowable, and submitted with the final Payment Request within 30 days of grant completion.

16. Availability of Funds

The Subawardee acknowledges that NACD’s obligations under this Agreement are entirely dependent upon funds received under its prime award with USDA NRCS. Any reduction, delay, or termination of funding under the prime award shall automatically and proportionally reduce, delay, or terminate NACD’s obligations hereunder. NACD shall provide written notice to the Subawardee as soon as practicable upon learning of any such change.

Notwithstanding any other provision of this Agreement, NACD’s total financial obligation shall not exceed the amount specified on the cover page of this Agreement. The Subawardee shall not incur costs or make commitments in excess of the obligated amount. NACD shall not be liable for any costs incurred in excess of the obligated amount.

17. Allowable Costs and Cost Principles

All costs charged to this Agreement must comply with the cost principles set forth in 2 CFR Part 200, Subpart E. To be allowable, costs must be:

- necessary and reasonable for the performance of the federal award;
- allocable to the award under the principles of 2 CFR Part 200;
- consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the Subawardee;
- adequately documented; and
- not prohibited by or in conflict with applicable law, regulation, or the terms of this Agreement.

The Subawardee shall not use award funds for unallowable costs, including but not limited to: entertainment, alcoholic beverages, lobbying activities, fines and penalties, or costs incurred outside the period of performance.

Any costs questioned during monitoring or audit as unallowable shall be subject to disallowance and repayment to NACD.

18. Program Income

If the Subawardee generates program income during the period of performance as a result of activities supported by this Agreement, such income must be accounted for and used in accordance with 2 CFR Part 200.307. Program income includes, but is not limited to, fees charged for services, registration fees, proceeds from the sale of goods or publications, and license fees.

Unless otherwise specified in the Statement of Work or approved in writing by NACD, program income shall be added to the funds committed to the project and used to further the objectives of the award. The Subawardee shall report all program income in its quarterly financial reports.

19. Procurement Standards

Should the Subawardee subgrant, subcontract, or otherwise delegate the performance of any portion of the work under this Agreement using federal award funds, the Subawardee must comply with the procurement standards set forth in 2 CFR Part 200.317–200.327, including requirements for:

- maintaining written procurement procedures that reflect applicable law and the standards of 2 CFR Part 200;
- conducting procurements in a manner providing full and open competition to the maximum extent practicable;
- using documented cost or price analysis for all procurement actions; and
- maintaining records sufficient to detail the history of all procurement transactions.

The Subawardee shall not award contracts to parties that are debarred, suspended, or otherwise excluded from federal programs. All procurements must avoid conflicts of interest, and the Subawardee shall maintain a written standards-of-conduct policy governing employees involved in procurement decisions.

The Subawardee shall include in any subcontract all applicable provisions required by this Agreement and 2 CFR Part 200, including audit rights, record retention, compliance with law, and debarment certification requirements. The Subawardee remains fully responsible to NACD for the performance and compliance of any approved subcontractor. NACD's approval of a subcontract does not relieve the Subawardee of its obligations under this Agreement.

20. Equipment and Property

If any funds under this Agreement are used to purchase equipment (defined under 2 CFR Part 200 as tangible personal property with a per-unit acquisition cost of $15,000 or more and a useful life of more than one year), the following requirements apply:

– title to equipment purchased with federal award funds shall vest in the Subawardee, subject to NACD's and the federal government's right to transfer title or require disposition;
– the Subawardee shall maintain a current inventory of all equipment purchased under this Agreement and make it available to NACD upon request;
– equipment shall be used only for the purposes of this Agreement during the period of performance; and
– upon expiration of this Agreement, the Subawardee shall contact NACD for disposition instructions. Unless otherwise directed, equipment with a current fair market value exceeding $15,000 shall be returned or otherwise disposed of in accordance with 2 CFR Part 200.313.

21. Conflicts of Interest

The Subawardee warrants that no officer, employee, or agent of NACD has been employed, retained, or compensated — directly or indirectly — to solicit or secure this Agreement. The Subawardee further warrants that it has no financial interest or relationship that would impair its ability to perform the work described herein objectively and independently.

The Subawardee agrees to disclose to NACD any actual or potential conflicts of interest that arise during the performance of this Agreement. If NACD has substantial reason to believe this provision has been violated, NACD may, at its sole option, declare this Agreement void and shall be released from all further obligations hereunder.

22. Limitation of Liability

NACD's total liability to the Subawardee arising out of or related to this Agreement, whether in contract, tort, or otherwise, shall not exceed the amount of federal funding actually obligated to the Subawardee under this Agreement. In no event shall NACD be liable to the Subawardee for any indirect, incidental, consequential, special, or punitive damages, including but not limited to lost profits, lost market opportunities, or lost producer incentive payments, even if NACD has been advised of the possibility of such damages. This limitation survives termination or expiration of this Agreement. Nothing in this Article limits or reduces the Subawardee's indemnification obligations.

23. Indemnification

Except where prohibited by law, the Subawardee shall defend, indemnify, and hold harmless NACD and its officers, employees, and agents from and against any and all claims, liabilities, damages, costs, and expenses — including reasonable attorney's fees — arising out of or related to the Subawardee's performance under this Agreement, including but not limited to claims of patent, trademark, or copyright infringement, or misuse of trade secrets.

NACD shall provide the Subawardee with prompt written notice of any such claim and shall cooperate reasonably in the defense thereof. The Subawardee shall not settle any claim that imposes obligations on NACD without NACD's prior written consent.

24. Warranty

The Subawardee warrants that all work performed under this Agreement will be conducted by trained and qualified personnel in a professional and workmanlike manner, consistent with applicable industry standards and the requirements of this Agreement. The Subawardee further warrants that it has the authority to enter into this Agreement and that performance hereunder will not conflict with any other obligation of the Subawardee.

25. Compliance with Law

The Subawardee agrees to comply with all applicable federal, state, and local laws, regulations, and requirements in the performance of this Agreement, including but not limited to:

- the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200);
- federal lobbying restrictions (31 U.S.C. § 1352);
- debarment and suspension regulations (2 CFR Part 180);
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
- the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); and
- all other applicable civil rights statutes and implementing regulations.

The Subawardee shall promptly notify NACD of any finding, investigation, or legal proceeding that may affect its ability to perform under this Agreement.

26. Debarment and Suspension

By executing this Agreement, the Subawardee certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal programs or activities by any federal department or agency, in accordance with 2 CFR Part 180.

The Subawardee further certifies that it will not enter into any subcontract or subaward with a party that is debarred, suspended, or otherwise excluded from federal programs. The Subawardee shall verify the eligibility of any subrecipients, subcontractors or vendors using the System for Award Management (SAM.gov) prior to award and shall maintain documentation of such verification.

If at any time during the period of performance the Subawardee becomes debarred, suspended, or excluded, it shall immediately notify NACD in writing. Failure to disclose debarment or suspension status shall constitute grounds for immediate termination for cause.

The provisions governing Suspension and Disbarment in 2 CFR Part 417 shall also apply to fraud, embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or violations of the Federal civil antitrust or unfair trade practice laws.

27. Lobbying Certification

In accordance with 31 U.S.C. § 1352, the Subawardee certifies that:

- no federal appropriated funds have been paid or will be paid, by or on behalf of the Subawardee, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of this Agreement;
- if any funds other than federal appropriated funds have been paid or will be paid for such purposes, the Subawardee shall complete and submit Standard Form LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions; and
- the Subawardee shall require that this certification be included in the award documents for all subawards at all tiers and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which NACD relied when making this award. Submission of a false certification may result in termination for cause and may be subject to civil or criminal penalties under 31 U.S.C. § 3729.

28. Whistleblower Protections

In accordance with 41 U.S.C. § 4712, the Subawardee shall inform its employees, contractors, and subcontractors, in writing, of the following whistleblower protections:

An employee of the Subawardee who believes that they have been subjected to reprisal for disclosing information that the employee reasonably believes is evidence of: (1) gross mismanagement of a federal contract or grant; (2) gross waste of federal funds; (3) an abuse of authority relating to a federal contract or grant; (4) a substantial and specific danger to public health or safety; or (5) a violation of law, rule, or regulation related to a federal contract or grant, may submit a complaint to the appropriate Inspector General.

The Subawardee shall not discharge, demote, or otherwise discriminate against an employee as a reprisal for the disclosure of information described above. The Subawardee shall include this requirement in any subaward or subcontract under this Agreement.

29. Anti-Harassment

USDA will not tolerate harassment or assault within the agency or at awardee organizations, field sites, or anywhere USDA programs are conducted. Individuals can notify USDA of concerns about harassment affecting an FPAC-funded project. The person who reports the concern will receive an automated response acknowledging receipt. Notification may be done anonymously.

If threatened or assaulted, individuals need to immediately try to remove themselves from the assault/threat and contact 911 once you are able to. Once the situation is safe, notify the USDA-Farm Production and Conservation (FPAC) Homeland Security Division at FPAC-PhysicalSecurity@usda.gov and either your supervisor (USDA employees) or the appropriate USDA program contact (contractors and cooperators).

The USDA established the Anti-Harassment Program to prevent workplace harassment, any form of unwelcome, persistent, and unsolicited verbal, non-verbal, written, or physical conduct that is offensive and could alter the affected individual's terms and conditions of employment and mitigate harm to any employee subjected to conduct that is or could develop into harassment or bullying. FPAC employees, contractors, volunteers, and those under formal partnership agreements performing work on behalf of USDA with FPAC, may report harassment matters to sm.fpac.anti-harassmentcomplaints@usda.gov.

30. Non-Disparagement

Recipients may not engage in any advertising deemed by USDA as disparaging to another agricultural commodity or competing product, or in violation of the prohibition against false and misleading advertising. Disparagement is defined as anything that depicts other commodities in a negative or unpleasant light via overt or subjective video, photography, or statements. Comparative advertising is allowable, provided the presentation of facts is truthful, objective, not misleading, and supported by a reasonable basis.

31. Assignment

Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either party without the prior express written consent of the other party.

32. Notices

All formal notices, requests, approvals, and other communications required or permitted under this Agreement shall be in writing and shall be deemed delivered: (1) upon hand delivery; (2) one business day after deposit with an overnight courier; (3) three business days after deposit in the U.S. mail, sent by certified mail with return receipt requested; or (4) upon confirmed email transmission, provided a hard copy is sent within two business days.

Notices shall be addressed to the designated points of contact identified on the cover page of this Agreement. Either party may update its notice information by providing written notice to the other party in accordance with this Article.

33. Construction

This Agreement shall be construed and interpreted, and the rights of the parties determined, in accordance with the laws of the District of Columbia, without regard to its conflict of laws principles.

34. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect.

35. Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

National Association of Conservation Districts

National Association of Conservation Districts	Upper Salinas-Las Tablas Resource Conservation District
Jeremy Peters	Drew Loganbill
Authorized Representative Signature	Authorized Representative Signature
Jeremy Peters Chief Executive Officer	Drew Loganbill Executive Director
Date: 8/31/2026	Date: 8/28/2026

Exhibit 1:

Statement of Objectives

Project Goals

The Upper Salinas Las Tablas Resource Conservation District (USLTRCD) will expand the Sustainable Land Initiative (SLI) operations to four additional Recourse Conservation Districts (RCD) in the Central Coast region, transforming their project management through digitalization and greatly increasing their efficiency. The resulting long-term increase in RCD capacity will provide cascading benefits to producers for years; in addition to $4.35 million dollars in direct financial incentives for implementing conservation practices, producers will benefit from technical support, reduced administrative burdens, participation in peer-to-peer learning events, participation in bilingual marketing activities, participation in market advancement through an online direct-to-consumer farm and kitchen marketplace, and a centralized processing site and on-farm marketplace.

This project will create new market opportunities for participating producers through direct-to-market connections, including an on-farm market stand in San Luis Obispo, and an innovative virtual food hub that provides online order aggregation and doorstep delivery to customers. Communities will benefit from improved water quality, increased biodiversity, enhanced agricultural viability, and greater access to locally produced and highly nutritious foods including many California specialty crops.

This project will also provide producers with access to reduced-cost equipment and implementation materials. Producers will benefit from enhanced economic and farm resilience due to co-benefits provided by advanced agricultural practices, including reduced reliance on groundwater, increased soil health and fertility, increased yields, and greater nutrient management.

Project Summary

The Sustainable Land Initiative (SLI) transforms how RCDs serve agricultural producers by dramatically accelerating project throughput. During an initial pilot project, USLTRCD successfully demonstrated that typical intake-to-implementation timelines can be reduced from 2-3 years to 3-6 months. In the last 2 years, SLI has allowed USLT and collaborators to develop plans for hundreds of shovel-ready projects across an inventory of over 70 farms.

SLI consists of two mutually synergistic components:

(1) **A system for dramatically increasing RCD throughput.** Digitalization allows RCDs to manage multiple projects simultaneously, find funding more quickly, oversee larger grants effectively, spend less time on administrative tasks, and focus on analysis of needs and implementation priorities of producers.

(2) **A system for removing barriers to implementation.** SLI removes barriers to adoption (lack of funding, equipment, materials, training, project management) to increase breadth and speed of implementation, allowing producers to focus on production and market placement rather than paperwork and reporting.

During this project, USLTRCD will continue to train Coastal San Luis, Cachuma, Ventura, and Glenn County RCDs on SLI methodology to increase the efficiency of their underlying infrastructure, demonstrating the ability of SLI to scale broadly. We will plan and provide technical assistance for implementation to a minimum of 90 producers throughout the 5 districts, and, in so doing, provide a foundation for delivering similar transformation to other RCDs across the state while simultaneously generating an ongoing pipeline of verifiable and fundable agriculture projects to meet local, state, and federal targets and CEQA mitigation needs. Technical assistance and conservation planning will generate an on-going dataset of fundable conservation work.

Producers will receive significant direct financial benefits including $4.35 million in incentive payments for materials and supplies, technical assistance, planning assistance and marketing assistance. The project will continue to build out a regional Equipment Library Program which will provide reduced-cost access to implementation materials and specialized equipment including biochar kilns, compost spreaders, and a keyline plow. Additionally, workshops and peer-to-peer events will be hosted for participating producers throughout the 5 districts. Producers will receive financial compensation for participating in the program, as well as attending workshops and peer-to-peer learning events.

Producers will have the opportunity to work with Community Environmental Council (CEC) and City Farm SLO to advance their marketing capacity and reach. CEC will provide bilingual outreach and marketing materials while City Farm SLO will offer a centralized market location and light processing for distribution of goods. City Farm SLO works directly with Harvestly, a non-profit that connects Central Coast producers to the community by providing an online marketplace of over 100 local farms and kitchens with weekly delivery to homes, school districts, and food banks. Producers will be able to work directly with Harvestly to increase their market opportunities to a broader scope of buyers.

Participation in CEC, City Farm SLO, and Harvestly market channels will not be required for participating producers. RCDs will document other market opportunities resulting from participation in the program, including new buyer relationships, direct-to-consumer sales, institutional markets, aggregation opportunities, value-added opportunities, or other increased market access.

Features of SLI that are especially germane to USDA Farmers First principles include:

- SLI aggregates multiple conservation projects in a way that allows smaller and limited-resource land managers to compete for resources at the same level as larger and higher-capacity operations. This eliminates competition between local farmers and reduces grant development burdens while providing access to all producers and assists government agencies with supporting hard-to-reach communities and addressing cross-cutting priorities.

- Access to SLI's farmshare equipment program provides specialized equipment (biochar kilns, compost spreaders) to producers that would otherwise be prohibitively expensive.

- The SLI platform automates administrative and reporting tasks, and expedites MMRV tasks, removing burden from producers and providing additional value to farms with limited staff.

Project Subawards

Coastal San Luis Resource Conservation District will implement SLI methodology in their district, work directly with producers to provide technical assistance, and support disbursement of farmer incentives. They will develop Resource Conservation Plans, assist with conservation practices and implementation, and conduct MMRV activities to ensure the project is successful. They will track and monitor the delivery of conservation practices and farmer incentives and provide monthly invoices to USLTRCD. Coastal San Luis RCD also houses the Regional Soil Hub Coordinator who will coordinate with the participating RCDs, CEC, and Cal Poly on the expansion of SLI and the training of participants on SLI software and methodology outside the region. The Regional Hub Coordinator will provide the collaborative structure and capacity for the expansion and coordinated implementation of SLI beyond the project period.

Cachuma Resource Conservation District will implement SLI methodology in their district, work directly with producers to provide technical assistance, and support disbursement of farmer incentives. They will develop Resource Conservation Plans, assist with conservation practices and implementation, and conduct MMRV activities to ensure the project is successful. They will track and monitor the delivery of conservation practices and farmer incentives and provide monthly invoices to USLTRCD.

Ventura Resource Conservation District will implement SLI methodology in their district, work directly with producers to provide technical assistance, and support disbursement of farmer incentives. They will develop Resource Conservation Plans, assist with conservation practices and implementation, and conduct MMRV activities to ensure the project is successful. They will track and monitor the delivery of conservation practices and farmer incentives and provide monthly invoices to USLTRCD.

Glenn County Resource Conservation District will implement SLI methodology in their district, work directly with producers to provide technical assistance, and support disbursement of farmer incentives. They will develop Resource Conservation Plans, assist with conservation practices and implementation, and conduct MMRV activities to ensure the project is successful. They will track and monitor the delivery of conservation practices and farmer incentives and provide monthly invoices to USLTRCD.

Community Environmental Council (CEC) will leverage deep community connections in coordination with Cal Poly to provide targeted outreach in English and Spanish. They will conduct an outreach campaign with materials being offered in both English and Spanish. This effort will be supported by an ag fellow or intern who will help coordinate farmer-to-farmer outreach. A graphic designer will be contracted to create flyers, social media posts, e-blasts, and other outreach materials.

City Farm SLO will operate and expand their existing farm stand in San Luis Obispo, selling the products of enrolled producers. They will offer farm tours for buyers and light on-site processing (washing, trimming, cutting, and bagging) as part of their services. By aggregating producer goods, City Farm SLO is able to give smaller producers access to more clients. The light processing service adds value and improves market access to buyers, like schools, that prefer lightly prepared produce. Farm tours and the on-site farm stand will be advertised through signage and social media ads. City Farm SLO will also work with **Harvestly,** a local nonprofit, which provides producers with access to premium markets through direct connections and via an online storefront which aggregates customer orders and provides doorstep delivery. Harvestly's aggregation platform also allows small producers to sell to large public institutions like schools, hospitals, prisons, and food banks.

California Polytechnic State University (Cal Poly) will work to provide strategic development of the Sustainable Land Initiative. They will coordinate with USLTRCD and assist with the supervision of software development. Cal Poly will host educational events for growers, field days, workshops, and on-farm demonstrations. Under supervision from RCDs, Cal Poly will also assist with MMRV activities including soil testing. They will also assist with general outreach.

Planned Financial Incentives Structure

Producer financial incentives will be based on NRCS California state payment schedules using the total cost per unit. Common feedback received from recent Local

Work Group meetings in the districts participating in this grant have been that EQIP reimbursement rates are not an adequate incentive for adopting conservation practices that address natural resource concerns.

As such, for Year 1, the FY2025 EQIP rates will be utilized with a 10% increase. The rate structure will be reassessed each year in coordination with NACD. Using total cost per unit provides added incentive for producers to adopt conservation practices to address high-priority resource concerns on the Central Coast. The 10% increase is necessary to account for high inflation rates over 3% in California as well as to account for CA minimum wage increases and CA Adverse Effect Wage Rates (AEWR) that impact producers' labor rates.

Enrollment bonuses of $500 will be provided to producers applying for incentive payments for implementation of conservation practices. The program will be structured such that the enrollment bonus can be paid either when:

1) Producers meet USDA eligibility requirements (e.g., obtain farm/tract numbers, environmental compliance).
2) For those who already work with NRCS and have met USDA eligibility requirements, enrollment may be paid upon certification of a conservation plan and enrollment into US LT RCD's AMP initiative.

Training incentives will be available for producers to attend technical workshops or conferences. RCD staff will preapprove training based on subject and provider and based on topics of interest within each participating district. Training stipends will be $50 per hour or per CEU acquired. Maximum stipend will be $400 per producer with $36,000 total available for stipends (allowing for 90 producers to attend one 8-hour training).

Overall Project Metrics

Financial Incentives	$4,350,000
Number of Producers Receiving Financial Incentives (minimum)	90
Number of Acres Benefitting from Financial Incentives (minimum)	25,000

Lead Grantee: Upper Salinas – Las Tablas Resource Conservation District
Project Title: The Sustainable Land Initiative
Budget Period: 42 months
UEI: JMZSF5R379R7

Budget Summary

Budget Category	Federal Funds	Match	Total Budget
Personnel	$179,102	$0	$427,102
Fringe Benefits	$64,477	$0	$64,477
Travel	$10,615	$0	$10,615
Equipment	$0	$0	$0
Supplies	$47,000	$0	$47,000
Contractual	$190,131	$0	$190,131
Other	$1,816,472	$4,287,119	$6,103,591
Subawards	$1,816,472	$4,287,119	$6,103,591
Total Direct Costs	**$2,307,797**	**$4,287,119**	**$6,594,916**
Indirect Costs	$126,199	$0	$126,199
Total Budget	**$2,433,996**	**$4,287,119**	**$6,721,115**
*Producer Incentives**	$4,350,000	$0	$4,350,000
Total Program	**$6,783,996**	**$4,287,119**	**$11,071,115**

*Financial incentives are included in the table above for budgeting purposes only. NACD will centrally distribute financial incentives directly to participating producers.

Salaries and Wages

Position Title	Last Name	Average Hourly Wage*	Total Hours	Total Cost
Executive Director	Loganbill	$ 77.24	705	$ 54,454
Project Manager	Leurck	$ 38.62	900	$ 34,758
Conservation Technician	TBD	$ 30.89	2,910	$ 89,890
			TOTAL	**$ 179,102**

*Average hourly wage, based on the employee's anticipated actual wage. This includes 5% escalation each year to account for cost-of-living allowance increases.

The scope of responsibility for each position is described below:

- **Executive Director (Loganbill)**: Oversee project goals and objectives, coordinate between key staff and project partners, provide interface with stakeholders, and give guidance on program development and direction for outreach and networking. Primary point for subcontracts and producers in financial incentives and identify issues and strategies to improve program outcomes.

- **Project Manager (Leurck)**: The Project Manager will be responsible for fiscal management including invoicing, budgeting, monitoring and reporting. They will track and coordinate deliverables with subgrantees and USLTRCD staff. The Project Manager will provide day-to-day and weekly supervision of staff and subgrantees to ensure project milestones are met and are achieved within budget, coordinating with the Executive Director.

- **Conservation Technician (TBD)**: The Conservation Technician is the boots on the ground point of contact for the project. They will develop Resource Conservation Plans, provide technical assistance, assist with conservation practices and implementation, and conduct MMRV activities to ensure the project is successful and meets the expectations set by the project team. They will track and monitor the delivery of conservation practices and farmer incentives.

Fringe Benefits

The cost pool for fringe benefits includes annual leave, sick leave, health insurance, and pension, and fringe costs are calculated at 36% of annual salary.

- $179,102 × 36% = $64,477

Travel

Estimated travel costs are summarized as follows:

Trip	Quantity	Unit Cost	Total Cost
POV Mileage	180	$42.00	$7,560
Travel	4	$584.00	$2,336
	1	$719.00	$719
		Total Cost	**$10,615**

Local travel to conduct site visits for farm planning, providing technical assistance with practices, and MMRV tasks. For POV mileage, we estimate 180 trips, each with a 60-mile round trip, at $0.70/mile (60 trips x $ 0.70 per mile, or $ 42.00 per round trip).

Travel is requested to attend California Association of Resource Conservation District conferences and other conferences where we can share SLI methodology with other technical assistance providers. This budget is based on General Service Administration (GSA) schedule and is estimated at 5 trips over the project of the following form:

- Driving (4 trips): 300 miles ($210), hotel ($250), per diem (2 × $62 = $124)
- Flying (1 trip): airfare ($345), hotel ($250), per diem (2 × $62 = $124)

Equipment

None.

Supplies

Item	Unit Cost	# of Units	Total
Soil Sampling & Analysis	$ 3,200	10	$ 32,000

Supplies for Soil Testing	$ 600	10	$ 6,000
Web hosting	$ 600	15	$ 9,000
		Total	**$ 47,000**

Soil sampling & testing:

- $3,200 for Soil Sampling & Analysis - Samples will be sent to a lab for testing Soil Carbon (TOC), Microbial Activity (PLFA), and Soil Organic Matter (VESS). $3,200 is based on previous lab testing done by private labs working with Cal Poly.
- $6,000 for consumables used in soil testing by in-house Cal Poly labs.

Software/Licenses:

- $9,000 for web hosting at $50/month per RCD, per year.

Contractual

Community Outreach	$ 25,300
Software Customization	$ 157,331
Equipment Maintenance	$ 7,500
Total	**$ 190,131**

Community Outreach	
1. Name of Contractor:	TBD
2. Method of Selection:	A coordinator will be selected from a competitive bid process.
3. Scope of Work:	Local viticulture and agriculture professionals will conduct outreach to local producers interested in adopting sustainable land practices to drive participation in the Sustainable Land Initiative.
4. Method of Accountability:	They will produce one (1) podcast, and Two (2) farmer-to-farmer outreach events
5. Itemized Budget and Justification:	Based on the cost estimate provided by USLTRCD for similar outreach efforts.
Total	$ 25,300

Software Customization	
1. Name of Contractor:	TBD
2. Method of Selection:	A contractor will be selected from a competitive bid process.
3. Scope of Work:	Contractor will design and develop a software solution that allows farmers to access and update their SLI farm plan and data, and leverage it for farm management. Contractor will also enhance SLI software to track practice implementation, and automate reporting processes to NRCS.
4. Method of Accountability:	USLTRCD Executive Director will monitor all deliverables with feedback and sign-off from participating RCDs. Payment will be tied to the

	successful delivery of each milestone.
5. Itemized Budget and Justification:	Final budget will come from a competitive bid process. ULTRCD estimates costs as follows based upon similar work conducted or quoted previously: 175 hours for farmer access, 230 hours for automated reporting, 356 hours for grant management, 260 hours for MMRV enhancement, 250 hours for additional templates and integration with other platforms.
Total	$ 157,331

Equipment Maintenance	
1. Name of Contractor:	TBD
2. Method of Selection:	Providers will be selected from a competitive bid process.
3. Scope of Work:	We request $2,500 per year for mechanical and electric for maintenance of existing equipment in the farmshare program, including biochar kilns, compost spreaders, biochar injectors, and tractors.
4. Method of Accountability:	Provider will repair and maintain equipment as needed.
5. Itemized Budget and Justification:	We estimate repair and replacement of farm share equipment to range depending on the equipment and the maintenance and/or repair needs. This item is included to ensure that the program can continue unimpeded in case of equipment failure. Thus, we request $2,500/year for maintenance to ensure that producers encounter no implementation barriers.
Total	$ 7,500

Other

Partner	**Grant Implementation**
Coastal San Luis	$ 311,892
Cachuma	$ 214,569
Ventura	$ 280,075
Glenn	$ 188,212
CEC	$ 182,444
City Farm SLO	$ 219,802
Cal Poly	$ 419,478
Total Federal Funds	**$ 1,816,472**

Subawards:

Please see Appendices for detailed subawardee budget narratives. As summarized in the table above, each of the subawards includes a budget for financial incentives; as stated above, these funds will be distributed to participating producers by NACD.

Indirect Costs

Indirect costs are calculated at 15% of total modified direct costs (TMDC) as summarized below.

Total Indirect Costs

Budget Category	**Modified Direct**
Salaries and Wages (Employees)	$179,102
Fringe Benefits	$64,477
Travel	$10,615
Equipment	$0
Supplies	$47,000
Contractual	$190,131
Subaward (max indirect – first $50,000 of 7 subawards)	$350,000
TMDC	$841,331
Indirect Cost Rate	15%
Max Allowable Indirect	$126,199

Appendix A: Match

Matched funding sources will be fully dedicated to this grant and not utilized against other grants.

	Glenn RCD Match	Coastal SL Match	Ventura RCD Match	Cal Poly Match
Salaries and Wages	$ 67,700	$ 36,000	$ 246,000	$ 176,442
Fringe Benefits	$ -			$ 38,817
Travel	$ -			$ 10,280
Equipment	$ -			$ 180,000
Supplies	$ -		$ 1,244,465	$ 16,100
Contractual	$ -			$ 22,350
Other	$ -			$ 4,500
Producer Payments	$ 1,000,000		$ 1,244,465	
Subawards				
Other				
Total Direct Costs	**$ 1,067,700**	**$ 36,000**	**$ 2,734,930**	**$ 448,489**

Glenn RCD Match

Sponsor	**Program**	**Amount**	**Description**
California Department of Food and Agriculture (CDFA)	Conservation Agriculture Planning Grant Program	$ 67,700	Identification and preparation of Carbon Farm Plans with recommendations for conservation practices.
California Department of Food and Agriculture (CDFA)	State Water Efficiency and Enhancement Program (SWEEP)	$1,000,000	CDFA Block grant for water and energy improvements that provide financial assistance in the form of grants to implement irrigation systems that reduce pollution and save water on California agricultural operations.
	TOTAL	**$ 1,067,700**	

Coastal San Luis RCD Match

Sponsor	**Program**	**Amount**	**Description**
California Department of Food and Agriculture (CDFA)	Conservation Ag Planning (CAP) grant program	$ 36,000	Identification and preparation of Carbon Farm Plans with recommendations for conservation practices.
	TOTAL	**$ 36,000**	

Ventura RCD Match

Sponsor	**Program**	**Amount**	**Description**

California Department of Food and Agriculture (CDFA)	Conservation Agriculture Planning Grant Program	$246,000	Identification and preparation of Carbon Farm Plans with recommendations for conservation practices.
California Department of Food and Agriculture (CDFA)	Healthy Soils Program	$1,244,465	CDFA Block grant awarded to Ventura RCD to deliver NRCS/CDFA conservation practices for soil health, GHG emission reduction, and carbon sequestration.
California Department of Food and Agriculture (CDFA)	State Water Efficiency and Enhancement Program (SWEEP)	$1,244,465	CDFA Block grant for water and energy improvements that provide financial assistance in the form of grants to implement irrigation systems that reduce pollution and save water on California agricultural operations.
	TOTAL	**$2,734,930**	

Cal Poly Match

Sponsor	Program	Amount	Description
Cal Poly	UC-RGPO	$448,989	University of California grant for soil & water research and SLI infrastructure development
	TOTAL	**$448,989**	

Appendix B: Coastal San Luis RCD

Budget Summary

Budget Category	Federal Funds	Match	Total Budget
Personnel	$ 196,416	$36,000	$ 232,416
Fringe Benefits	$ 68,746		$ 68,746
Travel	$ 6,048		$ 6,048
Equipment	$ 0		$ 0
Supplies	$ 0		$ 0
Contractual	$ 0		$ 0
Other	$ 0		$ 0
Total Direct Costs	**$271,210**	**$36,000**	**$308,012**
Indirect Costs	$40,682	0	$40,682
Total Budget	**$311,892**	**$36,000**	**$347,892**

Salaries and Wages

Position	25-26		26-27		27-28		TOTAL	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Cost
Exec Dir	60	$81.04	60	$85.09	60	$89.35	180	$15,329
Proj Mgr	84	$72.62	84	$76.25	84	$80.06	252	$19,231
Consv Tech	378	$44.05	378	$46.25	378	$48.57	1134	$52,492
Restr Tech	378	$44.05	378	$46.25	378	$48.57	1134	$52,492
Reg Hub Coord	288	$62.64	288	$65.77	288	$69.06	864	$56,872
							3564	$196,416

- **Executive Director**: Oversee project goals and objectives within Coastal San Luis Resource Conservation District boundaries, coordinate between key staff and project partners, provide interface with stakeholders, and give guidance on program development and direction for outreach and networking. Primary point of contact for producers in the region.
- **Project Manager**: The main responsibility of the Project Manager is to track and coordinate deliverables with producers in the district. The Project Manager will provide day-to-day and weekly supervision of staff to ensure project milestones are met and are achieved within budget, coordinating with Coastal San Luis' Executive Director, subcontractors, and other RCDs.
- **Conservation Technician**: The Conservation Technician is the boots on the ground point of contact for producers. They will develop Resource Conservation Plans, provide technical assistance, assist with conservation practices and implementation, and conduct MMRV activities to ensure the project is successful and meets the expectations set by the project team. They will track and monitor the delivery of conservation practices and farmer incentives.
- **Restoration Technician**: The Restoration Technician will provide similar responsibilities as the Conservation Technician listed above with more focus on conservation planning and outreach.

They will also assist with MMRV activities and farmer incentives. They often work in conjunction with the conservation technician to provide more holistic recommendations on how producers can maximize beneficial impacts of NRCS practices.

- **Regional Hub Coordinator**: The Regional Hub Coordinator will coordinate with the RCDs, CEC, and Cal Poly on the expansion of SLI and the training of participants on SLI software and methodology outside the region. The Regional Hub Coordinator will provide the collaborative structure and capacity for the expansion and coordinated implementation of SLI beyond the project period. The Regional Hub Coordinator works across USLT, Cachuma, Coastal San Luis, and Ventura RCDs but is co-located with Coastal San Luis RCD and will report to the Executive Director of Coastal San Luis RCD.

Fringe

- The cost pool for fringe benefits includes annual leave, sick leave, health insurance, and pension, and fringe costs are calculated as a percentage of annual salary and is 35%.

Travel

We request $6,048 to conduct site visits for farm planning, providing technical assistance with practices, and MMRV tasks. This is based on 48 trips annually, averaging 60 miles at a rate of $0.70 cost per mile.

Equipment

None.

Supplies

None.

Other

None.

Indirect Costs

Indirect costs are calculated at 15% of total modified direct costs, which include salaries, fringe, and travel.

Appendix C: Cachuma RCD

Budget Summary

Budget Category	Federal Funds	Match	Total Budget
Personnel	$133,729		$133,729
Fringe Benefits	$46,805		$46,805
Travel	$6,048		$6,048
Equipment	$0		$0
Supplies	$0		$0
Contractual	$0		$0
Other	$0		$0
Total Direct Costs	**$186,582**		**$186,582**
Indirect Costs	$27,987		$27,987
Total Budget	**$214,569**		**$214,569**

Position	25-26		26-27		27-28		TOTAL	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Cost
Executive Director	60	$ 75.00	60	$ 78.75	60	$ 82.69	180	$ 14,186
Project Manager	96	$ 70.00	96	$ 73.50	96	$ 77.18	288	$ 21,185
Conservation Tech	390	$ 40.00	390	$ 42.00	390	$ 44.10	1,170	$ 49,179
Restoration Tech	390	$ 40.00	390	$ 42.00	390	$ 44.10	1,170	$ 49,179
TOTAL HOURS							**2,808**	**$ 133,729**

Salaries and Wages

- **Executive Director**: Oversee project goals and objectives within Cachuma Resource Conservation District boundaries, coordinate between key staff and project partners, provide interface with stakeholders, and give guidance on program development and direction for outreach and networking. Primary point of contact for producers in the region.
- **Project Manager**: The main responsibility of the Project Manager is to track and coordinate deliverables with producers in the district. The Project Manager will provide day-to-day and weekly supervision of staff to ensure project milestones are met and are achieved within budget, coordinating with Cachuma's Executive Director, subcontractors, and other RCDs.
- **Conservation Technician**: The Conservation Technician is the boots on the ground point of contact for producers. They will develop Resource Conservation Plans, provide technical assistance, assist with conservation practices and implementation, and conduct MMRV activities

to ensure the project is successful and meets the expectations set by the project team. They will track and monitor the delivery of conservation practices and farmer incentives.

- **Restoration Technician**: Cachuma RCD will be hiring a Restoration Technician who will have similar responsibilities as the Conservation Technician listed above, but with a greater focus on conservation planning and outreach. They will also assist with MMRV activities and farmer incentives. They often work in conjunction with the conservation technician to provide more holistic recommendations on how producers can maximize beneficial impacts of NRCS practices.

Fringe

The cost pool for fringe benefits includes annual leave, sick leave, health insurance, and pension, and fringe costs are calculated at 35% of annual salary.

Travel

We request $6,048 to conduct site visits for farm planning, providing technical assistance with practices, and MMRV tasks. This is based upon 48 trips annually, averaging 60 miles at a rate of $0.70 cost per mile.

Equipment

None.

Supplies

None.

Other

None.

Indirect Costs

Indirect costs are calculated at 15% of total modified direct costs, which include salaries, fringe, and travel.

Appendix D: Ventura RCD

Budget Summary

Budget Category	Federal Funds	Match	Total Budget
Personnel	$175,923	$246,000	$421,923
Fringe Benefits	$61,573		$61,573
Travel	$6,048		$6,048
Equipment	$0		$0
Supplies	$0	$1,244,465	$1,244,465
Contractual	$0		$0
Other	$0	$1,244,465	$1,244,465
Total Direct Costs	**$243,544**	**$2,734,930**	**$2,978,474**
Indirect Costs	$36,531	$0	$36,531
Total Budget	**$280,075**	**$2,734,930**	**$3,015,005**

Salaries and Wages

Position	25-26		26-27		27-28		TOTAL	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Cost
Executive Director	84	$87.17	84	$91.53	84	$96.10	252	$ 23,083
Administrative Coordinator	117	$51.99	117	$54.59	117	$57.32	351	$ 19,176
Conservation Specialist	205	$68.15	205	$71.56	205	$75.14	615	$ 44,044
Conservation Tech	252	$54.88	252	$57.62	252	$60.51	756	$ 43,599
Restoration Tech	266	$54.88	266	$57.62	266	$60.51	798	$ 46,021
							2,772	$ 175,923

- **Executive Director**: Oversee project goals and objectives within Ventura Resource Conservation District boundaries, coordinate between key staff and project partners, and give guidance on program development and direction for outreach and networking.
- **Administrative Coordinator**: Provide interface with stakeholders; primary point of contact for producers in the region. Manage logistics.
- **Conservation Technician**: The Conservation Technician is the boots on the ground point of contact for producers. They will develop Resource Conservation Plans, provide technical assistance, assist with conservation practices and implementation, and conduct MMRV activities

to ensure the project is successful and meets the expectations set by the project team. They will track and monitor the delivery of conservation practices and farmer incentives.

- **Restoration Technician**: The Restoration Technician will provide similar responsibilities as the Conservation Technician listed above, with more focus on conservation planning and outreach. They will also assist with MMRV activities and farmer incentives. They often work in conjunction with the conservation technician to provide more holistic recommendations on how producers can maximize beneficial impacts of NRCS practices.

Fringe

The cost pool for fringe benefits includes annual leave, sick leave, health insurance, and pension, and fringe costs are calculated at 35% of annual salary.

Travel

We request $6,048 to conduct site visits for farm planning, provide technical assistance with practices, and MMRV tasks. This is based on 48 trips annually, averaging 60 miles, at a rate of $0.70 cost per mile.

Equipment

None.

Supplies

None.

Other

None.

Indirect Costs

Indirect costs are calculated at 15% of total modified direct costs, which include salaries, fringe, and travel.

Appendix E: Glenn RCD

Budget Summary

Budget Category	**Federal Funds**	**Match**	**Total Budget**
Personnel	$113,334	$67,700	$181,034
Fringe Benefits	$44,281		$44,281
Travel	$6,048		$6,048
Equipment	$0		$0
Supplies	$0		$0
Contractual	$0		$0
Other	$0	$1,000,000	$1,000,000
Total Direct Costs	**$163,663**	**$1,067,700**	**$1,231,363**
Indirect Costs	$24,549	$0	$24,549
Total Budget	**$188,212**	**$1,067,700**	**$1,255,912**

Salaries and Wages

Position	**25-26**		**26-27**		**27-28**		**TOTAL**	
	Hours	**Hourly Rate**	**Hours**	**Hourly Rate**	**Hours**	**Hourly Rate**	**Hours**	**Cost**
Executive Director	60	$ 68.15	60	$ 71.56	60	$ 75.14	180	$ 12,891
Project Manager	96	$ 55.24	96	$ 58.00	96	$ 60.90	288	$ 16,717
Conservation Tech	390	$ 34.05	390	$ 35.75	390	$ 37.54	1,170	$ 41,863
Restoration Tech	390	$ 34.05	390	$ 35.75	390	$ 37.54	1,170	$ 41,863
							2,808	**$ 113,334**

- **Executive Director**: Oversee project goals and objectives within Glenn Resource Conservation District boundaries, coordinate between key staff and project partners, provide interface with stakeholders, and give guidance on program development and direction for outreach and networking. Primary point of contact for producers in the region.
- **Project Manager**: The main responsibility of the Project Manager is to track and coordinate deliverables with producers in the district. The Project Manager will provide day-to-day and weekly supervision of staff to ensure project milestones are met and are achieved within budget, coordinating with Glenn's Executive Director, subcontractors, and other RCDs.
- **Conservation Technician**: The Conservation Technician is the boots on the ground point of contact for producers. They will develop Resource Conservation Plans, provide technical assistance, assist with conservation practices and implementation, and conduct MMRV activities

to ensure the project is successful and meets the expectations set by the project team. They will track and monitor the delivery of conservation practices and farmer incentives.

- **Restoration Technician**: The Restoration Technician will provide similar responsibilities as the Conservation Technician listed above with more focus on conservation planning and outreach. They will also assist with MMRV activities and farmer incentives. They often work in conjunction with the conservation technician to provide more holistic recommendations on how producers can maximize beneficial impacts of NRCS smart practices.

Fringe

- The cost pool for fringe benefits includes annual leave, sick leave, health insurance, and pension, and fringe costs are calculated at a percentage of annual salary by position.

	Fringe (%)		**Fringe**
Executive Director	41.69%	$	5,374
Project Manager	39.86%	$	6,663
Conservation Tech	38.51%	$	16,121
Restoration Tech	38.51%	$	16,121
	TOTAL	**$**	**44,281**

Travel

We request $6,048 to conduct site visits for farm planning, providing technical assistance with practices, and MMRV tasks. This is based upon 48 trips annually, averaging 60 miles at a rate of $0.70 per mile.

Equipment

None.

Supplies

None.

Other

None.

Indirect Costs

Indirect costs are calculated at 15% of total modified direct costs, which include salaries, fringe, and travel.

Appendix F: Community Environmental Council (CEC)

Budget Summary

Budget Category	Federal Funds	Match	Total Budget
Personnel	$ 66,068		$ 66,068
Fringe Benefits	$ 13,213		$ 13,213
Travel	$ -		$ -
Equipment	$ -		$ -
Supplies	$ -		$ -
Contractual	$ 79,365		$ 79,365
Other	$ -		$ -
Total Direct Costs	**$ 158,646**		**$ 158,6476**
Indirect Costs	$ 23,797		$ 23,797
	$ 182,44		
	$113,334		
	$44,281		
	$6,048		
	$0		
	$0		
	$0		**$ 182,443**
	$0		
	$163,663		
	$24,549		
Total Budget	**$188,212**		

Salaries and Wages

Position	25-26		26-27		27-28		TOTAL	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Cost
administration	144	$ 60.19	144	$ 63.20	144	$ 66.36	432	$ 27,324
education specialist	100	$ 39.47	100	$ 41.44	100	$ 43.52	300	$ 12,443
outreach manager	287	$ 29.07	287	$ 30.52	287	$ 32.05	861	$ 26,301
							1,593	**$ 66,068**

Community Environmental Council (CEC), an environmental nonprofit CBO based in Santa Barbara, will conduct an outreach campaign with materials being offered in both English and Spanish. This effort will be supported by an ag fellow/intern who will help coordinate farmer-to-farmer outreach. CEC has experience recruiting energetic interns from UC Santa Barbara. CEC has an established network of producers across the central coast of California and is instrumental in reaching producers, especially small family farms.

Fringe

The cost pool for fringe benefits includes annual leave, sick leave, health insurance, and pension, and fringe costs are calculated at 20% of annual salary.

Contractual

Contract	Cost
Graphic Design	$ 7,365
Ag Fellow / Intern	$ 72,000
Total	**$ 79,365**

Graphic Design	
1. Name of Contractor:	TBD
2. Method of Selection:	A graphic designer will be selected from a competitive bid process.
3. Scope of Work:	We request $7,365 for designer fees for the creation of flyers (6), social media posts (30), educational one-pagers (3), and e-blasts (6).
4. Method of Accountability:	They will produce a series of videos to support the beneficial impacts of NRCS practices with periodic check-ins from the project team for quality assurance. Bre Sliker at CEC will oversee.
5. Itemized Budget and Justification:	Based on the cost estimate provided by the graphic designers used by CEC for previous work.
Total	$7,365

Ag Fellow / Intern	
1. Name of Contractor:	TBD student
2. Method of Selection:	Sole source. CEC will work closely with project partners to develop a fellowship position (recruiting from UCSB) in support of the conservation workforce pipeline.
3. Scope of Work:	The fellow will assist with outreach, workshops, and assist with on-the-ground training.
4. Method of Accountability:	The fellow will be supervised by CEC mentors and CEC will work closely with the fellow.
5. Itemized Budget and Justification:	This will support 1 fellow per year for each year of the project. The fellows will receive an annual stipend of $24,000.
Total	$ 72,000

Other

None.

Indirect Costs

Indirect costs are calculated at 15% of total modified direct costs, which include salaries, fringe, and contracts.

Appendix G: City Farm SLO

City Farm SLO and Harvestly are nonprofits that partner closely to help producers find access to markets. Harvestly has served the region from Paso Robles to Orcutt as a virtual food hub[1] since 2020 and even longer as a food aggregator for institutional clients (schools, hospitals, prisons) under its previous name, Slow Money SLO. City Farm SLO has a 40-year lease on a large field system at the south end of San Luis Obispo, conveniently adjacent to the 101 freeway. City Farm provides training and serves as a demonstration site for regenerative agriculture, and leases land to local farmers.

Harvestly and City Farm SLO launched their farmstand project with a successful pilot during FY25, to provide market access to City Farm's tenant farmers and Harvestly's partners across the Central Coast region. The farm stand features a pay-as-you-can pricing model that allows lower-income customers a discount of up to 30% on produce, but still provides full retail price to farmers. This is possible via support from Harvestly, corporate partners, individual donors, and microdonations from higher-income customers. The farm stand is located on City Farm land and is fully permitted; County licensing authority has indicated that permits for the expansion should be straightforward.

Budget Summary

Budget Category	Federal Funds	Match	Total Budget
Personnel	$ 108,000		$ 108,000
Fringe Benefits	$ 32,400		$ 32,400
Travel	$ -		$ -
Equipment	$ 18,000		$ 18,000
Supplies	$ 27,280		$ 27,280
Contractual	$ 7,800		$ 7,800
Other	$ 0		$ 0
Total Direct Costs	**$ 193,480**		**$ 193,480**
Indirect Costs	$ 26,322		$ 26,322
Total Budget	**$ 219,802**		**$ 219,802**

[1] As a *virtual food hub*, Harvestly receives customer orders online, repackages farmer deliveries into customer orders, and then delivers to the door on Fridays. Harvestly aggregates orders but does not take ownership of the food. Harvestly's financial model allows it to pay farmers immediately while serving clients that may take 30 days to pay.

Salaries and Wages

Position	25-26		26-27		27-28		TOTAL	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Cost
farm stand manager	768	$ 30.00	768	$ 30.00	768	$ 30.00	2,304	$ 69,120
farm tour guide	168	$ 30.00	168	$ 30.00	168	$ 30.00	504	$ 15,120
food processing supervisor	264	$ 30.00	264	$ 30.00	264	$ 30.00	792	$ 23,760
							3,600	**$ 108,000**

The farm stand manager will operate the farm stand, selling the products of enrolled producers. The farm tour guide will provide educational farm tours to buyers. Administration and staff supervision are covered by match and in-kind. The food processing supervisor will train, schedule, and supervise the volunteer labor that staffs the food processing facility.

Fringe

The cost pool for fringe benefits includes annual leave, sick leave, health insurance, and pension, and fringe costs are calculated at 30% of annual salary.

- 108,000 x 30% = $32,400

Travel

None.

Equipment

We request $18,000 for purchase of a (non-cooled) shipping container to expand the existing farm stand. Cost basis is an internet search on Midstate Containers and includes vendor-provided modifications necessary for use as farm stand facility: skylights, floor coating, fan, electric package (lighting, switches), paint, and divider wall.

Supplies

Market facilities:

- We request $5,000 for non-cooled display cases. Since the per-unit cost is less than $5,000, these are not categorized as Equipment. Cost basis is an internet search from Webrestaurant.

Processing Supplies:

- We request $5,569 for 4 stainless steel work tables with sinks ($1,295/ea), for preparation and light processing of produce (e.g., Uline 72"x30").
- We request $600 for processing implements (knives, bowls, cutting boards, etc).
- We request $3,500 for a packaging machine and packaging materials for processed produce. Cost estimates are based on internet searches.

Picnic Table Supplies:

- We request $3,000 for picnic tables and umbrellas.

City Farm SLO and Harvestly have learned through conversations with existing and potential buyers that many institutional customers have a strong preference for lightly processed produce (washed, trimmed, cut, and bagged). Existing local post-processing facilities are only economically feasible for large agricultural operations (or only accept large-scale contracts), and consequently, the lack of this service poses a serious barrier to market access for small family farms. The Food Systems Atlas of Sustainability and Resilience for San Luis Obispo County[2] observed this gap in the local food system and recommended creating such a facility (see page 5). By aggregating producers' goods, Harvestly is able to provide smaller producers with access to institutional clients. However, there remains a competitive disadvantage with regard to industrial-scale producers who have the ability to offer lightly processed produce to the same clientele.

We request $10,000 for outreach and promotion: $5,000 to create signage and $5,000 to run social media ads.

Contractual

We request $5,000 to cover landscaping costs (including ground preparation for the placement of the shipping container facility).

We request $2,800 to cover labor for installation of materials listed in Supplies.

Indirect Costs

Indirect costs are calculated at 15% of total modified direct costs, which include salaries, fringe, supplies, and contracts. It excludes equipment.

- Claimed IDC: $175,480 x 15% = $26,322

[2] Ellen Burke, Aug 2019. See the Executive Summary (page 5). DOI:10.13140/RG.2.2.26762.17609

Appendix H: Cal Poly

Budget Summary

Budget Category	Federal Funds	Match	Total Budget
Personnel	$ 195,632	$176,442	$372,074
Fringe Benefits	$ 88,800	$38,817	$127,617
Travel	$ 1,890	$10,280	$12,170
Equipment	$ -	$180,000	$180,000
Supplies	$ 16,550	$16,100	$32,650
Contractual	$ -	$22,350	$22,350
Other	$ -	$4,500	$4,500
Total Direct Costs	**$ 302,872**	**$ 448,489**	**$ 751,361**
Indirect Costs	$ 116,606	$0	$116,606
Total Budget	**$ 419,478**	**$ 448,489**	**$867,967**

Match is provided by UC-RGPO R02CP7344 and is committed.

Salaries and Wages

Position	25-26		26-27		27-28		TOTAL	
	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate	Hours	Cost
Cal Poly liaison	273	$ 160.00	273	$ 160.00	273	$ 160.00	819	$ 131,040
education support staff	329	$ 35.00	329	$ 36.75	329	$ 38.59	987	$ 36,302
outreach support staff	98	$ 35.00	98	$ 35.00	98	$ 35.00	294	$ 10,290
undergrads	300	$ 20.00	300	$ 20.00	300	$ 20.00	900	$ 18,000
							3,000	**$ 195,632**

Cal Poly Corporation (CPC), jointly Cal Poly, established salary and wage rates paid during the 2024-2025 Fiscal year (July 1 – June 30). In general, faculty duties consist of fifteen units in each of three Academic terms per eight-month Academic contract year, exclusive of academic breaks and summer sessions. Faculty 12-month appointments may include a combination of academic and administrative duties and encompass academic breaks and summers.

Cal Poly will transition from three academic year quarters to two academic year semesters by Fall 2026, but this is not expected to affect institutional base salaries, and faculty duties will still consist of 21 units per year on semesters. The rates shown are for budgetary purposes; the rates in effect at the time the work is performed will be charged to the project.

Senior Personnel

Dr. Erin Pearse serves as Cal Poly liaison for the Sustainable Land Initiative. In collaboration with USLT, Pearse will conduct strategic development of SLI, including strategic development, expansion, and recruitment of other RCDs. Pearse will also directly supervise contractors on software development and coordinate with USLT on management of soil testing activities. Pearse will also be responsible for development of market access activities in coordination with Harvestly and Zero Foodprint. Pearse supervises all Cal Poly participants, and oversees organization of events. Pearse is PI on the UC grant providing match for this proposal and is director of research activities associated with that grant, including the development of the farmshare equipment program, the creation of the pieces of equipment in that program, and the website that provides public access to it.

Education Coordinator
The Education Coordinator is responsible for organization and logistics for educational events for growers, including an annual conference with a focus on regenerative agriculture (speaker and attendee organization, advertising and social media, organizing support staff, and schedule development). Other educational events include field days, workshops, community of practice meetings, and farm demonstrations. Some educational materials are available in-kind from the UC grant; other materials will be developed as needed.

Outreach Coordinator
The Outreach Coordinator is responsible for coordination with CEC on direct outreach and recruitment of restaurants and farmers to Zero Foodprint's programs, and public relations to boost community engagement and perception of regenerative agriculture.

Other Personnel
A team of undergraduate student will provide 300 hours assistance/year. Undergraduate students will assist with all Cal Poly activities and will support MMRV activities under RCD supervision, including soil testing.

Fringe

Full time benefits for CPSU faculty and staff Release time and Assigned time include a benefit package consisting of FICA, State Unemployment Insurance (SUI), Workers' Compensation, non-industrial leave including vacation and sick leave, medical, dental, and life insurance benefits, and retirement benefits (PERS). The rate is established by the State of California and CPSU, is estimated for budgetary purposes as 64.442%.

Benefits for CPSU Faculty summer and overload work include FICA, SUI and Workers, calculated at the proposed DHHS pooled rate of 8.5%.

Full time benefits for CPC employees include a benefit package consisting of FICA, State Unemployment Insurance (SUI), Worker's Compensation, non-industrial leave including vacation and sick leave, medical, dental, and life insurance benefits, and retirement benefits (PERS). The proposed DHHS pooled rate of 59.8% is used for budgetary purposes.

CPC undergraduate student benefits include SUI and Worker's Compensation. The proposed DHHS pooled rate of 2.7% is used for budgetary purposes.

CPC graduate student fringe benefits include SUI and Worker's Compensation which would result in the proposed DHHS pooled rate of 2.7%. CPC graduate students convert to intermittent employees if the graduate student is not fully enrolled when the work is performed, resulting in the addition of FICA to fringe benefits and the current intermittent fringe benefit rate of 7.9%.

Cal Poly elects to budget graduate student fringe benefits at the proposed DHHS pooled intermittent rate of 7.9%, assuming that the graduate students will not be fully enrolled. It is not feasible to assess enrollment status at the time of proposal submission.

The rates in effect at the time the work is performed will be charged to the sponsor.

Position	Salary	Fringe (%)	Fringe
Cal Poly liaison	$ 131,040	64.4%	$ 84,389.76
education support staff	$ 36,302	8.5%	$ 3,085.67
outreach support staff	$ 10,290	8.5%	$ 874.65
undergrads	$ 18,000	2.5%	$ 450.00
			$ 88,800.08

Travel

We request $1,890 for mileage for site visits (12 trips per year, average 75-mile round-trip).

Equipment

None.

Supplies

We request $10,550 for virtual event platform software (Y1 $3,300, Y2 $3,500, Y3 $3,750). Cost basis is an estimate based on quotes from Whova.
We request $6,000 ($2,000 per year) for advertising and miscellaneous outreach supplies.

Contractual

None.

Other

None.

Indirect Costs

Indirect costs are calculated at 38.5% (using Cal Poly's NICRA) of total modified direct costs, which include salaries, fringe, travel, and supplies.

National Association of Conservation Districts

Exhibit III

Producer Program Requirements

1. Producer Contracts

1.1 Approval of Producer Contract Template

NACD shall review and concur, in writing, with the producer contract (including terms, conditions, and payment structure). The producer contracts shall at minimum include the following parties' signatures:

- NACD
- Subawardee
- Participating Producer

NACD shall review and approve the producer contract template. Once approved in writing by the NACD Chief Program Officer or Director of Conservation Programs, the Subawardee may utilize for all participating producers.

1.2 Producer Contract Signatures & Administration of Financial Incentives

NACD is the final authorizing signature to execute the producer contract. Only NACD may authorize and issue financial payments to participating producers receiving federal funds under this Agreement.

When submitting the contract to NACD for signature, the Subrecipient shall also submit:

- Signed contract, including Schedule of Operations;
- Documentation confirming producer eligibility pursuant to Exhibit III;
- Signed W-9 and bank account information to facilitate electronic payments
- Resolution of support or alternative documentation (applicable to Tribal lands only)
- Any other information deemed necessary by NACD

NACD will review and respond to submissions within 10 business days.

1.3 Changes to Producer Contracts

Changes to the schedule of operations may be made without written NACD approval. However, the Subawardee shall maintain the producer file in NACD's system of record and upload the most up-to-date Schedule of Operations, which at minimum should be signed by the producer and Subawardee.

All other changes to the contract terms and conditions must be reviewed/signed by each Party listed on the original award.

2. Financial Incentives

2.1 Permissible Producer Incentives

Producer incentive payments under this Agreement may be made for:

- Implementation of qualifying conservation practices consistent with NRCS practice standards;
- Non-practice activities including, but not limited to data collection and access, participation in MMRV protocols, and marketing of commodities; and
- Other activities directly authorized in the Statement of Work and approved by NACD.

2.2 Advance Payments to Producers

Advance payments to producers (payments made before practice implementation or certification) are generally unallowable and shall be authorized only by NACD in writing on a case-by-case basis.

Requests for advance producer payments must be submitted to NACD in writing and shall include justification for the advance, the proposed advance amount, and a plan for verification and reconciliation upon implementation. NACD reserves the right to deny advance producer payment requests to limit program risk exposure.

2.3 Tracking and Reporting Producer Enrollment and Financial Incentives

The Subawardee shall maintain accurate and up to date producer records in NACD's official system of record. At minimum, this includes a list of all producers enrolled (i.e., have signed a contract or intend to sign a contract) and the minimum information to support payment, including, but not limited to:

- Name (individual or business)
- Contact information (mailing address, email address, phone number)
- Enrolled field(s)/tract(s) IDs
- Signed W9 and bank account information (to issue electronic payments and IRS Form 1099s)
- Certification of producer eligibility
- Current Year Subsidiary Print
- Producer contract signed by all parties
- Most up to date Schedule of Operations
- Financial Incentives (total federal funds, cost share provided by producer, any non-federal financial incentives that would be contributed as match)
- Written approval of conservation practice variance or deviation
- Any additional data or information required by NACD to support reporting or issuance of payments/IRS Form 1099s

2.4 Changes to Producer Financial Incentive Budgets

The Subawardee's total budget for financial incentives is as established in Section I of this Subaward Agreement. The Subawardee may allocate this budget across participating producers and incentive types as it deems appropriate, so long as the total program goals continue to be met (e.g., enrollment metrics) and subject to the Availability of Funds clauses in the Subaward Agreement and Participant Contract.

3. Producer Eligibility Requirements

3.1 Minimum Enrollment Requirements

In order to be eligible for any incentive payment under this Agreement, a producer must satisfy the following requirements as established by USDA NRCS. The Subawardee is responsible for verifying and documenting producer eligibility prior to executing a producer contract. This includes:

- **FSA Farm Records**, including farm number, tract number(s), and field number(s) covering the land to be enrolled;
- Completed **Customer Data Worksheet** (USDA Form AD-2047) to facilitate creation of a Business Partner Record in USDA systems;
- Certify compliance with **Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC)** requirements via USDA Form AD-1026; and
- Certify that they are **not a foreign person or entity** as defined under applicable federal law;
- Producers must **demonstrate control of the land** for the term of their contract. The Subawardee shall provide farm, tract, and field numbers and producer name to NACD as part of routine subaward reporting for inclusion in USDA semi-annual reporting.

Note: USDA field office staff will not provide subsidiary print documentation to anyone besides the producer without written authorization from the producer.

3.2 Current Year Producer Records

The Subawardee shall collect and review a current-year subsidiary print from each participating producer prior to contract execution and any incentive payment being made. The review shall confirm:

- The producer is listed as “certified” under the AD-1026 section of the subsidiary print;
- The producer is listed as “compliant” in all sections of the conservation compliance portion of the subsidiary print; and
- The “Foreign Person” field of the subsidiary print indicates “Not Applicable.”

A new subsidiary print must be obtained for each crop year in which the producer receives an incentive payment. The Subawardee shall retain all subsidiary prints in the producer’s contract file for audit purposes and maintain in NACD’s system of record. The Subsidiary Print may also be utilized to document a producer’s status as “Historically Underserved.”

The Subawardee shall notify NACD immediately if any participating producer is found to be non-compliant with HELC/WC requirements. No payment shall be made to a producer who is not currently compliant.

3.3 Adjusted Gross Income
Producers are not subject to the payment limitations and adjusted gross income (AGI) limitations applicable to other USDA conservation programs.

3.5 Duplicate Payment Prevention
Federal funds under this Agreement may not be used to pay for implementation of the same conservation practice on the same land that is simultaneously funded by another USDA program (e.g., EQIP, CSP, RCPP program payments). The Subawardee shall:

- Attest in producer beneficiary contracts that producers are not receiving payment for the same practice on the same land at the same time from another federal source;
- Report potential duplicate payments to NACD immediately upon discovery; and
- Cooperate fully with NACD and USDA NRCS in any investigation or recovery action related to duplicate payments.

Where AMP funding is used to enhance a practice beyond what was originally funded through FSA or NRCS (e.g., additional coverage area, improved practice standard, or additional data services), repayment is generally not required. The Subawardee shall document the enhancement basis clearly in project records.

If NACD determines that a duplicate payment has occurred and the AMP producer contract obligation date is later than the NRCS or FSA contract date, NACD will direct the Subawardee to recover the applicable producer beneficiary contract funds.

4. Conservation Plans and Practice Certification

4.1 Conservation Plan and Schedule of Operations
The Participant shall have a conservation plan approved by the Subawardee or their designated representative. The Participant's Schedule of Operations shall be incorporated into their contract by reference.

4.2 Adherence to NRCS Conservation Practice Standards
Practices funded by federal dollars must meet NRCS standards and specifications. Any requests for variations must be submitted to USDA, in writing, by NACD. The Subawardee must retain record of USDA written approval of any variations to practice standards and incorporate into the producer's contract file.

The Subawardee certifies that a qualified representative will inspect and certify the practices upon completion. Written certification and supporting documentation (e.g., photos, maps, logs) shall be maintained in the producer file.

4.3 Environmental Evaluation Requirements (CPA-52)
For all projects implementing a conservation practice, an environmental evaluation must be completed and approved by USDA NRCS before any practice may be implemented. Environmental evaluation results are documented on the NRCS Environmental Evaluation Worksheet (Form CPA-52).

The Subawardee shall:

- Complete the CPA-52 through Section O for each field and producer beneficiary contract where practice implementation is proposed, using information provided by the producer and the Subawardee's technical staff;
- Submit the completed CPA-52, field map, and associated documentation via the secure submission method designated by USDA NRCS and NACD;
- NOT implement any conservation practice until a signed CPA-52 has been received from NRCS for that specific field; and
- Retrieve the signed, site-specific CPA-52 from the secure partner portal after NRCS approval.
- The Subawardee may provide producers and technical assistance staff with informational materials and training resources provided by NACD and the NRCS Partnerships Division regarding CPA-52 completion. Where NRCS requires Section 7 (Endangered Species Act) or Section 106 (National Historic Preservation Act) consultation, the tract remains ineligible until consultation concurrence is received from the relevant agency.

4.4 Installing Conservation Practices on Tribal Lands

A resolution of support is required for projects on Tribal lands from the governing body of the Tribe with jurisdiction over that land, if the applicant is not the Tribe nor an entity owned or operated by that Tribe. USDA may approve alternative documentation for resolutions when USDA deems necessary and legally sufficient.

4.5 Approved Conservation Practices

Only the conservation practices, activities, and enhancements listed below are eligible for reimbursement under the AMP program. Requests for additional practices must be reviewed and approved by USDA. Incorporation requires a formal amendment to NACD's prime grant with USDA.

Planning / CEMA / DIA

CPA 102 – Comprehensive Nutrient Management Plan

CPA 106 – Forest Management Plan

CPA 110 – Grazing Management Plan (CPA)

CPA 116 – Soil Health Management Plan

CPA 199 – Conservation Plan

DIA 101 – CNMP Design & Implementation Activity

DIA 148 – Pollinator Habitat Design

DIA 157 – Nutrient Management Design

DIA 158 – Feed & Management Design

DIA 159 — Grazing Management Design

DIA 160 – Prescribed Burning Design

DIA 161 – Pest Management Conservation System Design

DIA 162 – Soil Health Management System Design

DIA 165 – Forest Management Practice Design

CEMA 201 – Edge of Field Quality Monitoring Data Collection & Evaluation

CEMA 202 – Edge of Field Water Quality Monitoring System Installation

CEMA 204 – Adaptive Management for Soil Health

CEMA 206 — Feed & Forage Analysis (CEMA)

CEMA 209 – PFAS Testing in Water or Soil

CEMA 216 – Soil Health Testing

CEMA 217 – Soil and Source Testing for Nutrient Management

CEMA 218 – Carbon Sequestration and Greenhouse Gas Mitigation Assessment

CEMA 219 — Prescribed Grazing Conservation Evaluation & Monitoring Activity (CEMA)

CEMA 221 – Soil Carbon Stock Monitoring

CEMA 222 — Indigenous Stewardship Methods Evaluation

CEMA 223 – Forest Management Assessment

Core Conservation Practices

283 — Fence

311 — Alley Cropping

313 — Waste Storage Facility

314 — Brush Management

317 — Composting Facility

325 — High Tunnel System

327 — Conservation Cover

328 — Conservation Crop Rotation

329 — Residue & Tillage Management — No-Till

336 — Soil Carbon Amendments

340 — Cover Crop

342 — Critical Area Planting

345 — Residue & Tillage Management — Reduced Till

367 — Roofs and Covers

374 — Energy Efficient Agricultural Operation

379 — Forest Farming

380 — Windbreak/Shelterbelt Establishment & Renovation

381 — Silvopasture

382 — Fence (incl. virtual/temporary)

383 — Fuel Break

384 — Woody Residue Treatment

386 — Field Border

390 — Riparian Herbaceous Cover

391 — Riparian Forest Buffer

393 — Filter Strip

394 — Firebreak

412 — Grassed Waterway

420 — Wildlife Habitat Planting

422 — Hedgerow Planting

430 — Irrigation Pipeline

441 —Irrigation System, microirrigation

442 — Sprinkler System

443 — Irrigation System (Surface & Subsurface)

449 — Irrigation Water Management

472 — Access Control

484 — Mulching

490 — Tree/Shrub Site Preparation

511 — Forage Harvest Management

512 — Pasture & Hay Planting

516 — Livestock Pipeline

528 — Prescribed Grazing

533 — Pumping Plant

550 — Range Planting

558 — Roof Runoff Structure

560 — Access Road

561 — Heavy Use Area Protection (HUAP)

574 — Spring Development

585 — Stripcropping

587 — Structure for Water Control

590 — Nutrient Management

591 — Amendments for Treatment of Agricultural Waste

592 — Feed Management

595 — Integrated Pest Management Plan

603 — Herbaceous Wind Barriers

612 — Tree/Shrub Establishment

614 — Watering Facility (includes Wildlife Watering Facility)

620 — Underground Outlet

632 — Waste Separation Facility

636 — Water Harvesting Catchment

642 — Water Well

645 — Wildlife Habitat Management

649 — Structures for Wildlife

655 — Forest Trails & Landings

657 — Wetland Restoration

659 — Wetland Enhancement

660 — Tree/Shrub Pruning

666 — Forest Stand Improvement

670 — Energy Efficient Lighting System

805 — Amending Soil Properties with Lime

810 — Annual Forages for Grazing Systems

810 (WA State) — Annual Forages for Grazing

821 — Low Tunnel System

825 — Culturally Significant Plantings for Soil Health

827 — Strategic Harvested Forage Management

Enhancement / Add-on

- E528P — Bale Grazing

5. Other Related Terms and Conditions

5.1 Producer Data Protection and Disclosure

The Subawardee must ensure each producer has convenient access to any data collected from that producer or the producer's land and any associated modeling as part of the project. The recipient must provide each producer applying for benefits under this grant a description in writing of how their information, including but not limited to data about their farm and commodities, will be utilized, protected and shared as applicable.

USDA encourages NACD and the Subawardee to disclose to participating producers the manner and amount for which any market premiums derived from the development of the relevant climate-smart commodity will be shared between participating parties, including producers.

5.2 Competition and Anti-Competitive Practices

In connection with this grant, recipients may not prohibit or otherwise limit a producer from changing the provider of other services or materials not included as part of this grant. Recipients may not condition, limit, steer, or discriminate in their provision or sale of non-project business functions or products to producers based on their participation or non-participation in or use of any services provided as part of this grant. Additionally, funds in this agreement shall not be used for purposes or activities related to mergers or acquisitions.

Exhibit IV

Reporting Requirements

1. Requests for Reimbursement

The Subawardee may submit requests for reimbursement on a monthly basis. Requests shall be submitted through NACD's system of record and be supported by a brief narrative that describes the costs incurred through that period.

For example:

- Salaries and fringe: Please summarize the hours billed and a brief summary of the activities performed (focus on the tie to activities and progress made on each deliverable).
- Travel: Brief description of the trip(s) and expenses incurred; activities must be tied to the scope and goals of the Subaward Agreement.
- Supplies: Briefly delineate the supplies purchased/procured and brief explanation of how costs are tied to the scope and goals of deliverables.
- Contractual: Identify the contractor and briefly delineate the scope of the contract; similar to salaries/fringe, please provide a brief summary of activities/progress made on each deliverable. If a new contract for that quarter, please certify compliance with Procurement Standards.
- Other: Identify the costs associated with "Other."
- Indirect Costs: Please provide the calculation utilized to calculate and invoice indirect costs for that quarter, if applicable.

2. Quarterly Reporting Requirements

2.1 Financial Reports

The Subawardee shall submit quarterly financial reports using the following schedule:

Grant Period	Due to NACD
January 1 – March 31	April 10
April 1 – June 30	July 10
July 1 – September 30	October 10
October 1 – December 31	January 10

Reports are due no later than the 15th of the month following each quarter end and must be submitted via NACD's system of record.

Quarterly financial reports must itemize all expenditures by budget category, report cumulative spending through the close of the reporting period, and include a cash flow forecast for the upcoming quarter. Match contributions must also be documented and reported.

When reporting match, please provide a description of match contributed, whether cash or in-kind. This shall include the source, description of how the match ties to the goals of the grant, and calculation for valuation of in-kind contributions (e.g., for volunteer hours, provide the estimated rate x hours).

2.2 Producer Financial Incentives

The Subawardee shall track and report anticipated producer enrollment and financial incentive payments. This is necessary for NACD to request and receive sufficient funds from USDA for timely payment to the producer. If the Subrecipient has received written approval for a variance to a conservation practice standard, this must be maintained in the digital producer file (Exhibit III).

Anticipated cost-share (e.g., producer's share of practice costs) must be also documented each quarter. NACD must report this to USDA quarterly via its SF-425 Financial Report. The required cost-share ratio must be met by the end of the agreement period of performance; however, it does not have to be maintained for every payment request.

3. Semiannual Reporting Requirements

3.1 Progress Reports

The Subawardee shall submit narrative progress reports based on the schedule below:

Grant Period	Due to NACD
January 1 – June 30	July 10
July 1 – December 31	January 10

Progress reports shall:

- Document progress made on each activity and deliverable outlined in the Statement of Work;
- Update on producer enrollment, acres, practices implemented, and incentive payments made during the reporting period; and
- Identify any execution challenges, risks or variances from the approved work plan and describe corrective actions

3.2 Detailed USDA Reporting Workbook

Participation in the Advancing Markets for Producers (AMP) program requires detailed project data reporting by NACD to USDA NRCS on a semi-annual basis. The Subawardee must provide NACD with all data necessary to satisfy USDA's reporting requirements in a timely and accurate manner. The Subawardee shall submit detailed reports based on the schedule below:

The Subawardee shall submit a detailed project report on the specific data elements contained in the most up-to-date version of the Advancing Markets for Producers Project Workbook based on the schedule below:

Grant Period	Due to NACD
January 1 – June 30	July 10
July 1 – December 31	January 10

The Subawardee shall designate a data point of contact responsible for data quality and timely submission. NACD may conduct spot checks of submitted data and shall notify the Subawardee of any discrepancies requiring correction before final USDA submission.

4. Final Report

A Final Report must be submitted within 45 days of completion or the end of the period of performance, whichever is sooner. The Final Report must cover the entire duration of the grant, including match contributions:

- Document all work completed during the grant period, including key activities, deliverables, and measurable outcomes achieved;
- Report final producer enrollment, acres, practices, and incentive payment totals;
- Include an executive summary suitable for use in NACD publications describing the Subawardee’s work and conservation impacts; and
- Include at least one high-quality photograph that NACD may use in publications or communications related to the AMP program.

The Subawardee shall also submit final financial and producer incentive reports, including a certification/final claim for payment. Ensure that cost-share and match are reported.

5. Other

5.1 Additional Information

NACD reserves the right to request additional verbal or written information regarding the Subawardee’s progress at any time. The Subawardee shall respond to such requests within a reasonable timeframe and shall consult with NACD personnel as necessary.

5.2 Delinquent Reports

Withholding of Payment: Payments will be withheld until report requirement is satisfied.

Specific Conditions: If a report continues to be delinquent, either NACD or USDA may impose specific conditions in accordance with 2 CFR 200.208.

Remedies for Noncompliance: If NACD or, if escalated to USDA, determines that noncompliance cannot be remedied by imposing specific conditions, the Federal agency may take one or more of the remedies specified in 2 CFR 200.339, including suspension or termination.

If the Subawardee materially fails to comply with the terms and conditions of an award by not meeting performance, financial, and/or administrative requirements, any remaining award balance may be de-obligated and your organization reported to the OMB-designated integrity and performance system (currently the Contractor Performance Assessment Reporting System (CPARS) which may impact future Federal financial assistance awards.

EXHIBIT F
CONTRACT FOR SERVICES
UPPER SALINAS – LAS TABLAS RESOURCE CONSERVATION DISTRICT

USDA AGREEMENT

U.S. DEPARTMENT OF AGRICULTURE
General Terms and Conditions for Mutual Interest Agreements

Effective December 31, 2025

1.0 OVERVIEW OF GENERAL TERMS AND CONDITIONS FOR MUTUAL INTEREST AGREEMENTS

1.1 Introduction

These General Terms and Conditions for Mutual Interest Agreements (General Terms and Conditions) outline U.S. Department of Agriculture (USDA) mandatory agreement terms. The General Terms and Conditions are determined by statutory, regulatory, and agency requirements, as well as by administrative policies. Unless otherwise prohibited by law, cooperators and subcooperators of USDA mutual interest agreements (agreements) must comply with these General Terms and Conditions. These General Terms and Conditions are in addition to the assurances and certifications made as part of the agreement and any agency- or program-specific terms, conditions, and restrictions included in the agreement.

The cooperator shall maintain a copy of these General Terms and Conditions, as well as the agreement provisions and any subsequent changes to the agreement. Electronic copies of these General Terms and Conditions are publicly available at: https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions.

1.2 Order of Precedence

In the event of any inconsistency among the terms and conditions of the Federal Agreement and/or other issuances, the inconsistency will be resolved by giving precedence in the following order:

1. Applicable statutes of the United States
2. Program-specific regulations
3. Federal agreement provisions and specific conditions
4. Program-specific Terms and Conditions
5. Agency-specific Terms and Conditions
6. USDA General Terms and Conditions
7. Approved budget and program plans
8. Notice of Funding Opportunity (if applicable)

1.3 USDA Responsibilities

USDA has overall responsibility for USDA-issued agreements, including providing oversight for programmatic, financial, and administrative performance.

1.4 Cooperator Responsibilities and Compliance with Federal Requirements

The cooperator is responsible for notifying the USDA agency of any significant problems relating to the administrative, programmatic, or financial aspects of the agreement.

The cooperator has full responsibility for the management of the project or activity supported under the agreement and for adherence to Federal statutes and regulations, all applicable terms and conditions (including these General Terms and Conditions), the agreement provisions, and approved budget and program plans. Although the cooperator is encouraged to seek advice and opinion from the USDA agency on special problems that may arise, such advice does not diminish the cooperator's responsibility for making prudent and sound administrative judgments under the circumstances prevailing at the time the decision was made and should not imply that the responsibility for operating decisions has shifted to the USDA agency.

The cooperator is responsible for submitting full, complete, and timely documentation, as required by applicable Federal statute, regulations, applicable terms and conditions, or upon request of the USDA agency. For elements of cost, documentation must be specific, detailed, and contemporaneous, and it must support all reported or requested expenses, both Federal and non-Federal. The USDA agency may determine that any documentation related to an agreement is not adequate to determine that costs are reasonable, necessary, allowable, and allocable. When a USDA agency makes such a determination, the cooperator must revise and resubmit documentation as requested by the USDA agency. Failure to do so may result in delays or nonperformance of actions related to the agreement, such as requested amendments, nonpayment of disbursements, or determination of noncompliance.

These General Terms and Conditions extend to all entities party to a subagreement, and the cooperator must ensure their inclusion in the corresponding agreements.

1.5 Subagreement and Contract Requirements

Cooperators must obtain written approval from the USDA agency prior to issuing subagreements or contracts (including any similar forms of agreement) regarding any segment of a funded agreement. Requests for prior approval must be in writing and identify the subcooperators or contractor, authorized activities, and all anticipated costs. If all such elements are identified in a budget or budget narrative at time of application, approval of the agreement constitutes prior written approval of the subagreement or contract. The cooperator shall bear sole responsibility for all aspects of any subagreements or contracts. The USDA agency's legal relationship is solely with the cooperator and does not extend to any subagreements or contracts.

The cooperator agrees to the following requirements for all subagreements consistent with principles of sound and prudent business judgment:

- Compliance: Ensure that all subcooperators comply with all applicable Federal laws, regulations, and the terms and conditions of this agreement. Include all relevant provisions of this agreement in all subagreements, ensuring the requirements flow down to the lowest tier.
- Monitoring and Oversight: Actively manage and monitor the performance of subcooperators to ensure they meet programmatic goals, financial obligations, and compliance requirements.
- Intellectual Property and Data: All intellectual property and data rights stipulated in the primary agreement between the cooperator and the USDA agency must be

appropriately addressed and flowed down to the subcooperator level to ensure compliance with the original terms.

The cooperator remains fully accountable to the USDA agency for the performance and compliance of all subcooperators, as if the work were performed by the cooperator itself. No subagreement shall relieve the cooperator of any obligations under this agreement.

1.6 Internal Controls

The cooperator and any applicable subcooperator must maintain effective internal controls over agreements. The internal controls must align with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States. The internal controls provide assurance that the cooperator and subcooperators are administering the agreement in compliance with Federal statutes, regulations, and the terms and conditions of the agreement.

1.7 Conflict of Interest

The cooperator and subcooperators must maintain written standards of conduct covering conflicts of interest and governing the action of its employees engaged in the selection, award, and administration of agreements. No employee, officer, or agent may participate in the selection or administration of an agreement if she or he has a real or apparent conflict of interest.

If the cooperator has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian Tribe, the cooperator must also maintain written standards of conduct covering organizational conflicts of interest. If subagreements, contracts, or similar pass-through arrangements are made with a parent, affiliate or affiliated company, or subsidiary organization that is not a State, local government, or Indian tribe, no profit may result from goods or services rendered under such arrangements under the agreement.

"Affiliate" or "affiliated company" of any specified person or entity means any other person or entity directly or indirectly controlling of, controlled by, under direct or indirect common control with, or related to, such specified person or entity, or which exists for the sole purpose of providing any service to one company or exclusively to companies which otherwise meet the definition of affiliate. This definition includes Variable Interest Entities as described in Financial Accounting Standards Board Interpretation (FIN) No. 46(R), Consolidation of Variable Interest Entities. For the purpose of this definition, "control" means the possession directly or indirectly, of the power to direct or cause the direction of the management and policies of a company, whether such power is exercised through one or more intermediary companies, or alone, or in conjunction with, or pursuant to an agreement with, one or more other companies, and whether such power is established through a majority or minority ownership voting of securities, common directors, officers, or stockholders, voting trust, holding trusts (other than money exchanged) for property or services.

The cooperator must disclose any conflict of interest, including organizational conflicts of interest, and the cooperator's approach for resolving the conflict of interest, to the USDA agency within five (5) calendar days of the discovery of the conflict of interest. Upon notice from the cooperator of a potential conflict of interest and the approach for resolving it, the

USDA agency will make a determination regarding the effectiveness of the cooperator's actions to resolve the conflict of interest within thirty (30) calendar days of receipt of the cooperator's notice, unless the USDA agency advises the cooperator that a longer period is necessary. The cooperator must not request payment from the USDA agency for costs for transactions subject to the conflict of interest, pending notification of the USDA agency's determination. The cooperator's failure to disclose a conflict of interest may result in cost disallowances and/or termination of the agreement.

1.8 Unpaid Federal Tax Liability and Felony Criminal Violations

By accepting the agreement, the cooperator certifies that:

1. It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

2. It has not been convicted of a felony criminal violation under any Federal law within the preceding twenty-four (24) months.

1.9 Funding to Entities or Individuals on Prohibited Lists

The cooperator certifies and assures that it will not, directly or indirectly, engage with or provide any funding from the agreement to, including through contracts or subagreements, any entity or individual identified on any of the lists below. USDA identifies the entities and individuals on these lists as "prohibited" (i.e., prohibited entity/individual). This commitment extends to both direct funding, where the cooperator provides funds, and indirect funding, where a subcooperator, contractor, or other third party provides funds, from the agreement, whether for the performance of the agreement or for any other purpose related to the agreement or any of its contracts or other subagreements awarded under the agreement.

1. U.S. Department of War: Entities Identified as Chinese Military Companies Operating in the United States in Accordance with Section 1260H of the William M. ("Mac") Thornberry National Defense Authorization Act for Fiscal Year 2021 (Public Law 116-283). The cooperator must utilize the 2025 list or the most current list published in the Federal Register.

2. U.S. Department of War: Response to Section 1286 of the National Defense Authorization Act for Fiscal Year 2019 (Public Law 115-232), as amended. The cooperator must use the list cleared for publication on June 24, 2025, or the most current list released by DOW.

3. U.S. Department of State: State Sponsors of Terrorism List

4. U.S. Department of State: International Security and Nonproliferation List

5. U.S. Department of State: Foreign Terrorists Organization List

6. U.S. Department of Treasury, Office of Foreign Assets Control (OFAC), Consolidated Sanctions List which includes all OFAC non-SDN sanctions lists.

7. U.S. Department of Treasury, OFAC: Specially Designated Nationals (SDNs) List
8. U.S. Department of Treasury, OFAC: Additional Sanctions Lists which includes the below and any other similar list released by OFAC.
   a. Sectoral Sanctions Identifications (SSI) List
   b. Foreign Sanctions Evaders (FSE) List
   c. Non-SDN Palestinian Legislative Council (NS-PLC) List
   d. List of Foreign Financial Institutions Subject to Correspondent Account or Payable-Through Account Sanctions (CAPTA List)
   e. Non-SDN Menu-Based Sanctions List (NS-MBS List)
   f. Non-SDN Communist Chinese Military Companies List (NS-CMIC List)
9. Prohibition on certain telecommunications and video surveillance equipment or services: 41 U.S.C. Ch. 39 (Statutory Notes)

1.10 Non-Exclusivity

This agreement is non-exclusive, and nothing herein shall be construed to prevent either the USDA agency or the cooperator from entering into similar agreements or arrangements with other entities, provided such agreements do not conflict with the terms and conditions of this agreement or create any actual or apparent conflict of interest in the performance of work under this agreement.

1.11 No Implied Endorsement

The cooperator shall not, directly or indirectly, represent or imply that the cooperator (including its products or services) or any associated third parties (including their products or services) is favored, approved, or endorsed by the United States government, USDA, or any component thereof, or is considered by the United States government, USDA, or any component thereof to be superior to other cooperators (including their products or services).

1.12 Employment Eligibility Verification (Immigration and Nationality Act)

The cooperator shall ensure that all employees complete the Employment Eligibility Verification Form I-9 to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 U.S.C. § 1324a). The cooperator shall comply with regulations regarding certification and retention of the completed forms. The requirements also apply to any subagreement or contract awarded under this agreement.

1.13 National Environmental Policy Act

All agreements can be subject to environmental review laws. The USDA agency has the responsibility to comply with the National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. § 4321 et seq., and the USDA NEPA regulations at 7 CFR part 1b. All discretionary agreements, unless otherwise specifically exempted by statute, require compliance with NEPA and other relevant environmental laws. The level of NEPA review, and whether environmental analysis is needed, depends on the activity supported by the USDA agency.

The cooperator may not draw down funds or incur expenses under this agreement unless, and until, the NEPA process has been completed and approved by the USDA agency with a determination of whether further review, documentation, and/or mitigation measures are required; and the cooperator has satisfied any requirements contained in the USDA agency's determination. Once these conditions have been successfully completed, the USDA agency will then notify the cooperator that the review is complete. At that time, the distribution and expenditure of funds will be authorized.

When applicable, the USDA agency reserves the right to de-obligate funds obligated under this agreement (or to require the return of such funds) in the event the cooperator breaches or otherwise fails to perform under any of the agreement requirements.

1.14 Agricultural Bioterrorism Protection Act

The cooperator assures compliance with the Agricultural Bioterrorism Protection Act of 2002, as implemented at 7 CFR part 331 and 9 CFR part 121, by agreeing that it will not possess, use, or transfer any select agent or toxin without a certificate of registration issued by the USDA agency.

1.15 FOIA - Public Access to Records and Personally Identifiable Information

Documents, correspondence, and any products related to the agreement, from any part of the agreement cycle, may be made publicly available through Freedom of Information Act (FOIA) (5 U.S.C § 552) requests. USDA agencies utilize their websites to share accomplishments resulting from agreements with the public. Restrictions on the release of records and information apply for Protected Personally Identifiable Information (PPII) or when exempt from disclosure pursuant to the FOIA, the Privacy Act of 1974 (5 U.S.C. § 552a), or other applicable statute.

Reports must avoid the use of PPII, including the use of an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc. Contact information included in performance reports should be limited to the organization name, physical address, and telephone number.

1.16 Acknowledgement and Information Dissemination

The cooperator must have an acknowledgement of the USDA agency support placed on any information dissemination products with any mutual interest agreement support, including those which report the results of, or describe, a mutual interest agreement-supported activity. "Information dissemination product" means any recorded information, regardless of physical form or characteristics, disseminated to the public. "Mutual interest agreement support" means the transfer of anything of value by the USDA agency through a mutual interest agreement, inclusive of subagreements and contracts under such instruments, to a cooperator. Such support may be provided as a cash or in-kind contribution.

Unless the provisions of the agreement say otherwise, this requirement does not apply to audiovisuals produced as research instruments or for documenting experimentation or findings that are not intended for presentation or distribution to the public.

The cooperator must request permission before using any agency logos or marks. If a cooperator wishes to use the USDA logo, more formally known as the USDA Symbol, they should request the USDA agency contact the Office of Communications to request permission on their behalf. See Use of Logos/Marks at the United States Department of Agriculture DR 1430-002 (5)(b)(3) and DR 5160-001 4(a)(8). Cooperator agrees to use the USDA logo in accordance with the style guidance found at: https://www.usda.gov/about-usda/policies-and-links/digital/usda-style-guide/logo

For any other agency logo or mark, the cooperator should request permission for use from the appropriate USDA agency using or overseeing the mark.

2.0 SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

USDA has adopted the agreement terms—System for Award Management (SAM.gov) and Universal Identifier Requirements except where otherwise exempted by law:

1. *Requirement for System for Award Management.* The cooperator must maintain a current and active registration in *SAM.gov* or otherwise specifically exempted by statute. The cooperator's registration must always be current and active until the cooperator submits all final reports required under this agreement or receives the final payment, whichever is later. The cooperator must review and update its information in *SAM.gov* at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the cooperator's immediate and highest-level owner and subsidiaries and providing information about the cooperator's predecessors that have received a Federal award, agreement, or contract within the last three years.

2. *Requirement for Unique Entity Identifier (UEI).* If the cooperator is authorized to make subagreements under this agreement, the cooperator:

   (i) Must notify potential subcooperators that no entity may receive a subagreement until the entity has provided its UEI to the cooperator.

   (ii) Must not make a subagreement with an entity unless the entity has provided its UEI to the cooperator. Subcooperators are not required to complete full registration in *SAM.gov* to obtain a UEI.

3. *Definitions.* For the purposes of this agreement term:

   "System for Award Management (SAM.gov)" means the federal repository into which a cooperator must provide the information required for the conduct of business as a cooperator. Additional information about registration procedures may be found in *SAM.gov* (currently at *https://www.sam.gov*).

   "Unique entity identifier" means the universal identifier assigned by *SAM.gov* to uniquely identify an entity.

   "Entity" includes:

(1) Whether for profit or nonprofit:
   (a) A corporation;
   (b) An association;
   (c) A partnership;
   (d) A limited liability company;
   (e) A limited liability partnership;
   (f) A sole proprietorship;
   (g) Any other legal business entity;
   (h) Any other cooperator or contractor that is not excluded by paragraph (2);
   (i) Any State or locality; and
   (j) Any subcontractor or subcooperator that is not excluded by paragraph (2);
(2) Does not include:
   (a) An individual recipient of an agreement; or
   (b) A Federal employee.

3.0 FINANCIAL MANAGEMENT

The cooperator's financial management system must meet the following standards:

1. Financial Reporting: The cooperator shall provide accurate, current, and complete disclosure of the financial results of each Federally funded project or program in accordance with the financial reporting requirements of the agreement.

2. Accounting Records: The cooperator's accounting records must adequately identify the source and application of Federal funds for Federally funded activities. These records shall contain information pertaining to Federal agreements, authorizations, obligations, unobligated balances, assets, outlays, and income.

3. Internal Control: The cooperator shall maintain effective control and accountability for all Federal funds, property, and other assets to ensure they are used solely for authorized purposes and in compliance with Federal statutes, regulations, and the terms and conditions of the agreement.

4. Source Documentation: Accounting records must be supported by appropriate source documentation (e.g., cancelled checks, paid bills, payrolls, contract documents). These documents must be made available to the USDA agency upon request.

5. Financial management systems and related records of the cooperator, subcooperators, and of any other entity involved in the agreement, must be sufficiently detailed to prepare reports, trace funds, and demonstrate that fund management complies with Federal statutes, regulations, and these general and other program-specific terms and conditions.

3.1 Allowable and Unallowable Costs and Activities

The USDA agency, cooperator, and subcooperator must adhere to sound financial management principles for all costs associated with this agreement. This includes both the Federal and non-

Federal share of project costs. Parties may not structure arrangements or obfuscate details to circumvent these principles.

For a cost to be considered allowable under this agreement, it must meet the following criteria:

1. Necessity and Reasonableness: The cost must be necessary and reasonable for the performance of the agreement. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
2. Allocability: The cost must be allocable to the agreement. A cost is allocable to a particular agreement if the goods or services involved are chargeable or assignable to that agreement in accordance with relative benefits received.
3. Consistency: The cost must be treated consistently. A given cost may not be assigned to an agreement as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned to the agreement as an indirect cost.
4. Conformity: The cost must conform to any limitations or exclusions set forth in this agreement document.
5. Sound Accounting: The cost must be determined in accordance with generally accepted accounting principles (GAAP) or other consistently applied sound business practices appropriate to the organization's circumstances.
6. Documentation: The cost must be adequately documented to support its necessity, reasonableness, and allocability.
7. No Double Counting: The cost must not be included as a cost or used to meet cost sharing or matching requirements of any other Federally financed program.

Costs must also adhere to principles of federal appropriations law and interpretations of such principles by the Comptroller General, as applicable.

3.2 National Security and Unallowable Costs

USDA may periodically identify unallowable elements of cost, whether tangible or intangible, funded or otherwise made available through cash, non-cash, or in-kind contributions through an agreement, due to national security concerns. Such determination of unallowability due to national security may be prescribed by statute, regulation, Executive Order, or administration policy, or may be in furtherance of Secretary’s Memorandum (SM) 1078-014, and prevents American taxpayer dollars from supporting countries of concern or other foreign adversaries who want to undermine our national security. A list of unallowable costs due to national security will be published and maintained at the following USDA website: https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/national-security-and-unallowable-costs.

The cooperator agrees to comply with this term and shall not purchase, use, or make available in any way an unallowable element of cost due to national security for the purposes of a USDA agreement or using funds under the agreement. This term applies to the list of unallowable costs published by USDA at the time of the agreement and any subsequent modifications to the list. The cooperator agrees to monitor for communications from the USDA agency concerning modifications to the list and will periodically check the list to ensure compliance with this term.

3.3 Payments

The following shall apply to all payments to the cooperator:

1. Payment Method: Payments will be made to the cooperator only for elements of cost as identified on the approved budget and which are in furtherance of the objectives of the agreement.

2. Invoicing: The cooperator is authorized to submit an invoice to the USDA agency as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used, as applicable. Each invoice must include the Federal Award Identification Number (FAIN), cooperator's name and UEI, unique invoice number, invoice date, performance dates of work completed, a description of the work performed, the amount due for the billing period, and any other supporting documentation as specified in the agreement.

3. Payment Due Date: The USDA agency should make payment within 30 calendar days after receipt of a proper invoice.

4. Acceptance of Work: The USDA agency's Program Manager/representative will have ten (10) business days to review a submitted invoice. Such a review must include that completed activities are aligned with the agreement and approved budget.. If the invoice is deemed improper for any reason, the USDA agency will notify the cooperator in writing, detailing the reasons, and the parties will jointly work in good faith to resolve the issue promptly.

5. Advance Payments: If explicitly authorized by law and provided for in the agreement, advance payments may be authorized by the USDA agency. Any interest earned on advance payments must be accounted for as specified in the agreement.

6. Withholding of Payments: The USDA agency may withhold payment, in whole or in part, if the cooperator fails to comply with the terms and conditions of the agreement, including performance quality or reporting requirements. Any withheld funds will be released upon subsequent compliance or resolution of the issue.

7. No Government Obligation to Third Parties: The USDA agency has no obligation to pay any subcooperator of the cooperator. All provisions for payment to third parties are the sole responsibility of the cooperator.

Advance—An advance payment is a payment that the USDA agency or a cooperator makes before the cooperator or subcooperator disburses the funds for program purposes. Unless otherwise authorized by statute, requests for advance payments must be limited to the minimum amounts needed to meet actual and immediate cash needs in carrying out the purpose of the approved program. The timing and amount of advance payments must be as close as is administratively feasible (generally, no greater than three (3) calendar days prior) to the actual disbursements by the cooperator or subcooperator for direct program costs and the proportionate share of any allowable indirect costs, regardless of whether the payment is made by electronic funds transfer or by other means. Except for a limited amount of interest allowed to be retained under Federal guidelines, cooperators and subcooperators may not maintain Federal cash in excess of immediate disbursing needs and must promptly return unused funds to the applicable USDA agency. All requests for advance payments must be accompanied by a written justification with sufficient information to allow the certifying and disbursing officers to verify the actual and immediate cash need of the cooperator.

Reimbursements—Reimbursements are transfers of Federal funds to the cooperator or subcooperator after the cooperator disburses funds for approved program activities.

Invoice Standards—All invoice and supporting documentation requirements, as set forth in the agreement, must be satisfied before payments are issued. USDA agencies may identify and impose specific invoice and supporting documentation requirements in respective agreements.

3.4 Audit Requirements

All non-Federal entities that expend $1,000,000 or more in agreements during the non-Federal entity's fiscal year must have a single or program-specific audit conducted for that year. In addition, the cooperator is subject to the audit requirements found in the Single Audit Act of 1984 as amended, 31 U.S.C. §§ 7501-7506. The cost of an audit may be charged to the agreement.

Audits for agreements are performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) and come in two main forms: a program-specific audit, which focuses on a single Federal program, or a single audit, which comprehensively reviews the cooperator's financial statements of that entity's active agreements.

A foreign cooperator that expends $1,000,000 or more in agreements during the cooperator's fiscal year must have a single or program-specific audit conducted for that year in accordance with these General Terms and Conditions. In the event the cooperator undergoes an audit for another Federal agency, a second audit does not need to be procured so long as the USDA funding was analyzed under the same audit. The audit must be independently and professionally executed in accordance with GAGAS either prescribed by a government's Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or in accordance with the host country's laws or adopted by the host country's public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the USDA agency's approval.

The USDA agency and its authorized representatives have the legally enforceable right to examine, audit, and copy, at any reasonable time, all records in the cooperator's possession pertaining to the agreement. Furthermore, the Inspector General or any of his or her duly authorized representatives shall have access to any pertinent books, documents, papers, and records of the cooperator. Information accessible to the Inspector General includes written, printed, recorded, produced, or reproduced by any mechanical, magnetic, or other process or medium. The USDA agency reserves the right to conduct audits, inspections, excerpts, transcriptions, or other examinations as authorized by law, of the cooperator's documents and facilities.

3.5 Cost Sharing

Unless otherwise authorized by statute, the cooperator may only use funds or other resources from non-Federal sources to satisfy any cost sharing requirement. Cost sharing provided in the form of cash and/or in-kind non-Federal resources must be verifiable, provided for in the approved budget, necessary and reasonable for achieving the project's objectives, and may not be included as contributions for any other Federal financial assistance award (as defined at 2 CFR 200.1) or agreement. If a cooperator voluntarily pledges cost sharing above the program's required amount, the total becomes a binding requirement of the agreement at time of the agreement approval and issuance by the USDA agency, which may only be later reduced or waived through prior written approval from the USDA agency.

Documentation must be retained in the cooperator project files and made available upon request. The cooperator must maintain documentation identifying:

- The specific costs or contributions that constitute the cost sharing;
- The funding source or contribution; and
- How the appropriate amount of the contribution was determined for reporting purposes.

A cooperator may use unrecovered indirect costs as part of cost sharing only with written approval from the USDA agency. A cooperator may use Federal funds from a non-USDA Federal program to meet cost sharing requirements of a USDA program only when both expressly authorized by law and with the prior written approval of the USDA agency.

3.6 Interest Earned

The cooperator may retain interest earned on Federal payments deposited in interest-bearing accounts up to $500 per year for administrative expenses. Any additional interest earned on Federal funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment. All interest in excess of $500 per year must be returned to PMS regardless of whether the cooperator or subcooperator was paid through PMS. Instructions for returning interest can be found at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

3.7 Indirect Costs

Federally Negotiated Indirect Cost Rates

Cooperators and subcooperators may elect to apply their current Negotiated Indirect Cost Rate Agreements (NICRAs) to the agreement. Cooperators and subcooperators may voluntarily reduce or waive the collection of indirect costs pursuant to a NICRA. However, certain USDA authorities or programs may impose limitations that prevent the cooperator from collecting the full negotiated indirect cost rate. Cooperators must accept all Federally negotiated indirect costs rates for subcooperators. Cooperators must ensure that every subagreement includes the selected indirect cost rate method, which may be:

1. An approved indirect cost rate negotiated between the subcooperator and the Federal government. If no approved rate exists, the Cooperator must determine the appropriate rate in collaboration with the subcooperator. The indirect cost rate may be either:
    a. An indirect cost rate negotiated between the Cooperator and the subcooperator. These rates may be based on a prior negotiated rate between a different Cooperator and the subcooperator, in which case the Cooperator is not required to collect information justifying the rate but may elect to do so; or
    b. The *de minimis* indirect cost rate.
2. The Cooperator must not require the use of the *de minimis* indirect cost rate if the subcooperator has an approved NICRA with the Federal government. Subcooperators may elect to use the cost allocation method to account for indirect costs.

***De Minimis* Rate Option**

A cooperator or subcooperator that does not have a current, negotiated rate, except for a governmental department or agency that receives more than $35 million in direct Federal funding during its fiscal year, may elect to charge a *de minimis* rate of fifteen (15) percent of Modified Total Direct Costs (MTDC). For the purposes of mutual interest agreements, MTDC is defined as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subagreement in excess of $50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs. No documentation is required to justify the *de minimis* rate of fifteen (15) percent.

Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology, once elected, must be used consistently for all agreements until the cooperator chooses to negotiate for a rate, for which the cooperator may apply at any time.

The cooperator who elects to charge the *de minimis* rate of fifteen (15) percent must use MTDC as the base.

Indirect Costs for Subagreements

The cooperator is also required to accept Federally negotiated indirect cost rates for subcooperators unless otherwise required by statute or regulation. For subcooperators that do not have an approved indirect cost rate negotiated between the subcooperator and the Federal government, the Cooperator may use a negotiated rate between them (including one from previous negotiation) or may allow use of the *de minimis* rate as described above in this section.

3.8 Procurements

If not prohibited by the agreement's authorizing statute or the terms of the agreement, the cooperator may acquire commercially available goods and services in connection with this project. The cooperator organization must maintain documented procurement procedures consistent with applicable Federal, State, local, and tribal laws and regulations.

1. General Procurement Standards: Any procurement transaction (i.e., contract) under this agreement must be awarded following the cooperator's own established procurement procedures, ensuring full and open competition to the maximum extent practicable, and structured to avoid any conflict of interest (or the appearance of a conflict).
2. Specific Requirements for State and Indian Tribe Cooperators: A State or Indian Tribe cooperator must follow the same policies and procedures it uses for procurements from non-Federal funds. These procedures must, at a minimum, ensure fair and open competition, cost-effectiveness, and compliance with all applicable Federal laws and executive orders.
3. Flow-down Clauses for All Contracts under the Agreement: The cooperator is responsible for ensuring that all its contracts made in connection with this agreement contain all applicable Federally mandated provisions. These provisions include, but are not limited to, those addressing:
    a. Labor Standards (e.g., Davis-Bacon Act, Contract Work Hours and Safety Standards Act)
    b. Debarment and Suspension
    c. Clean Air and Water Acts
    d. Prohibition on certain telecommunications and video surveillance services or equipment (e.g., 41 U.S.C. Ch. 39 (Statutory Notes))

4.0 PERFORMANCE MONITORING

4.1 Periodic Performance Reports

USDA requires the submission of periodic performance reports to demonstrate the progress made toward the completion of agreement goals, objectives, and outcomes. Reports must be formatted and submitted according to the instructions of the USDA agency.

The cooperator and subcooperator must monitor their activities under all agreements to ensure that they are compliant with all agreement requirements and that they are meeting performance expectations. The reports may be required quarterly, semi-annually, or annually. The minimum reporting requirement is annual submission.

4.2 Final Performance Reports

No later than one hundred and twenty (120) calendar days after the end date of the period of performance, the termination of the agreement, project completion, or the final disbursement of the agreement by the cooperator, whichever event occurs first, the cooperator must submit the final performance report to the USDA agency. The USDA agency will review performance reports to evaluate the project goals and measurable outcomes, as well as for compliance with Federal statutes and regulations.

4.3 Subcooperator Monitoring

The cooperator is accountable for the performance of subcooperators and the appropriate expenditure of Federal funds through projects and activities. This includes maintaining the necessary documentation on all subagreements and making it available to the USDA agency upon request. The cooperator must include subagreements activities in all performance and financial reports.

In general, the requirements that apply to the agreement cooperator flow down to subcooperators. If the cooperator uses subagreements, it must enter into a formal written agreement with each subcooperator that addresses the arrangements for meeting the programmatic, administrative, financial, and reporting requirements of the agreement, including those necessary to ensure compliance with all applicable Federal statutes, regulations, and policies.

The cooperator must evaluate each subcooperator's risk and establish monitoring activities as necessary to ensure each subcooperator complies with Federal statutes, regulations, and the terms and conditions of the subagreements.

Monitoring activities may include but are not limited to:

1. Review of performance and financial reports;
2. Onsite reviews of subcooperator program operations; and
3. Providing training and technical assistance on programmatic activities.

The cooperator is responsible for including the requirements of the USDA agency and agreement-specific terms and conditions in its subagreements, as well as the following:

Agreement identification.

1. Subcooperator's name (must match the name associated with its unique entity identifier);
2. Subcooperator's unique entity identifier;
3. FAIN;

4. Agreement execution date;
5. Subagreement period of performance start and end date;
6. Subagreement budget period start and end date;
7. Amount of Federal funds obligated in the subagreement;
8. Total amount of Federal funds obligated to the subcooperator by the cooperator, including the current financial obligation;
9. Total amount of the agreement committed to the subcooperator by the cooperator;
10. Agreement project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);
11. Name of the USDA agency, cooperator, and contact information for the signatory official of the cooperator;
12. Assistance Listing title and number. The cooperator must identify the dollar amount made available under each Assistance Listing number at the time of disbursement;
13. Identification of whether the agreement is for research and development; and
14. Indirect cost rate for the agreement (including if the *de minimis* rate is used).

4.4 Site Visits

The USDA agency, the USDA Office of the Inspector General, or the Government Accountability Office may conduct in-person or virtual periodic site visits, at its own expense, to review project accomplishments and monitor progress. Site visit agendas may include review of financial and performance records, organizational procedures, and financial control systems. The USDA agency may provide administrative or technical assistance, as necessary.

The USDA agency will make every effort to notify the cooperator of the site visit within a reasonable time frame. Any official site visit on the premises of a cooperator or a subcooperator(s) requires that the cooperator provide, and must require its subcooperators to provide, all reasonable facilities and assistance in order for the USDA agency representatives to perform their duties. All site visits and evaluations are expected to be performed in a manner that does not cause any delay in the implementation of the project.

5.0 FINANCIAL MONITORING

5.1 Periodic Financial Reports

USDA requires the submission of periodic financial reports. The reports may be required quarterly, semi-annually, or annually. The minimum reporting requirement is annual submission. The cooperator is required to submit a financial expenditure report with each period's corresponding performance report to account for their financial expenditures during the corresponding reporting period. More detailed reports must be formatted and submitted according to the instructions of the USDA agency.

5.2 Final Financial Report

The final financial report must be submitted to the USDA agency no later than one hundred and twenty (120) calendar days after the end date of the period of performance, the termination of the agreement, project completion, or the final disbursement of the agreement by the cooperator, whichever event occurs first. A subcooperator must submit a final financial report to a cooperator no later than ninety (90) calendar days after the conclusion of the agreement period of performance. The USDA agency or cooperator may extend the due date for any financial report with appropriate justification from the cooperator or subcooperator.

5.3 Review of Financial Reports

USDA agencies will review performance and financial reports to ensure completeness and progress toward meeting the project goals and measurable outcomes as well as compliance with Federal regulations. USDA agencies will notify the cooperator if additional information is required. The cooperator is responsible for adequately addressing all comments and questions before sending the revised report(s).

6.0 REMEDIES FOR NONCOMPLIANCE

The USDA agency or cooperator may implement specific conditions if the cooperator or subcooperator fails to comply with the U.S. Constitution, Federal statutes, regulations, or terms and conditions of the agreement. When the USDA agency or cooperator determines that noncompliance cannot be remedied by imposing specific conditions, the USDA agency or cooperator may take one or more of the following actions:

1. Temporarily withhold payments until the cooperator or subcooperator takes corrective action.
2. Disallow costs for all or part of the activity associated with the noncompliance of the cooperator or subcooperator.
3. Suspend or terminate the agreement in part or in its entirety.
4. Initiate suspension or debarment proceedings as authorized in 2 CFR part 180 and 2 CFR 417, or for cooperators, recommend suspension or debarment proceedings be initiated by the USDA agency.
5. Withhold further Federal funds (new agreements or continuation funding) for the project or program.
6. Pursue other legally available remedies.

7.0 DEBARMENT AND SUSPENSION

USDA has adopted the Office of Management and Budget (OMB) guidance in Subparts A through I of 2 CFR part 180 (and as supplemented by 2 CFR part 417), as the USDA's policy and procedures for nonprocurement debarment and suspension.

8.0 CLOSEOUT

8.1 Agreement Closeout

The USDA agency will close out the agreement when it determines that all applicable administrative actions and all required work of the agreement are completed by the cooperator. If the cooperator fails to complete the applicable administrative actions or the required work for an agreement, the USDA agency will proceed to close out the agreement with the information available.

After the closeout of an agreement, the cooperator remains responsible for complying with certain post-closeout requirements. The closeout of the agreement does not affect any of the following:

1. The right of the USDA agency to disallow costs and recover funds on the basis of a later audit or other review;
2. The requirement for the cooperator to return any funds due as a result of later refunds, corrections, or other transactions, including final indirect cost rate adjustments;
3. The ability of the USDA agency to make financial adjustments to a previously closed agreement, such as resolving indirect cost payments and making final payments;
4. Ongoing audit requirements;
5. Property management and disposition requirements; or
6. Records retention requirements.

The cooperator may charge the agreement during closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the agreement.

8.2 Termination

This agreement may be terminated, in part or in its entirety, under any of the following circumstances:

1. If the cooperator fails to comply with the U.S. Constitution, Federal statutes, regulations, or terms and conditions of the agreement. Examples of terms and conditions of this agreement for which failure to comply may result in termination include:
    a. SAM.gov: The cooperator shall maintain current organizational information and the original UEI provided for this agreement in SAM until receipt of final

payment. Any change to the original UEI provided in this agreement will result in termination of this agreement and de-obligation of any remaining funds.

b. Failure to Report: If financial and performance reports are not submitted timely, according to the terms and schedules outlined in this agreement, this agreement may be terminated and the remaining funds de-obligated.

2. With the mutual consent of the cooperator.
3. For the convenience of the USDA agency, with thirty (30) days written notification to the cooperator.
4. With thirty (30) days written notification by the cooperator to the USDA agency, provided that such notification sets forth the reasons for termination, the effective date, and in the case of partial termination, the portion to be terminated.
    a. In the event of partial termination by the cooperator, if the USDA agency determines that the remaining portion of this agreement will not accomplish the purposes for which it was made, the USDA agency may terminate this agreement in its entirety effective on the date provided in the original notice.
    b. In the event of full or partial termination by the cooperator, including full termination by the USDA agency due to the determination referenced in the preceding sub-provision, the USDA agency may establish a replacement agreement to accomplish similar work as that which has been identified for termination. The cooperator shall be liable to the Federal government for excess costs incurred as a result of the replacement agreement, as identified by the USDA Grants Management Specialist.
5. If this agreement is funded by an interagency agreement that is terminated in whole or in part, by the funding Federal agency, the USDA agency will provide to the cooperator written notice of such termination, which will identify the effective date and, in the case of partial termination, the portion to be terminated.

The cooperator shall not incur any new expenses for the terminated portion of this agreement after the effective date of the termination unless such expenses are expressly authorized in the notice of termination or subsequently. The cooperator shall cancel or discontinue as many outstanding expenses as possible. The USDA agency shall compensate the cooperator for the USDA agency share of expenses that cannot be cancelled, were properly incurred by the cooperator up to the effective date of the termination and were not incurred in anticipation of termination. The USDA agency shall not compensate the cooperator for any expenses continuing after termination due to the negligent or willful failure of the cooperator to immediately discontinue the expenses.

The following terms will apply to any termination:

1. Any unobligated balance of cash advanced to the cooperator or unexpended program income must be immediately refunded to the USDA agency, including any interest earned.
2. Within a maximum of one hundred and twenty (120) days following the date of termination of this agreement, all financial performance and related reports required by the terms of the agreement must be submitted to the USDA agency by the cooperator. If the reports are not received within one hundred and twenty (120) days, the USDA agency will unilaterally close out the agreement and process the de-obligation of funds without further communication.

When the USDA agency terminates the agreement prior to the end of the period of performance due to the cooperator's material failure to comply with the terms and conditions of the agreement, the USDA agency shall report the termination in SAM.gov.

All subagreements and contracts under this agreement with a total cumulative value in excess of $10,000 must address termination for cause and for convenience by the cooperator, including the manner by which it will be affected and the basis for settlement.

8.3 Unused and Returned Funds

Closeout —The cooperator must liquidate all financial obligations incurred under the agreement no later than one hundred and twenty (120) days after the end date of the period of performance, the termination of the agreement, project completion, or the final disbursement of the agreement by the cooperator, whichever event occurs first. If the cooperator has a balance of funds the USDA agency previously disbursed, and if those funds were not obligated for allowable expenditures before the end date of the period of performance, and are not authorized to be retained, the cooperator must promptly refund those funds to the USDA agency.

Termination —The cooperator must liquidate all financial obligations incurred under the agreement no later than one hundred and twenty (120) calendar days after the effective date of the termination. If the cooperator has a balance of funds the USDA agency previously disbursed, and if those funds were not obligated for allowable expenditures before the effective date of termination, the cooperator must promptly refund those funds to the USDA agency.

Request to return unobligated balance —Any Federal funds paid to the cooperator or subcooperator in excess of the amount the cooperator or subcooperator is determined to be entitled to under the agreement constitute a debt to the USDA agency. The USDA debt management procedures can be found at 7 CFR part 3. The USDA agency must collect all debts arising out of its agreements in accordance with 31 CFR part 901.

8.4 Disposition of Real Property, Equipment, Supplies, and Intangible Property

The cooperator must use, manage, and dispose of real property, equipment, supplies, and intangible property, acquired or improved under an agreement in accordance with established Federal property management standards. These standards govern aspects such as title, authorized use, maintenance, inventory, safeguarding, and eventual disposition of the property.

This also includes ensuring appropriate insurance coverage and managing any intellectual property rights in a manner that respects Federal interests.

The cooperator must maintain property records that include a description of the property, serial number or other identification number (if applicable), the source of funding for the property (including the FAIN), who holds the title, the acquisition date, and cost of the property. Additional information includes the percentage of Federal participation in the project costs for the agreement under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property.

The cooperator is expected to manage equipment for the purpose for which it was purchased, whether acquired in whole or in part under the agreement, until disposition takes place.

9.0 RESEARCH & DEVELOPMENT, SCIENCE & TECHNOLOGY

For purposes of agreement terms 9.6 through 9.10 and 9.14, the following definitions shall apply:

"Foreign adversary" means any foreign government or foreign non-government person as defined (see 15 CFR 791.2) or determined (see 15 CFR 791.4) by the Secretary of Commerce to have engaged in a long-term pattern or serious instances of conduct significantly adverse to the national security of the United States or security and safety of United States persons.

"Foreign country of concern" means the People's Republic of China, the Democratic People's Republic of Korea, the Russian Federation, the Islamic Republic of Iran, or any other country determined to be a country of concern by the Secretary of State.

"Foreign entity" means a foreign government, foreign non-government entity (e.g. foreign corporation, business association, partnership, trust, society), foreign government instrumentality, or multilateral organization whose members are primarily foreign governments or non-government entities (e.g., Group of Twenty (G20)).

"Foreign person" means any natural person who is not a U.S. Citizen as defined herein.

"Foreign talent recruitment program" means any program, position, or activity that includes compensation in the form of cash, in-kind compensation, including research funding, promised future compensation, complimentary foreign travel, things of non *de minimis* value, honorific titles, career advancement opportunities, or other types of remuneration or consideration directly provided by a foreign country at any level (national, provincial, or local) or their designee, or an entity based in, funded by, or affiliated with a foreign country, whether or not directly sponsored by the foreign country, to an individual, whether directly or indirectly stated in the arrangement, contract, or other documentation at issue.

"Individual" means covered individual, senior/key person, or any other individual employed by the cooperator to work on the research arrangement, including an individual who (a) contributes in a substantive, meaningful way to the scientific development or execution of a research project proposed to be carried out as part of a research arrangement with USDA; and (b) is designated as a covered individual by USDA. Consistent with National Security

Presidential Memorandum 33 (NSPM-33), this means principal investigators (PIs) and other senior or key personnel seeking or receiving USDA research and development funding (i.e., extramural funding) and researchers at USDA laboratories and facilities (i.e., intramural researchers, whether or not Federally employed), including Government-owned, contractor-operated laboratories and facilities.

"Research" means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Research includes all basic, applied, and demonstration research in all fields of science, technology, engineering, and mathematics. This includes, but is not limited to, research in economics, education, linguistics, medicine, nutrition, psychology, natural sciences, social sciences, statistics, and research involving human subjects, animals, and *in vitro* and *in silico* techniques. Activities which meet this definition constitute research (scientific activity), whether conducted or supported under a program which is considered "research" for other purposes, for example, some demonstration and service programs may include research or scientific activities.

"Research security training" means online research security training modules developed for the research community and participants in the United States research and development enterprise to ensure compliance with NSPM-33 or successor documents, including modules— (a) focused on cybersecurity, international collaboration and international travel, foreign interference, and rules for proper use of funds, disclosure, conflict of commitment, and conflict of interest; and (b) tailored to the unique needs of— (i) covered individuals; (ii) undergraduate students, graduate students, and postdoctoral researchers; and (iii) applicants for agreements under the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs (as such terms are defined in section 9(e) of the Small Business Act (15 USC 638(e)).

"Science Experts Network Curriculum Vitae (SciENcv)" means an electronic system that helps researchers assemble the professional information needed for participation in Federally funded research. SciENcv gathers and compiles information on expertise, employment, education and professional accomplishments (e.g., Common Form for Current and Pending (Other) Support and the Common Form for Biographical Sketch (OMB Control Number: 3145-0279)). Researchers can use SciENcv to create and maintain biosketches that are submitted with applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words. SciENcv is available at: https://www.ncbi.nlm.nih.gov/sciencv/.

"U.S. citizen or entity subject to foreign ownership, control, or influence (FOCI)" means a U.S. citizen or entity when: (a) A foreign interest[1] has the power to direct or decide matters affecting the entity's management or operations in a manner that could: (i) Result in unauthorized access to classified information; or (ii) Adversely affect performance of a contract or agreement requiring access to classified information; and (b) The foreign interest exercises that power: (i) Directly or indirectly; (ii) Through ownership of the U.S. entity's securities, by contractual arrangements, or other similar means; (iii) By the ability to control or influence the election or

[1] For the purposes of this definition, the term "foreign interest" includes foreign person or foreign entity.

appointment of one or more members to the entity's governing board (e.g., board of directors, board of managers, board of trustees) or its equivalent; or (iv) Prospectively (i.e., is not currently exercising the power, but could).[2]

9.1 Intellectual Property (Copyright and Patent Rights)

To the maximum extent permissible by law, the cooperator or subcooperator shall retain the right to assert copyright in any work that is copyrightable and either was developed or for which ownership was acquired under this agreement. However, the USDA agency expressly reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, distribute, or otherwise utilize such copyrighted works for Federal purposes, including the right to authorize third parties to exercise these rights on behalf of the federal government. This reservation of rights includes the authority of the USDA agency to mandate that the cooperator or subcooperator make such works accessible through public access repositories operated, authorized, or designated by the USDA agency.

The cooperator or subcooperator shall adhere to all applicable regulations concerning patents and inventions, including but not limited to the government-wide regulations delineated in 37 CFR Part 401. Should the cooperator or subcooperator fail to disclose or elect to retain title to a subject invention in accordance with 37 CFR Part 401, or decline to do so, the USDA agency reserves the right to obtain title to said subject invention.

9.2 Scientific Integrity and Research Misconduct

USDA is committed to the highest levels of integrity in all of its scientific activities and decision making. This includes performing, recording, and reporting the results of scientific activities with honesty, objectivity, and transparency. All individuals and entities performing under this agreement shall adhere to the principles of scientific integrity as articulated in USDA Departmental Regulation 1074-001, "Scientific Integrity".

The cooperator is expected to uphold the principles of scientific integrity when engaging in scientific activities identified in the Departmental Regulation. Scientific integrity is the condition resulting from adherence to professional values and practices when conducting, reporting, and applying the results of scientific activities that ensure objectivity, clarity, and reproducibility, and that provides insulation from bias, fabrication, falsification, plagiarism, inappropriate influence, political interference, censorship, and inadequate procedural and information security.

The cooperator bears the primary responsibility for prevention and detection of research misconduct associated with their institution and for the inquiry, investigation, and adjudication of research misconduct alleged to have occurred in association with their own institution as described per 2 CFR part 422. The cooperator must comply with the reporting requirements outlined in 2 CFR part 422 regarding allegations and findings of research misconduct involving USDA-funded research.

Additional information can be found on the USDA Office of the Chief Scientist website.

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[2] 32 CFR 2004.34

9.3 Geospatial Data Management Standards

The cooperator agrees to comply with USDA's Department-wide enterprise geospatial data management policy implemented in Departmental Regulation 3465-001, which establishes the USDA policy for defining the strategic direction necessary to optimize the management of the USDA geospatial data and geospatial infrastructure, including all geospatial data created for, by, and enhanced by USDA.

9.4 Public Access to Scholarly Publication and Digital Scientific Research Data

The cooperator agrees to comply with USDA's public access policy implemented in Departmental Regulation 1020-006, which establishes USDA policy for public access to scholarly publications and digital scientific research data assets. USDA will make all peer-reviewed, scholarly publications and digital scientific research data assets arising from unclassified scientific research supported wholly or in part by USDA accessible to the public, to the extent practicable.

9.5 Information Security and Privacy

If the cooperator connects to the USDA network or processes/stores USDA information, it must adhere to all federal and USDA security and privacy mandates. Cooperator personnel granted access to USDA networks, systems, or authorized to use USDA-owned/leased equipment, must complete all mandatory USDA security and privacy training. This includes the Federal Information Security Management Acts (FISMA) of 2002 and 2014, the National Cybersecurity Protection Act of 2014, and the Privacy Act of 1974, all aimed at safeguarding USDA information and information systems from cyber threats and unauthorized access. Detailed USDA control guidelines are provided in the most recent USDA Information System Security Handbook. Furthermore, compliance with USDA email regulations and policies is required. Those regulations and policies specifically prohibit the downloading of copyrighted material without prior authorization or accessing content deemed inappropriate. The cooperator is also prohibited from disseminating or publishing previously unreleased official government information or data without explicit authorization under this agreement.

USDA security and privacy protocols are aligned with the latest National Institute of Standards and Technology (NIST) special publications and are accessible through the USDA Information System Security Program Manager. Where applicable, the cooperator is required to collaborate with the designated USDA Program Unit Information Systems Security Manager and the USDA Information Systems Security Program Manager to meet the FISMA Assessment and Authorization (A&A) requirements for USDA information and information systems, including adhering to the USDA's 6-step risk management framework as described in Departmental Regulation 3540-003: Security Assessment and Authorization.

9.6 Research Security Training

The cooperator of a research agreement, whether an institution or individual, must certify that each individual employed by the cooperator to work on the agreement has completed research security training (RST) and must recertify annually for the duration of the agreement. RST must have been completed either at the time of application, where applicable, or within the 12-month period immediately preceding the commencement of work on the agreement. The required RST can be satisfied by utilizing the training made available by the National Science Foundation or the SECURE Center.

9.7 Foreign Ownership, Control or Influence (FOCI) by a Country of Concern

By accepting the agreement, the cooperator (whether an institution or individual) certifies that they are not currently, and will not in the future, enter into any subagreements, contracts, or other agreements, or otherwise provide any form of benefit (material or non-material) through either funded or unfunded work to any foreign person, foreign entity, U.S. citizen, or U.S. entity, that is subject to FOCI by a foreign country of concern or another foreign adversary.

9.8 Disclosures

The cooperator of a research agreement (whether an institution or individual), and all employees of the cooperator who work on the research agreement, must complete the Common Form for Current and Pending (Other) Support and the Common Form for Biographical Sketch using SciENcv, submit the form(s) at time of application, and agree to update the form(s) at any time USDA deems appropriate during the term of the agreement, but no less than annually. The cooperator must provide any supporting documentation, including copies of contracts, grants, or any other agreement, specific to foreign appointments, employment with a foreign institution, participation in a foreign talent recruitment program, and other information reported as current and pending support for all employees working on the agreement.

By accepting the agreement, the cooperator certifies that the forms are current, accurate, and complete.

9.9 Malign Foreign Talent Recruitment Program

The cooperator must certify that they (if an individual) or any individual employed to work on the research federal agreement is not participating, and has not participated within the past 10 years, in a malign foreign talent recruitment program (FTRP) as defined in 42 U.S.C. § 19237. Each such individual must certify on the Common Form for Current and Pending (Other) Support and a Common Form for Biographical Sketch (OMB Control Number 3145-0279) via SciENcv that they are not party to a malign FTRP and agree to an annual recertification for the duration of the agreement, complying with 42 U.S.C. § 19232.

9.10 Consequences for Violation of Disclosure Requirements

Violation of disclosure requirements may lead to criminal, civil, and/or administrative consequences as may be deemed appropriate based upon the particular facts of the violation. Violations will be thoroughly investigated and referred to criminal and/or civil offices within the Department of Justice, when warranted. Such matters will also be considered for administrative action as deemed appropriate. Administrative actions may include suspension and debarment of individuals or research organizations, where consistent with 2 CFR part 180, 2 CFR part 417, and 48 CFR part 9.4 and appropriate to protect the integrity of government programs.

In addition to suspension and procedures set forth in 2 CFR part 180, 2 CFR part 417, and 48 CFR part 9.4, the USDA agency may consider action pursuant to other authorities, including but not limited to:

1. The USDA agency review of the risk posed by applicants, prior to issuing agreements;
2. Imposing specific conditions on agreements, for instance, due to an applicant's financial instability, unsatisfactory performance, or noncompliance with terms and conditions;
3. Implementing remedies for noncompliance with federal statutes, regulations, or agreement terms, such as disallowing costs, withholding payments, or requiring return of funds;
4. Termination of agreements, in whole or in part, for cause or convenience; and
5. Requiring notification to subcooperators upon termination of an agreement.

Other Potential Administrative Actions
Depending on the facts surrounding the violation, and consistent with due process requirements, research agencies may consider a range of actions, including upon recommendation of the cognizant Office of the Inspector General. Such actions include, but are not limited to:

1. Rejection of a research arrangement application;
2. Preserving a research arrangement but requiring or otherwise ensuring that individual(s) do not perform work under the arrangement;
3. Ineligibility for participation in U.S. Government review panels and other activities;
4. Suspension or termination of federal employment;
5. Suspension or termination of a research arrangement;
6. Suspension or denial of Title IV funds by the Department of Education; and
7. Placement of the individual or research organization in SAM.gov, including the Federal Awardee Performance and Integrity Information System (Responsibility/Qualification records) to alert other agencies.

9.11 Potential Life Sciences Dual Use Research of Concern and Dangerous Gain-of-Function

This term and condition applies to all research for which USDA agreement funds may be used that potentially falls within the scope of the *U.S. Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern* (DURC), as published in September 2014, and/or would fall under the Department of Health and Human Services *Framework for Guiding Decisions about Proposed Research Involving Enhanced Potential Pandemic Pathogens (HHS P3CO Framework),* as published in January 2017, hereafter referred to as “the Policy”. By accepting this agreement, the cooperator agrees to comply with the Policy.

The cooperator is responsible for monitoring the research progress and for implementation of all appropriate biosafety and biosecurity risk mitigation measures including compliance with all applicable laws and regulations related to that implementation, including the Policy specified above. The cooperator agrees to ensure that the agreement does not support any research that USDA will not fund.

1. Pursuant to the May 5, 2025, Executive Order on Improving the Safety and Security of Biological Research, USDA will not fund research that could potentially result in dangerous gain-of-function research conducted by foreign entities in countries of concern, as defined by the Executive Order, or foreign countries where there is not adequate oversight. Adequate oversight means the work is conducted in a manner that is compliant with U.S. biosafety and biosecurity standards.
2. USDA will not fund research that would lead to a dangerous gain-of-function except in special circumstances where the potential benefits far outweigh the risks, where other options are not available, and where all other conditions of the Policy are met.
3. USDA will not fund research that involves the creation, transfer, or use of enhanced potential pandemic pathogens except under special circumstances where the potential benefits to society far outweigh the risks and all other conditions of the Policy are met.

Each organization involved in the conduct of USDA-supported research that utilizes select agents or other pathogens specified by the Secretary of Agriculture, must have a standing Institutional Biosafety Committee (IBC) or other Institutional Review Entity (IRE) whose role is the review of research involving agents covered by the Policy.

Use of the select agents or other potential pandemic pathogens as defined by the Policy must be registered with the Centers for Disease Control and Prevention or USDA as directed under the Select Agent Regulations. Documentation demonstrating appropriate registration of the agent must be submitted to USDA prior to the issuance of the agreement.

In the rare cases where USDA funds research that involves the creation, transfer, or use of enhanced potential pandemic pathogens, then special agreement conditions will be applied to ensure adequate oversite by the cognizant USDA Agency and require the establishment of a risk mitigation plan for the research that must be reviewed and approved by the IRE and USDA, as well as the requirement of maintenance of records of institutional review of the research and risk mitigation activities for three years after completion of the project.

The cooperator must establish an Institutional Contact for Dual Use Research (ICDUR), as required by the Policy, to serve as an internal resource for issues regarding compliance with and implementation of the requirements for the oversight of research that falls within the scope of the Policy. The cooperator must maintain records of institutional DURC reviews and completed risk mitigation plans for the term of the research grant or contract plus three years after its completion, but no less than eight years, unless a shorter period is required by law or regulation.

“Dangerous gain-of-function” research means scientific research on an infectious agent or toxin with the potential to cause disease by enhancing its pathogenicity or increasing its transmissibility. Covered research activities are those that could result in significant societal consequences and that seek or achieve one or more of the following outcomes:

1. Enhancing the harmful consequences of the agent or toxin;
2. Disrupting beneficial immunological response or the effectiveness of an immunization against the agent or toxin;

3. Conferring to the agent or toxin resistance to clinically or agriculturally useful prophylactic or therapeutic interventions against that agent or toxin or facilitating their ability to evade detection methodologies;
4. Increasing stability, transmissibility, or the ability to disseminate the agent or toxin;
5. Altering the host range or tropism of the agent or toxin;
6. Enhancing the susceptibility of a human host population to the agent or toxin; or
7. Generating or reconstituting an eradicated or extinct agent or toxin.

"Dual use research of concern" means life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, materiel, or national security.

"Institutional Contact for Dual Use Research" (ICDUR) means an individual designated by the institution to serve as an institutional point of contact for questions regarding compliance with and implementation of the requirements for the oversight of DURC as well as the liaison (as necessary) between the institution and the relevant funding agency.

"Life sciences" means living organisms (e.g., microbes, human beings, animals, and plants) and their products, including all disciplines and methodologies of biology such as aerobiology, agricultural science, plant science, animal science, bioinformatics, genomics, proteomics, microbiology, synthetic biology, virology, molecular biology, environmental science, public health, modeling, engineering of living systems, and all applications of the biological sciences. The term is meant to encompass the diverse approaches to understanding life at the level of ecosystems, populations, organisms, organs, tissues, cells, and molecules.

9.12 Export Control

By accepting this agreement, the cooperator agrees to comply with all applicable laws and regulations regarding export-controlled items, including the Export Administration Regulations (EAR) issued by the Department of Commerce. The cooperator shall establish and maintain effective export compliance procedures throughout the performance of the agreement. At a minimum, these export compliance procedures must include adequate controls of physical, verbal, visual, and electronic access to export-controlled items, including by foreign nationals.

If export-controlled items are used to conduct research or are generated as part of the research efforts, the export control laws and regulations apply to the controlled items.

The cooperator shall control access to all export-controlled items that it possesses or that comes into its possession in performance of this agreement, to ensure that access to, or release of, such items are restricted, or licensed, as required by applicable federal statutes, Executive Orders, and/or regulations, including the EAR.

To the extent the cooperator wishes to provide foreign nationals with access to export-controlled items, the cooperator shall be responsible for obtaining any necessary licenses, including licenses required under the EAR for deemed exports or deemed re-exports.

Compliance with this section will not satisfy any legal obligations the cooperator may have regarding items that may be subject to export controls administered by other agencies such as the Department of State, which has jurisdiction over exports of munitions items subject to the International Traffic in Arms Regulations (22 CFR part 120 through 22 CFR part 130), including releases of such items to foreign nationals.

Although openly publishable literature is not subject to export control, USDA's policy is to oppose interaction with terrorist and embargoed countries unless there is specific U.S. Government policy support for sponsorship for such interactions.

The cooperator shall include this clause, including this paragraph, in all lower-tier transactions (subagreements, contracts awarded under the agreement, etc.) under this agreement that may involve access to export-controlled items.

"Export-controlled information" means information (which may include technology, technical data, assistance or software), the export (including, as applicable, transfer to foreign nationals within the United States) of which is controlled under the "Export Administration Regulations" (maintained by the U.S. Department of Commerce), the "International Traffic in Arms Regulations" (maintained by the U.S. Department of State), "10 CFR part 810, Assistance to Foreign Atomic Energy Activities" regulations (maintained by the U.S. Department of Energy), or various trade and economic sanctions (maintained by the U.S. Department of Treasury's OFAC).

"Export-controlled items" means items (e.g., commodities, software, or technology), that are subject to the EAR (15 CFR part 730 through 15 CFR part 774), implemented by the Department of Commerce's Bureau of Industry and Security. These are generally known as "dual-use" items, items with a military and commercial application.

"Deemed export/re-export" means the release of export-controlled items (specifically, technology or source code) to a foreign national in the U.S. Such release is "deemed" to be an export to the home country of the foreign national (15 CFR 734.2). A release may take the form of visual inspection, oral exchange of information, or the application abroad of knowledge or technical experience acquired in the United States. If such a release occurs abroad, it is considered a deemed re-export to the foreign national's home country. Licenses from Department of Commerce may be required for deemed exports or re-exports.

Transfer can occur by the transmission of technology/items by physical or electronic means such as:

1. Shipping (by land, sea, or air) of export-controlled information (ECI); hand-carrying on foreign travel; or performing processes or services in a foreign country that convey expertise;
2. Sales, loans, or donations to foreign persons, including associated technical manuals;

3. Consulting with or training foreign persons;
4. Publications, presentations, and participation in international exchange programs or conferences;
5. Mail, faxes, emails, postings/data transfer on the Internet, or communication through telephone calls;
6. Cooperative Research and Development Agreements (CRADA), patent applications, non-disclosure agreements, procurement specifications, Memoranda of Agreement/Understanding, and contracting instruments; and
7. Sharing export-controlled technology/information with foreign persons in the United States, including visits or assignments of foreign persons to USDA facilities.

If a violation occurs or one is thought to have occurred, self-disclosure is required to USDA and the appropriate export control jurisdictional authority. Each cooperator has or should have an escalation process for such matters. Depending on circumstances and the significance of the violation, penalties can include:

1. Fines for the individual and/or legal entity contractor;
2. Denial of export privileges for a specified period of time or indefinitely;
3. Loss of Programs/Projects;
4. Loss of reputation;
5. Debarment, seizure, and/or forfeiture; or
6. Imprisonment.

9.13 Limitation on Use of Funds for Research Involving Human Subjects

By accepting this agreement, the cooperator agrees that no work involving human subjects may be undertaken, conducted, or costs incurred and/or charged to this agreement for human subject's research, until the appropriate documentation is approved in writing by USDA. This documentation may include:

1. Documentation establishing approval of the project by an institutional review board (IRB) approved for federal-wide use under Department of Health and Human Services guidelines;
2. Documentation to support an exemption for the project;
3. Documentation to support deferral for an exemption or IRB review; or
4. Documentation of IRB approval of any modification to a prior approved protocol or to an informed consent form.
5. The cooperator shall obtain and document a legally sufficient informed consent from each human subject involved. No such informed consent shall include any exculpatory language through which the subject is made to waive, or to appear to waive, any of his

or her legal rights, including any release of the cooperator or its agents from liability for negligence.

If approved, the cooperator agrees to comply with U.S. Department of Health and Human Services' regulations regarding human subjects, appearing in 45 CFR part 46 (as amended) and USDA regulations appearing in 7 CFR part 1c. The cooperator and any subcooperator, as appropriate, must maintain appropriate policies and procedures for the protection of human subjects. The cooperator will provide assurance that the risks do not outweigh either potential benefits to the subjects or the expected value of the knowledge sought and selection of subject or groups of subjects shall be made without regard to sex, race, color, religion, or national origin unless these characteristics are factors to be studied.

The protection of human subjects (the "Common Rule") as codified in 45 CFR part 46, subpart A, defines a human subject as a living individual about whom an investigator conducting research obtains (1) information or biospecimens through intervention or interaction with the individual (e.g., surveys and focus groups), and uses, studies, or analyzes the information or biospecimens or (2) uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

10.0 RECORDS MANAGEMENT

10.1 Record Retention

The cooperator must retain all records relating to the agreement for three (3) years after the submission of the final financial report. If any litigation, claim, or audit is started before the expiration of the three (3) year period, records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken, to include when appeal rights have lapsed and no appeal was filed. Following are exceptions and qualifications to the retention requirement and period for other types of Federal-related records:

1. Property Records: Records for real property and equipment acquired with Federal funds must be retained for three (3) years after final disposition of the property.
2. Transferred Records: When records are transferred to or maintained by the USDA agency or cooperator, the cooperator or subcooperator is relieved of the three (3) year retention requirement for those specific records.
3. Program Income: Records for program income transactions occurring after the period of performance must be retained for three (3) years from the end of the cooperator or subcooperator's fiscal year in which the program income is earned. This requirement is only applicable if the USDA agency or cooperator requires the cooperator or subcooperator to report on program income earned after the period of performance in the terms and conditions of the agreement.
4. Indirect Cost Rate Proposals/Cost Allocation Plans: Records related to indirect cost rate proposals and cost allocation plans must be retained until such proposals and plans have been submitted and approved, or for the three (3) year general retention period, whichever is later.

5. As Directed: The cooperator or subcooperator may also be notified in writing by the USDA agency or cooperator, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs to extend the retention period.

10.2 Access to Records

The USDA agency, Inspectors General, the Comptroller General of the United States, and the cooperator, or any of their authorized representatives, must have right of access to any documents, papers, or records of cooperators and subcooperators which are pertinent to the agreement, to make audits, examinations, excerpts, and transcripts. Compliance with this requirement includes timely and reasonable access to the cooperator's and subcooperator's personnel for interviews and discussion related to such documents.

10.3 Licensing and Copyright

The Federal government reserves a royalty-free, nonexclusive and irrevocable license to reproduce, make public or otherwise use, and to authorize others to use for Federal purposes:

1. The copyright in all information dissemination products, which means any recorded information, regardless of physical form or characteristics, disseminated to the public, developed under an agreement; and
2. Any rights of copyright to which the cooperator purchases ownership under an agreement.

11.0 OTHER APPLICABLE TERMS AND CONDITIONS

11.1 Animal Welfare Act

The cooperator agrees to comply with the Animal Welfare Act (7 U.S.C. § 54) and corresponding regulations in 9 CFR part 1 through 9 CFR part 4 pertaining to the care, handling, and treatment of vertebrate animals held or used for research.

11.2 Civil Rights Obligations/Nondiscrimination

The cooperator must comply, and certifies that it will comply, with all applicable Federal anti-discrimination laws, regulations, and policies for the duration of the agreement, to include the following without limitation:

1. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 et seq;
2. Presidential Executive Order 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*;
3. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d et seq., and applicable implementing regulations at 7 CFR part 15, subpart A;
4. Presidential Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*; and
5. Age Discrimination Act of 1975 (42 U.S.C. §§ 6101 et seq.).

By accepting the agreement, the cooperator certifies that it does not, and will not during the term of the agreement, operate any programs that advance or promote Diversity, Equity, and Inclusion in violation of Federal anti-discrimination laws. The cooperator must include the provisions of this term in all subagreements.

The above requirements are conditions of payment that go to the essence of the agreement, and they are therefore material terms of the agreement. The cooperator acknowledges that this certification reflects a change in the government's position regarding the materiality of the foregoing requirements and therefore any prior payment of similar claims does not reflect the materiality of the foregoing requirements to this agreement. Payments under the agreement are predicated on compliance with the above requirements, and therefore the cooperator is not eligible for funding under the agreement or to retain any funding under the agreement absent compliance with the above requirements. USDA reserves the right to terminate agreements and recover all funds if the cooperator, during the term of this agreement, operates any program in violation of Federal anti-discrimination laws.

If the cooperator either fails to comply with above requirements, or makes a knowing false statement related to compliance with the above requirements and/or eligibility for the agreement, the cooperator may be subject to liability under the False Claims Act, 31 U.S.C. § 3729, and/or criminal liability, including under 18 U.S.C. § 287 and 18 U.S.C. § 1001.

For more information about USDA Civil Rights requirements, please visit https://www.usda.gov/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights.

11.3 International Travel – Fly America Act

All Federal government financed international air transportation is required by 49 U.S.C. § 40118, commonly referred to as the "Fly America Act," to use U.S. air carrier service for all air travel and cargo transportation services. One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement, to which the U.S. government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

Current "Open Skies Agreements" that are in effect can be found here: https://www.gsa.gov/policy- regulations/policy/travel-management-policy/fly-america-act.

It is the cooperator's responsibility for making determinations and documenting the decision as to whether an exemption to this requirement applies.

Exceptions vary depending on the direction of travel and are outlined in 41 CFR 301-10.135 and 41 CFR 301-10.136.

11.4 Prohibition on Congressional Interest in Agreements

Pursuant to 41 U.S.C. § 6306, no Member of, or Delegate to, Congress shall be admitted to any share or part of this agreement, or any benefit that may arise therefrom, either directly or indirectly, except as expressly provided by law.

11.5 Lobbying Prohibitions

In accordance with 31 U.S.C. § 1352, the cooperator is required to abide by the policy and procedures codified at 22 CFR part 138. By accepting the agreement, the cooperator agrees that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the cooperator, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the cooperator shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The cooperator shall require that the language of this certification be included in the agreement documents for all pass-through agreements at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subcooperators shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $25,132 and not more than $251,322 for each such failure.

11.6 Trafficking in Persons

Pursuant to 22 U.S.C. 7104(g), USDA agencies are authorized to terminate an agreement or take remedial actions if a private entity receiving funds under a Federal agreement engages in trafficking in persons.

Trafficking in Persons

1. *Provisions applicable to a cooperator that is a private entity.*

a. Under this agreement, the cooperator, its employees, subcooperators under this agreement, and subcooperator's employees must not engage in:

   i. Severe forms of trafficking in persons;

   ii. The procurement of a commercial sex act during the period of time that this agreement or any subagreement is in effect;

   iii. The use of forced labor in the performance of this agreement or any subagreement; or

   iv. Acts that directly support or advance trafficking in persons, including the following acts:

      (1) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

      (2) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

         (a) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or

         (b) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

      (3) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

      (4) Charging recruited employees a placement or recruitment fee; or

      (5) Providing or arranging housing that fails to meet the host country's housing and safety standards.

b. The Federal agency may unilaterally terminate this agreement or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this agreement:

   i. Is determined to have violated a prohibition in paragraph 1.a. of this term; or

   ii. Has an employee that is determined to have violated a prohibition in paragraph 1.a. of this this term through conduct that is either:

      (1) Associated with the performance under this agreement; or

(2) Imputed to the cooperator or the subcooperator using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 417.

2. *Provision applicable to a cooperator other than a private entity.*

   a. The Federal agency may unilaterally terminate this agreement or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subcooperator that is a private entity under this agreement:

      i. Is determined to have violated a prohibition in paragraph 1.a. of this term; or

      ii. Has an employee that is determined to have violated a prohibition in paragraph 1.a. of this term through conduct that is either:

         (1) Associated with the performance under this agreement; or

         (2) Imputed to the subcooperator using the standards and due process for imputing the conduct of an individual to an organization , as established by federal government-wide guidelines for debarment and that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 417.

3. *Provisions applicable to any cooperator.*

   a. The cooperator must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph 1.a. of this term.

   b. The Federal agency's right to unilaterally terminate this agreement as described in paragraphs 1.b. or 2.a. of this term:

      i. Implements the requirements of 22 U.S.C. 78, and

      ii. Is in addition to all other remedies for noncompliance that are available to the Federal agency under this agreement.

         (1) The cooperator must include the requirements of paragraph 1.a. of this agreement term in any subagreement it makes to a private entity.

         (2) If applicable, the cooperator must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

4. *Definitions.* For purposes of this agreement term:

   "Employee" means either:

   a. An individual employed by the cooperator or a subcooperator who is engaged in the performance of the project or program under this agreement; or

b. Another person engaged in the performance of the project or program under this agreement and not compensated by the cooperator including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

"Private entity" means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or States.

The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "Abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

In addition, for agreements related to research and development (R&D) or science and technology (S&T), the cooperator certifies that they are not party to utilizing forced labor or partnering with non-parties to this agreement who are party to utilizing forced labor.

11.7 Environmental Standards

The cooperator agrees to comply with all applicable standards, orders, regulations, and requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 7606), Section 508 of the Clean Water Act (33 U.S.C. 1368), and Executive Order 11738.

The cooperator certifies that no facility to be used in the performance of this agreement is on the Environmental Protection Agency (EPA) List of Violating Facilities. The cooperator will not use any facility designated by the EPA Administrator as having given rise to a criminal conviction under either the Clean Air Act or the Clean Water Act.

11.8 Cooperator Integrity and Performance

If the total value of the cooperator's currently active grants, cooperative agreements, agreements, and procurement contracts from all Federal agencies exceeds $10,000,000 for any period of time during the period of performance of the agreement, the cooperator must comply with the requirements set forth below:

Reporting of Matters Related to Cooperator Integrity and Performance

1. *General Reporting Requirement.*

    a. If the total value of the cooperator's active grants, cooperative agreements, agreements, and procurement contracts from all Federal agencies exceeds $10,000,000 for any period of time during the period of performance of this agreement, then the cooperator must ensure the information available in the responsibility/qualification records through *SAM.gov*, about civil, criminal, or administrative proceedings described in paragraph 2. of this agreement term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in responsibility/qualification records in *SAM.gov* on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

2. *Proceedings About Which the Cooperator Must Report.*

   a. The cooperator must submit the required information about each proceeding that—

      i. Is in connection with the agreement or performance of a grant, cooperative agreement, agreement, or procurement contract from the Federal Government;

   b. Reached its final disposition during the most recent 5-year period; and

   c. Is one of the following—

      i. A criminal proceeding that resulted in a conviction;

      ii. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

      iii. An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

      iv. Any other criminal, civil, or administrative proceeding if—

         (1) It could have led to an outcome described in paragraph 2.a.i. through iii.;

         (2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

         (3) The requirement in this agreement term to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. *Reporting Procedures.* The cooperator must enter the required information in *SAM.gov* for each proceeding described in paragraph 2. of this agreement term. The cooperator is not required to submit the information a second time under grants and cooperative agreements that were received if you already provided the information in *SAM.gov* due to a requirement under Federal procurement contracts previously awarded to the cooperator.

4. *Reporting Frequency.* During any period of time when the cooperator is subject to the requirement in paragraph 1. of this agreement term, the cooperator must report proceedings information in *SAM.gov* for the most recent 5-year period, either to report new information about a proceeding that the cooperator has not reported previously or affirm that there is no new information to report. If the cooperator has a Federal contract, grant, cooperative agreement awards or agreement with a cumulative total value greater than $10,000,000, the cooperator must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. *Definitions.* For purposes of this agreement term—

   "Administrative proceeding" means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract, agreement, or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

   "Conviction" means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

   "Total value of currently active grants, cooperative agreements, agreements, and procurement contracts" includes the value of the Federal share already received plus any anticipated Federal share under those agreements (such as continuation funding).

11.9 Never Contract with the Enemy

In accordance with P.L. 113-291 (as amended), the following terms apply if the agreement exceeds $50,000 and is performed outside the United States, including U.S. territories, and is in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities. It does not apply to the authorized intelligence or law enforcement activities of the Federal Government.

1. Prohibition on Providing Funds to the Enemy

   a. The cooperator must—

      i. Exercise due diligence to ensure that no funds, including supplies and services, received under this agreement are provided directly or indirectly (including through subagreements or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, which must be completed through 2 CFR 180.300 prior to issuing a subagreement or contract and;

      ii. Terminate or void in whole or in part any subagreement or contract with a person or entity listed in SAM as a prohibited or restricted source pursuant to subtitle E of Title VIII of the NDAA for FY 2015, unless the Federal agency provides written approval to continue the subagreement or contract.

   b. The cooperator may include the substance of this term, including paragraph (a) of this term, in subagreements under this agreement that have an estimated value over $50,000 and will be performed outside the United States, including its outlying areas.

   c. The USDA agency has the authority to terminate or void this agreement, in whole or in part, if the USDA agency becomes aware that the cooperator failed to exercise due diligence as required by paragraph (a) of this term or if the USDA agency becomes aware that any funds received under this agreement have been provided directly or indirectly to a person or entity who is actively opposing coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

2. Additional Access to Cooperator Records

   a. In addition to any other existing examination-of-records authority, the Federal Government is authorized to examine any of cooperator records and the records of subcooperators or contracts to the extent necessary to ensure that funds, including supplies and services, available under this grant or cooperative agreement are not provided, directly or indirectly, to a person or entity that is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, except for awards awarded by the Department of Defense on or before December 19, 2017, that will be performed in the United States Central Command (USCENTCOM) theater of operations.

   b. The substance of this term, including this paragraph (b), must be included in subagreements or contracts under this agreement that have an estimated value over $50,000 and will be performed outside the United States, including its outlying areas.

11.10 Drug Free Workplace

General Requirement. As a condition of receiving Federal funds under this agreement, the cooperator must maintain a drug-free workplace.

Individuals. If the cooperator is an individual, they must not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in connection with the performance of any agreement.

Organizational Cooperators. If the cooperator is an organization, it must do all of the following:

(1) Policy Statement. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the cooperator’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(2) Awareness Program. Establish a drug-free awareness program to inform employees about:

(i) The dangers of drug abuse in the workplace;

(ii) The cooperator’s policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees for drug abuse violations.

(3) Employee Notification. Provide a copy of the statement required by paragraph (1) of this term to each employee who will be engaged in the performance of the agreement.

(4) Employee Conviction Reporting. Require that each employee who will be engaged in the performance of the agreement notify the cooperator in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

(5) Agency Notification. Notify the Federal agency in writing within ten (10) calendar days after receiving a notice under paragraph (4) of this section from an employee or otherwise receiving actual notice of such a conviction.

(6) Action on Conviction. Within thirty (30) calendar days after receiving a notice under paragraph (4) of this section from an employee or otherwise receiving actual notice of such a conviction, the cooperator must either:

(i) Take appropriate personnel action against such an employee, up to and including termination; or

(ii) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(7) Good Faith Effort. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1) through (6) of this section.

(8) Failure to Comply. Failure to comply with these requirements may result in the suspension or termination of this agreement or debarment of the cooperator.

11.11 Allocation of Liability and Indemnification

1. Prohibition on Federal Indemnification: Nothing in this agreement shall be construed to create an obligation on the part of the Federal government to indemnify, defend, or hold harmless any Party or third party by implication or otherwise. Notwithstanding Section 1.2, any provision in this agreement, or in any document incorporated by reference herein, that purports to obligate the Federal government to indemnify, defend, or hold harmless any Party or third party, is hereby declared null and void and of no force or effect as against the Federal government. The cooperator acknowledges and agrees that no such provision shall be construed as a waiver of the Federal government's sovereign immunity or as an agreement to assume liability not otherwise authorized by law.

2. Federal Government Liability: The Parties acknowledge and agree that the Federal government's liability for tort claims is governed solely by the Federal Tort Claims Act (FTCA), 28 U.S.C. §§ 2671-2680, and other applicable Federal statutes. Under the FTCA, the United States may be liable for money damages for injury or loss of property, or personal injury or death, caused by the negligent or wrongful act or omission of any employee of the Federal government while acting within the scope of

his or her office or employment, under circumstances where the United States, if a private person, would be liable to the claimant in accordance with the law of the place where the act or omission occurred.

3. Non-Federal Party’s Independent Actions: This agreement does not create an employer-employee relationship between the Federal government and the cooperator or its employees, agents, or subcooperators. The cooperator and its employees, agents, and subcooperators are not employees of the Federal government for purposes of the FTCA.

4. No Extension of Federal Liability: The Federal government shall not be responsible or liable under the FTCA, or any other statute or common law principle, for any tortious acts, omissions, or negligence committed by the cooperator or its employees, agents, or subcooperators in connection with the performance of this agreement.

5. Non-Federal Party's Responsibility: The cooperator shall be solely responsible for any claims, liabilities, losses, damages, costs, or expenses, including but not limited to those arising from personal injury, death, or property damage, caused by the negligent or wrongful acts or omissions of the cooperator or its employees, agents, or subcontractors during or in connection with the performance of this agreement.

6. Mutual Non-Indemnification: Neither Party assumes the duty to insure, defend, or indemnify the other Party against any liabilities arising from its own conduct, and each specifically retains all immunities and defenses available to it by law (including sovereign immunity, if applicable).

12.0 COMPLIANCE WITH EXECUTIVE ORDERS AND OTHER PRESIDENTIAL ACTIONS

USDA must comply with Executive Orders (EOs) and other Presidential Actions. When incorporated into agreements, the cooperator must comply with EOs or Presidential Actions, as well as USDA agency policies and regulations. The following EOs are expressly incorporated into this agreement:

12.1 EO 13043: Increasing Seat Belt Use in the United States

The cooperator is encouraged to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company-owned, rented, or personally owned vehicles. USDA encourages individuals to use seat belts while driving in connection with the agreement. See full text.

12.2 EO 13513: Federal Leadership on Reducing Text Messaging While Driving

The cooperator is encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or Federal government owned vehicles, or while driving personally owned vehicles when on official Federal government business or when performing any work for or on behalf of the Federal government. See full text.

12.3 EO 13642: Making Open and Machine Readable the New Default for Government Information

In order to ensure government information is easy to find, accessible, and usable, Federal government information resources shall be open and machine readable. The cooperator should, whenever practicable, collect, transmit, and store agreement-related information in open and machine-readable formats rather than in closed formats or on paper. See full text.

12.4 EO 13706: Establishing Paid Sick Leave for Federal Contractors

Parties that enter into covered contracts with the federal government must provide covered employees with up to seven days of paid sick leave annually. The parties assure compliance with the implementing regulations at 29 CFR Part 13, and Appendix A to Part 13 is incorporated by reference into the agreement as if fully set forth in the agreement. The regulations shall also apply to any subagreements or contracts under the agreement, unless an exception applies. See full text.

12.5 EO 14149: Restoring Freedom of Speech and Ending Federal Censorship

No funding shall be directed towards activities that are contrary to section 2 of EO 14149. See full text.

12.6 EO 14168: Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government

No funding shall be used to promote gender ideology. See full text and Section 11.2.

12.7 EO 14173: Ending Illegal Discrimination and Restoring Merit-Based Opportunity

The cooperator shall comply fully with all applicable Federal anti-discrimination laws and acknowledges said compliance is material to the government's payment decisions for purposes of 31 U.S.C. § 3729(b)(4). The cooperator certifies they do not operate any programs that promote Diversity, Equity, or Inclusion (DEI) that violate any applicable Federal anti-discrimination laws. See full text and Section 11.2.

12.8 EO 14199: Withdrawing the U.S. From and Ending Funding to Certain United Nations Organizations and Reviewing U.S. Support to all International Organizations

No funding shall be used for a contribution, grant, or other payment to United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNWRA). See full text.

12.9 EO 14201: Keeping Men Out of Women’s Sports

No funding shall be directed towards educational programs that deprive women and girls of fair athletic opportunities. No funding shall be directed towards male competitive participation in women’s sports. See full text.

12.10 EO 14204: Addressing Egregious Actions of the Republic of South Africa

No aid or assistance shall be provided to South Africa. See full text.

12.11 EO 14218: Ending Taxpayer Subsidization of Open Borders

No funding shall be directed towards programs that allow illegal aliens to obtain taxpayer-funded benefits, provide public resources to meet the needs of illegal aliens, or provide incentives for illegal immigration by demonstrating the availability of public benefits. See full text.

12.12 EO 14224: Designating English as the Official Language of the United States

English is the official language of the United States. All USDA agreement announcements, applications, and information should be in the English language. See full text.

12.13 EO 14292: Improving the Safety and Security of Biological Research

No funding shall be used for dangerous gain-of-function research conducted by foreign entities in countries of concern pursuant to 42 U.S.C. 6627(c), or in other countries where there is not adequate oversight to ensure that the countries are compliance with United States oversight standards and policies. No funding shall be used for other life-science research that is occurring in countries of concern or foreign countries where there is not adequate oversight to ensure that the countries are compliance with United States oversight standards and policies and that could reasonably pose a threat to public health, public safety, and economic or national security. See full text.

GLENN COUNTY RESOURCE CONSERVATION DISTRICT

TO:	Directors & Associate Directors	**Agenda Item #:**	IX.F.1.
		Meeting Date:	September 21, 2026
FROM:	Kandi Manhart-Belding		
		☒ **Action Items**	
DATE:	September 18, 2026	☐ **No Action Requested**	

TITLE OF TOPIC

SUBJECT: **RCD PROJECTS & PROGRAMS UPDATE**
ACTION F. Fuels Reduction and Fire Prevention Program

1. *Discussion and possible action to approve California Fire Safe Council Agreement for Wildfire County Coordinator Program Manager, $151,000 from July 1, 2026 through October 15, 2027

BACKGROUND:
Glenn County RCD was invited to apply for and receive the 2025 California Fire Safe Council County Coordinator Grant – Program Extension Project.

The objective of this grant is to educate, encourage, and develop countywide collaboration and coordination among wildfire mitigation groups. This Program Extension includes an increased emphasis on cross-sector partnerships to support wildfire resilience planning and project implementation statewide.

Glenn County RCD will be required to work closely with the County of Glenn Board of Supervisors and other fire mitigation groups within the county to meet the County Coordinator Grant objectives.

Shane Rakestraw will act as County Coordinator.

DISCUSSION / PROPOSED ACTION:
Discussion and possible action to approve California Fire Safe Council Agreement for Wildfire County Coordinator Program Manager, $151,000 from July 1, 2026 through October 15, 2027.

ATTACHMENTS:
YES
Glenn County Board of Supervisor Letter
Agreement

NOTES:

Moved:________________	**2nd:**________________
Abstention:________________	**Objection:**________________
Re-cused:________________	**Approved:** **O YES** **O NO**

GLENN COUNTY
BOARD OF SUPERVISORS

Willows Memorial Hall, 2nd Floor
525 West Sycamore Street, Suite B1
Willows, CA 95988

Grant Carmon, District 1
Monica Rossman, District 2
Tony Arendt, District 3
Jim Yoder, District 4
Jake Withrow, District 5

July 14, 2026

Dear California Fire Safe Council,

The Glenn County Board of Supervisors authorizes Glenn County Resource Conservation District to apply on behalf of Glenn County, California for the 2025 California Fire Safe Council County Coordinator Grant – Program Extension Project and serve as the grant subrecipient. Our board is confident that Glenn County Resource Conservation District can execute the scope of the grant program and meet project metrics and deliverables.

Glenn County Resource Conservation District is aware that, as a subrecipient, they will be required to work closely with the Glenn County Board of Supervisors and other fire mitigation groups within the county to meet the County Coordinator Grant objectives of educating, encouraging, and developing county-wide collaboration and coordination. Our Board is prepared to support and assist Glenn County Resource Conservation District in the execution of these project goals.

Should you require additional confirmation of Glenn County's support of Glenn County Resource Conservation District, the Board of Supervisor's office may be reached at 530-934-6400 and gcboard@countyofglenn.net.

Signed,

Grant Carmon, Chairman, Glenn County Board of Supervisors

Office (530) 934-6400 * Fax (530) 934-6419 * e-mail: gcboard@countyofglenn.net * website: www.countyofglenn.net

Subaward Summary Sheet

Subaward Information:

Subrecipient Organization Name:	Glenn County Resource Conservation District
Subaward Number:	523954
Contact information for subrecipient organization:	Name: Kandi Manhart-Belding Phone: 530-934-4601 x5 Email: kandi@glenncountyrcd.org
Authorizing Official:	Name: Kandi Manhart-Belding Title: Executive Officer
Subrecipient Unique Entity Identifier (UEI)- if available for State and privately funded grants. Mandatory for federal grants :	GM5JKN955J57
Subaward period of performance start date (mm/dd/yyyy):	July 1, 2026
Subaward period of performance end date (mm/dd/yyyy):	October 15, 2027
Name of Pass-Through-Entity:	California Fire Safe Council
Contact information for CFSC (*pass-through-entity*):	Name: Lara Buluc Title: Wildfire County Coordinator Program Manager Phone: (279) 599-2179 Email: lbuluc@cafiresafecouncil.org
CFSC Grant Specialist:	Gabriela Erazo

Subaward Amount (amount of funds obligated by this Action by CFSC to the subrecipient):	$ 151,500.00
Funding type (select one):	Federal State Private Other ________________
Is this a Research/Development award?	Yes No
Subrecipient Indirect Costs **Select one of the following:**	Indirect Costs Rate: 12.00% NICRA De Minimis Other: 25 COCO Max
Allocated Match:	$ ____________________ Match Required? Yes No

Master Grant Information:

Name of Awarding Agency:	State of California Department of Forestry and Fire Protection (CAL FIRE)
Grant Agreement Number:	5GG23125
Date Awarded to CFSC:	January 22nd, 2025
Total Amount of the Master Grant:	$20,473,125.68

Master Award Program Description:
The objective of this Grant Program is to provide funding for County Coordinator projects across California, covering administrative costs to hire/staff a County Coordinator position, supporting local practitioner capacity, improving collaboration and coordination among wildfire mitigation groups, and providing technical assistance to support resource sharing and network building. The Project will build on the goals of the original County Coordinator funding cycles, supporting County Coordinators as they 1) maintain a census of all active wildfire mitigation groups in their county, 2) continue to analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill these gaps, and 3) develop mechanisms to improve outreach and coordination efforts.

CALIFORNIA FireSafe COUNCIL

September 10, 2026

Kandi Manhart-Belding
Glenn County Resource Conservation District
132 N Enright Avenue, Suite C,
Willows, CA 95988

Dear Kandi,

Congratulations! The California Fire Safe Council ("CFSC") is pleased to provide funding for Glenn County Resource Conservation District's "Glenn County's County Coordinator Program" project, (the "Project") with UEI number GM5JKN955J57. The Glenn County Resource Conservation District, hereinafter referred to as the "Subrecipient," enters into this Subaward Agreement (the "Agreement") on the date of the last signature on this Agreement below, following the terms and conditions set forth herein.

Funding for this Project is provided by a grant from the California Department of Forestry and Fire Protection (hereinto referred to as CAL FIRE) as part of the California Climate Investments Program, administered by CFSC. The Project being funded is as described in the Subrecipient's approved application for funding. This Agreement outlines the subaward's procedures and requirements.

The assigned number for this subaward is 523954 Please refer to this number when contacting CFSC about this subaward. Total funding provided for this Project shall not exceed $151,500.00. Subrecipient shall assume any obligation to furnish any additional funds that may be necessary to complete the Project including, but not limited to, matching funds identified in Subrecipient's Project budget if applicable. This Agreement outlines the subaward's procedures and requirements.

The indirect cost rate for CFSC (the pass-through entity) shall be applied in accordance with the indirect cost rate of up to 18% as approved by CAL FIRE.

The Subrecipient's indirect cost rate shall be: 12%. Changes to the approved subrecipient indirect cost rate shall only be approved in writing by CFSC.

SECTION 1: PURPOSE

The objective of this Grant Program is to provide funding for County Coordinator projects across California, covering administrative costs to hire/staff a County Coordinator position, supporting local practitioner capacity, improving collaboration and coordination among wildfire mitigation groups, and providing technical assistance to support resource sharing and network building. The Project will build on the goals of earlier County Coordinator funding cycles, supporting County Coordinators as they 1) maintain a census of all active wildfire mitigation groups in their county, 2) continue to analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill these gaps, and 3) develop mechanisms to improve outreach and coordination efforts. This Program Extension will include an increased emphasis on county-wide collaboration and cross-sector partnerships to support statewide community wildfire resilience planning and implementation.

SECTION 2: TERM OF SUBAWARD

The term of this Agreement is from **July 1, 2026,** through **October 15, 2027**, and shall terminate upon CFSC's determination that the Project subject to this Agreement is complete (the "Term"). Work shall not commence prior to the execution of this Agreement by both parties, unless authorized in writing by an authorized representative of CFSC. An agreement is considered fully executed upon signature and approval by an authorized representative of both parties to this Agreement. Subrecipient shall not receive funding for portions of the Project completed outside of the Term. Subrecipient agrees to comply with all applicable federal, state, and local laws governing the funds provided under this Agreement; in addition, Subrecipient will follow customary accounting principles consistently applied, and their organization's written policies and procedures related to financial and program management.

In addition to the terms and conditions of this Agreement, the Subrecipient agrees that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement, unless otherwise not required.

1. Subaward Summary Sheet
2. Applicable master grant award procedural guides, rules, and regulations
3. Pre Award Questionnaire
4. The approved project application, budget, scope of work, and attachments.
5. Grant Application and Grant Award Handbooks as distributed by CFSC (if applicable)
6. Subrecipient's organization by-laws (if applicable)
7. Subrecipient's Fiscal Sponsor Agreement Letter or MOU (if applicable)
8. Board of Directors, Board of Supervisors, and/or City Council Roster with Contact Information
9. Certificate of Insurance and all other applicable insurance requirements, as requested
10. Project Vicinity Map(s) identifying project boundaries or other information, as requested
11. Examinations from all relevant governmental agencies applicable to the project (if applicable)
12. Local, state and federal assessments and mitigation requirements for environmental, cultural, and regulatory compliance, if applicable
13. IRS Tax Exemption Documents (If applicable)
14. Letters of Commitment (if applicable)
15. Resolution of Subrecipient Authorizing Grant Application (if applicable)
16. All other documents and attachments, as required by the grant award
17. Written direction or guidance from an authorized representative of CFSC

SECTION 3: PRIVITY OF CONTRACT

Subrecipient understands and agrees that privity of contract exists between CFSC and the Subrecipient. That is, the relationship concerning this Subaward is strictly between CFSC and the Subrecipient. Subrecipient understands and agrees that neither CAL FIRE or any of its affiliates, the State of California, nor the United States shall be, or are intended to be, a party to this Subaward, any contract with the Subrecipient, any solicitations, request for proposals, or disputes on the execution, interpretation, or enforcement of any contract, including this Subaward, between CFSC and the Subrecipient.

SECTION 4: SCOPE OF WORK

The scope of work to be undertaken by Subrecipient is as follows: "Glenn County's County Coordinator Program" (the "Project"), "Through this project the Glenn County RCD hopes to help build and maintain partnerships with all of the public safety agencies and be open and engaging with community members that have an interest in the wildfire resiliency efforts taking place within the county. This grant will provide an opportunity for county-wide fire trainings offered to our local departments to help support wildfire suppression preparedness, as well as offer county wide defensible space assessments to the individuals in need. This Grant will also provide opportunities to reach out to our more vulnerable communities and help with pre-emergency preparedness and education." The Project shall be completed in accordance with the approved scope of work delineated within the application, scope of work, and budget of Subrecipient's application, a copy of which is in ZoomGrants, and its terms are incorporated to this contract by reference.

SECTION 5: REPORTS

Subrecipient shall submit periodic progress reports to CFSC to provide comprehensive updates on the project's progress, including but not limited to achievements, metrics, challenges, financial expenditures, and any deviations from the workplan. Subrecipient shall use CFSC's reporting system and forms provided in ZoomGrants for subaward reporting, document submission, and other subaward-related functions, unless otherwise directed by the CFSC Grant Specialist in writing. The assigned Wildfire County Coordinator must have access to ZoomGrants and be made aware of all information entered into this system for purposes of the 2025 Wildfire County Coordinator Grant Award Program.

Subrecipient shall use CFSC's reporting system and forms provided in ZoomGrants (or other systems as assigned by CFSC) for subaward reporting, document submission, and other subaward-related functions, unless otherwise directed by the CFSC Grant Specialist in writing.

Subrecipient shall submit quarterly progress reports to CFSC to provide comprehensive updates on the project's progress, including but not limited to achievements, metrics, challenges, financial expenditures, and any deviations from the workplan.

Progress Reports are due as follows:

- October 31, 2026 (for the reporting period July 1, 2026, through September 30, 2026)
- January 31, 2027 (for the reporting period October 1, 2026, through December 31, 2026)
- April 30, 2027 (for the reporting period January 1, 2027, through March 31, 2027)
- July 31, 2027 (for the reporting period April 1, 2027, through June 30, 2027)
- October 31, 2027 (for the reporting period July 1, 2027, through September 30, 2027)

The Final Closeout Report will be due as follows:

- November 30, 2027 (for the reporting period May 15, 2025, through October 15, 2027)

Upon submission of progress reports, the Subrecipient will participate in a scheduled virtual check-in meeting with the CFSC Grant Specialist. The purpose of this check-in is to monitor the Subrecipient's performance and provide technical assistance to the Subrecipient. This includes reviewing progress in achieving the project's goals and milestones, monitoring the Subrecipient's adherence to project scope and timeline, ensuring the Subrecipient's adherence to grant requirements for compliance, and addressing concerns.

By November 30, 2027, at 5 PM PST, Subrecipient agrees to submit a Final Closeout Report, including all required documents, through ZoomGrants.
The Final Closeout Report should include:

1. A final Closeout Report Narrative.

2. A final Budget Report on total actual costs for the entire term of this agreement.
3. A final Success Story of the project.
4. Program Evaluation Form.
5. One (1) digital version of products developed using grant funds over the entirety of the Project, such as publications, flyers, communications and/or educational materials, best practice guides, newspaper clippings and other materials.
6. Photos: high resolution digital photos showing the project's outcomes and events.
7. GIS project data files, which may include projects maps and other items to be determined, as applicable.
8. Any other information as requested by CFSC Grant Specialist in writing.

Additional Wildfire County Coordinator Program impact metrics will be requested by CFSC and collected through trackers external to ZoomGrants. These external trackers will supplement information collected through quarterly ZoomGrants reporting. External trackers are to be completed monthly, at a minimum, but more frequent completion and submittal is highly encouraged. Source documentation for reported impact metrics may be requested by CFSC as part of a broader Subrecipient desk audit or independently, at any time. See the 25 COCO Program Extension Award Handbook for the types of source documentation that may be requested using the external trackers.

Any funds provided by CFSC and held by the Subrecipient and not expended at the end of the Term will be returned to CFSC no later than 30 days following the period of performance end date.
Failure to comply with all reporting and closeout procedures by the deadlines will be considered noncompliance with the terms of the Agreement. Such noncompliance may result in increased performance monitoring and conditions, disallowance of costs, ineligibility for future funding, or be considered in the evaluation of organizational capacity for future Subawards.

SECTION 6: PAYMENTS

Payments to Subrecipient shall be sent by Bill.com, a secure third-party accounts payable and receivable platform used by CFSC. Use of Bill.com enables efficient, trackable, and timely payment processing in alignment with CFSC's internal controls. All payments are processed electronically through Bill.com automated clearing house (ACH) transfers unless otherwise arranged. Paper checks or other payment methods will be at CFSC's discretion. Subrecipient must register with CFSC's bill payment vendor, Bill.com and provide a completed W-9 in ZoomGrants prior to receiving disbursements for initial payment.

All payments are contingent upon CFSC's receipt of funds from the original funding source CAL FIRE. CFSC shall have no obligation to disburse funds to the Subrecipient unless and until such funds are received. CFSC is not liable for any expenses or damages incurred due to payment delays for any reason whatsoever.

Subrecipient agrees not to obligate funds in excess of the total amount awarded. CFSC shall not be responsible for costs incurred beyond the authorized funding amount.

Payments for work conducted under this Agreement may be made on an advance or reimbursement basis at the discretion of CFSC. Payments shall be made upon receipt and approval of a Payment Request Form submitted through ZoomGrants and a financial report detailing current charges and total-to-date charges by major budget cost categories (e.g., salaries, benefits, supplies, etc.) along with required supporting source documentation of all expenses incurred (see Grant Award Handbook or consult your Grant Specialist for examples of required supporting documentation). Failure to accurately and completely submit payment requests with all required documentation may result in denied or delayed payment.

Subrecipient must submit payment requests per a grant schedule determined by CFSC with the necessary supporting documentation (see Grant Award Handbook). After the initial payment, additional payment requests may take up to 90 days or longer after Subrecipient's request to CFSC. CFSC reserves the right to deny any request for new payment.

To submit a payment request, the Subrecipient must submit the request in ZoomGrants, and upload the following proof of expenditures reconciling prior advance payments or showing documentation of reimbursable expenses into ZoomGrants:

- A summary sheet or copy of general ledger showing each budget category
- Detailed transaction ledgers by each budget category and/or payroll ledgers (if applicable)
- All source documentation to support expenses incurred (see Award Handbook)
- Other documents as required by the Grant Specialist and/or outlined in the Award Handbook

The Subrecipient shall maintain an accounting system that follows customary accounting principles consistently applied. The accounting system must accurately reflect fiscal transactions, using the necessary controls and safeguards. This system shall provide an adequate audit trail, including original source documents, such as receipts, progress payments, invoices, purchase orders, timecards, canceled checks, etc. Please redact account numbers and personal identifying information before submitting payment requests. The system shall also provide accounting data so the total cost of each individual project can be readily determined. CFSC may request additional records and documentation at any time.

Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for. Subrecipient must remit to CFSC interest earned in excess of $500 on advance payments at the close of the project.

Subrecipient is required to maintain accurate, complete, and up-to-date records that support all costs charged to this Agreement. Inaccurate, incomplete, or unsupported records may result in audit findings, disallowed costs, or termination of this Agreement.

CFSC reserves the right to withhold or deny payments, disallow costs, require corrective actions, disallow advance payments, or increase programmatic or financial monitoring in response to noncompliance, performance issues, or audit concerns. Such actions may also be considered in evaluating eligibility of future subawards.

Subrecipients must account for all funds received under this Agreement in its financial records and include this information in each quarterly report and in the final closeout report, in accordance with Section 5.

CFSC may, at any time, request documentation to validate that reported or invoiced costs are allowable, allocable, reasonable, and necessary. This includes but is not limited to general ledgers, source documentation (e.g. receipts, timecards, contracts, or payroll records, etc.), and any records from the Subrecipient's financial system related to this Agreement. Failure to fully cooperate with such requests may result in delayed payments, disallowed costs, increased monitoring, disallowed advance payments, or termination of the Agreement.

Additionally, Subrecipient must submit a project status report consistent with the format and frequency of the quarterly reports outlined in Section 5, providing updates on progress toward the Project milestones detailed in Section 4. CFSC reserves the right to impose special conditions or withhold payments if the Subrecipient fails to adhere to the approved project schedule or reporting requirements.

SECTION 7: TITLE TO AND USE OF EQUIPMENT AND SUPPLIES

For the purpose of this agreement:

- Equipment is not an allowable cost for the 2025 County Coordinator Grant Program. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more.
- Supplies means tangible property with a per-unit acquisition cost of less than $5,000, regardless of its useful life.

The Subrecipient shall:

- Not encumber equipment or supplies without prior written approval from CFSC, and when authorized by the funding source. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided in writing in the budget narrative or uploaded as an Other Document in the Documents tab in ZoomGrants.
- Use the equipment and supplies for the authorized purposes of the Project until funding support ceases, or until they are no longer needed for the Project. Procure equipment on a competitive basis and include documentation of price analysis.
- Maintain adequate recordings of equipment, including a description, serial number or other identification number, source of funding, titleholder, acquisition date and cost, use and condition, and ultimate disposition information.
- Conduct a physical inventory of equipment at least every two years.
- Maintain appropriate safeguards to prevent loss, damage, or theft of property.
- Adhere to CFSC's disposition instructions if the equipment or supplies are no longer needed.

If the Subrecipient fails to complete the Project or misuses any property, CFSC reserves the right to reclaim or direct the transfer of such equipment or supplies and title to CFSC or another entity. Equipment shall not be used as collateral or other means.

If equipment is no longer needed, the Subrecipient shall request disposition instructions from CFSC.

Equipment purchased using grant funds, wholly or in part, must be used by the Subrecipient for the project for which it was acquired. CAL FIRE retains a vested interest in the equipment for the useful life of the equipment, even after completion of the grant. Subrecipient shall provide written disposition of the equipment upon completion of the grant and upon any changes to the disposition of the equipment. Such disposition must be approved in advance by CFSC.

Any equipment purchased with grant funds must be disposed of as described in the Project and as approved by CFSC. If the Project description does not provide for the disposition of equipment,
Subrecipient shall submit to CFSC (Upload as an Other Document in the Documents tab in ZoomGrants) a disposition plan for CFSC's approval. The disposition plan shall include the proposed use and maintenance plan for the useful life of the equipment and the ultimate disposition of the equipment. CFSC may demand the transfer of the equipment to CFSC or a CFSC designee. If Subrecipient fails to complete the Project for any reason whatsoever, the equipment and title to the equipment shall be transferred to CFSC upon CFSC's demand.

SECTION 8: TITLE TO AND USE OF WORK PRODUCTS AND DATA

Title to any and all materials developed with funds from this Agreement vests in the Subrecipient. Notwithstanding the foregoing, CFSC shall have a free, irrevocable license to use, publish, or distribute all such materials. The word "materials" may include, but is not limited to reports, studies, photographs, computer programs, drawings, writings, or other similar works or documents, along with all supporting data and material produced under this Agreement.

CFSC reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use the materials developed by Subrecipient for CFSC's educational, promotional, or other business purposes. CFSC will always attempt to do this with Subrecipient's notification and/or consent.

SECTION 9: PERMITS/ENVIRONMENTAL COMPLIANCE

Ground and vegetation disturbing activities are not an allowable activity for the 2025 County Coordinator Grant Program.

Subrecipient shall ensure that the Project is compliant with all applicable environmental and cultural resource laws – federal, state, and local – prior to beginning any activities, including but not limited to, ground- or vegetation-disturbing activities.

When applicable, Subrecipient shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and all other local, State, and federal environmental and cultural resource laws prior to beginning any activities, including but not limited to, ground- or vegetation-disturbing activities. A copy of the certified CEQA document must be provided to CFSC, before any grant funds are made available for any Project activity that could directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.). CEQA compliance shall be completed within one (1) year from start date of the Agreement. The start date is considered the date the last party signs the Agreement. Grant funds will be made available in advance of CEQA compliance for project activities that do not have the potential to cause a direct environmental impact (e.g. project planning, locating and marking property or project boundaries, contacting and signing up landowners, etc.).

Please see Section 23 "Special Conditions" for any grant-specific conditions or restrictions.

SECTION 10: SUBAWARDS

Subrecipient is prohibited from sub-awarding any part of this Project to another organization.

SECTION 11: RECORD RETENTION

Subrecipient is required to keep source documents for all Project expenditures for at least three (3) years after receiving a signed closeout letter from CFSC, and one year following an audit, whichever date is later, unless the Subrecipient has a longer retention policy.

Upon completion of the Agreement, Subrecipient must maintain copies of all grant documentation, receipts, contractors, bid notices, time sheets, personnel time, etc., in a safe, retrievable storage location. Such documentation shall be made available to CFSC upon request by CFSC or the program funder.

SECTION 12: SITE VISITS

CFSC staff may conduct a minimum of one monitoring site visit and/or a desk review and may schedule additional visits during the Term of the Agreement, to review program compliance, capacity and performance, and to ensure the work conducted is in accordance with the approved Scope of Work. The CFSC Grant Specialist will contact the Subrecipient to schedule the visit(s) and inform the Subrecipient of any items to be reviewed. Some items that may be viewed during a site visit include:

- Source documentation
- Financial and payroll records
- Physical assets
- Written policies and procedures
- Audit compliance records
- Internal controls
- Field work in progress or completed
- Procurement records and vendor contracts
- Program and fiscal overview summary

Subrecipient will be notified when CFSC, or the program funder, would like to conduct a site visit during the Term.

SECTION 13: LOGO & PUBLIC NOTICES

Subrecipient shall cooperate with CFSC to release information about this Project to the press or other news/media outlets.

Subrecipients are prohibited from using the program funder's trademarks or service marks without the funder's prior written consent, which may be requested through the CFSC Grant Specialist.

Subrecipients are prohibited from using CFSC's logo, trademarks, or service marks without CFSC's prior written consent, which may be requested through the CFSC Grant Specialist.

Recognition for projects, activities, and products MUST be included on all products developed with funds provided through this Agreement. Subrecipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce the progress and accomplishments. All projects must clearly display the program acknowledgement, program logos, and Equal Opportunity Statement, and Non-Endorsement Statement as outlined below.

The funding source acknowledgement, equal opportunity statement, and endorsement statement below MUST be included in all grant-related publications. These include press releases, public notices, social media, and printed or electronic media. See the Grant Award Handbook for specific program acknowledgement requirements.

Funding Source Acknowledgement
"Funding for this project was provided by a grant from the California Department of Forestry and Fire Protection as part of the California Climate Investments Program, through the California Fire Safe Council."

Equal Opportunity Statement
"In accordance with federal law and California Fire Safe Council (CFSC) policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age or disability. Not all prohibited basis apply to all programs."

If the material is too small to permit the full statement to be included, the material must at minimum include the following statement: "This institution is an equal opportunity provider."

Non-Endorsement Statement
"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the California Fire Safe Council, CAL FIRE or the State of California. Mention of trade names or commercial products does not constitute their endorsement by the California Fire Safe Council or the U.S. Government."

Additionally, use of the County Coordinator Program Identifier is strongly encouraged in tandem with funder logos plus funding source acknowledgement and equal opportunity statements. Subrecipients are to refer to the County Coordinator Program Identifier Use Guide for additional information.

SECTION 14: MODIFICATIONS

Program modifications require prior written approval from the CFSC Grant Specialist. Modifications might include, but are not limited to:

- Extensions of the project and/or reporting period(s)
- Changes in project activities or objectives
- Changes to project accomplishments
- Changes to key personnel
- Key personnel absence
- Addition of third-party involvement
- Budget or match commitment changes
- Other changes not listed above

Please consult the Grant Award Handbook and contact your CFSC Grant Specialist to request a modification.

SECTION 15: NOTIFICATION

Subrecipient shall immediately notify CFSC of developments that have a significant impact on activities supported under this Agreement. Written notification shall be given in case of problems, delays or adverse conditions that materially impact the ability to meet the objectives of the Agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation. Notice should be sent via email to your CFSC Grant Specialist.

SECTION 16: INSURANCE

Subrecipients are responsible for all grant funds received through CFSC and for all assets purchased with grant funds. This responsibility extends to any loss of grant funds attributable to fraud and/or misappropriation by third persons and to any expenditure not allowed by this agreement. Should any loss of grant funds or improper expenditures of grant funds occur, Subrecipient will be required to reimburse CFSC for those amounts.

In accordance with 2 CFR 200.310, Subrecipient must carry insurance coverage sufficient to protect all grant funds and other agreement assets from loss due to theft, misuse, fraud, and/or negligence. Types of insurance may include but are not limited to general liability, errors and omissions, directors and officers, and a fidelity bond.

Subrecipient shall maintain general and commercial liability insurance of not less than $1,000,000 per occurrence for bodily injury and property damage combined; if applicable, workers' compensation insurance of not less than $1,000,000; and, if applicable, commercial automobile insurance on owned, hired and/or non-owned vehicles of not less than $1,000,000 throughout the term of the Project.

All such policies shall provide that CFSC, and their respective officers, agents, employees and servants are included as additional insureds as far as the performance of this Agreement are concerned. Subrecipient shall provide certificate(s) of insurance reflecting that this coverage is in effect upon acceptance of this Agreement. In the event of any change in the insurance coverage, Subrecipient shall provide updated certificate(s) of coverage.

The Subrecipient shall provide workers compensation insurance for all employees involved in the performance of this agreement. Workers compensation insurance for volunteers is strongly encouraged.

Contractors working on the project must carry their own insurance and furnish proof of coverage to Subrecipient.

Subrecipient shall provide proof of appropriate insurance to CFSC prior to engaging in activities for which funding is provided by CFSC. If funds provided as part of this award are used to purchase insurance, Subrecipient shall provide proof of insurance to CFSC within 30 days of obtaining a policy. Subrecipient is responsible for sending all current insurance certificates of coverage upon annual renewal of coverage. Failure to maintain current coverage or provide the annual copy CFSC will cause denial of payment under this subaward.

Subrecipient must also perform all functions required by the IRS, including record keeping and the provision of Form 1099 where appropriate when using independent contractors.

SECTION 17: NON-LIABILITY

Subrecipient shall indemnify, defend, and hold harmless CFSC, its officers, directors, employees, and agents from and against any and all claims, liabilities, losses, damages, or expenses (including reasonable attorney fees) arising out of or related to the Subrecipient's performance under this Agreement or failure to comply with any applicable law, regulation, or grant requirement.

CFSC does not assume liability for any third-party claims for damages arising out of this Agreement. Each party agrees that it will be responsible for its own acts and omissions and the results thereof and shall not be responsible for the acts or omissions of the other party and the results thereof. To the extend authorized by the law, each party agrees to assume all risks and liabilities to itself, its agents or employees, for any injury to persons or property resulting from any operations under this Agreement, and for any loss, cost, damage, or expense resulting at any time from any and all clauses due to any acts, or negligence, or the failure to exercise proper precautions of or by itself or its own agents to this agreement. Subrecipient agrees to carry appropriate liability insurance (e.g., general liability, directors and officers, errors, and omissions, etc.) sufficient to safeguard funds, property, and assets acquired under this Agreement.

SECTION 18: REMEDIES FOR NONCOMPLIANCE

If subrecipient fails to comply with terms and conditions of the Agreement, CFSC may impose additional conditions. If CFSC determines that noncompliance cannot be remedied through imposing additional conditions, CFSC may take one or more of the following actions as appropriate in these circumstances:

1) Temporarily withhold cash payments pending correction of the deficiency or more severe enforcement action by CFSC.
2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the costs of the activity or action not in compliance.
3) Wholly or partly suspend or terminate this Agreement.
4) Initiate suspension or debarment proceedings.
5) Withhold further awards for the project or program.
6) Limit payments to reimbursements only and suspend all advance payments.
7) Require additional project monitoring.
8) Require Subrecipient to obtain technical or management assistance.
9) Establish additional prior approvals.
10) Require additional and/or more detailed fiscal and/or programmatic reports.
11) Take other remedies that may be legally available.

SECTION 19: PROJECT TERMINATION

This Agreement may be terminated by the California Fire Safe Council or Subrecipient upon 30-days written notice to the other party.

If either party terminates the Agreement prior to the completion of the Project, Subrecipient shall take all reasonable measures to prevent further costs to the Project under the Agreement and the CFSC shall be responsible for any reasonable and non-cancelable obligations incurred by Subrecipient in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.

Failure by Subrecipient to comply with the terms of this Agreement may be cause for suspension of all obligations of the CFSC hereunder at the discretion of the CFSC.

Failure of Subrecipient to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the CFSC hereunder if in the judgement of the CFSC such failure was due to no fault of Subrecipient. At the discretion of the CFSC, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.

Final payment to Subrecipient may not be made until the CFSC determines the Project conforms substantially to this Agreement.

If Subrecipient terminates the Project pursuant to this Section 19, Subrecipient shall return all unused monies awarded pursuant to this Agreement within 30 days to CFSC.

SECTION 20: NON-DISCRIMINATION

The California Fire Safe Council and the State of California prohibits discrimination in all its programs and activities based on race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Subrecipient shall not discriminate against any person on any of these bases.

SECTION 21: CONFLICT OF INTEREST

Subrecipient must establish and maintain a written conflict of interest policy. Conflicts of interest must be reviewed and managed in accordance with the Subrecipient's policy and any applicable federal, state, or funder-specific requirements. Subrecipient must implement appropriate mitigation measures to ensure that conflict does not impair the integrity of the program or use of funds under this Agreement. CFSC recognizes that conflicts of interest may arise and are not inherently prohibited. However, any actual, potential, or perceived conflict of interest related to the performance of this Agreement must be disclosed in writing to CFSC in a timely manner.

SECTION 22: MANDATORY DISCLOSURES

Subrecipient must disclose, in a timely manner, in writing to the CFSC Grant Specialist all violations of Federal or State criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. Failures to make required disclosures may result in CFSC taking action for remedies of noncompliance up to and including termination of the award.

Subrecipient must disclose audit findings to CFSC within 30 days of the acceptance of the audit report by the Federal Audit Clearinghouse (FAC) in writing by mail to: 730 I St. Suite #236, Sacramento, CA 95814.

SECTION 23: SPECIAL CONDITIONS

Subaward special conditions are based on one or a combination of the following: 1) past CFSC grant program performance, 2) master funder requirements, 3) issues with the grant application, workplan, and/or budget, 4) subrecipient risk level as assigned during the risk assessment, 5) findings as reported in a comprehensive, independent financial audit, 6) results of site visits and/or desk audits, and/or 7) grant compliance or monitoring concerns throughout the project performance period.

Subaward special conditions in place at the time of subaward signing include the following. These special conditions are in place until otherwise informed in writing by the CFSC Grant Specialist. Please reach out to the CFSC Grant Specialist with questions about the following special conditions:

- None

CFSC reserves the ability to place additional special conditions under this subaward agreement at any time. CFSC will inform Subrecipient in writing of additional special conditions set forth under this subaward agreement.

Flow down requirements: All "flow down" requirements imposed on the Subrecipient by CFSC (the "pass through entity") are to ensure that the award is used in accordance with all statutes, regulations and the terms of the award. The subrecipient is accountable to CFSC for compliance with these requirements.

SECTION 24: DISPUTE RESOLUTION PROCEDURES

Mediation of Disputes. Any dispute or claim in law or equity arising out of this agreement, the Subaward or any resulting transaction including, but not limited to, any and all disputes regarding the auditing of or the use of the Subaward by the Subrecipient and any and all other disputes between the CFSC and the Subrecipient, including any and all legal, monetary, equitable, including injunctive relief (collectively referred to herein as "Disputes"), shall be subject to mediation as a condition precedent to arbitration. The parties shall endeavor to resolve any Disputes by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Commercial Arbitration and Mediation Procedures of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration, but in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. The parties shall share the mediator's fees and any filing fees equally. The mediation shall be held at a location in Sacramento, California that is mutually agreed upon by the parties and shall be a minimum of a four-hour mediation before satisfaction of mediation as a condition precedent to arbitration is satisfied. Agreements reached in mediation shall be enforceable as settlements in any court having jurisdiction thereof.

Arbitration of Disputes. Any dispute or claim in law or equity arising out of this agreement, the Subaward or any resulting transaction including, but not limited to, any and all disputes regarding the auditing of or the use of the Subaward by the Subrecipient and any and all other disputes between the CFSC and the Subrecipient, including any and all legal, monetary, equitable, including injunctive relief (collectively referred to herein as "Disputes"), subject to enforceability determined by the arbitrator, shall be decided by neutral binding arbitration, with an arbitrator that has at least 10 years of experience as an auditor and is familiar with generally accepted accounting principles for state and local government units and with auditing standards generally accepted in the United States of America; Government Auditing Standards issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of OMB Guidance 2 CFR part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements. The arbitrator shall be mutually agreed upon by the parties. If the parties cannot agree on an arbitrator, the parties shall alternately strike names from a list provided by the American Arbitration Association until only one name remains. The parties shall share the arbitrator's fees and any filing fees equally. The arbitrator shall conduct the arbitration in accordance with the expedited procedures provided for in the Commercial Arbitration and Mediation Procedures of the American Arbitration Association currently in effect and not by court action, except as provided by law for judicial review of Arbitration proceedings. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitrator shall not have the power to award punitive damages. In the event of a disagreement as to the selection of an arbitrator, the Judicial Mediation and Arbitration Services, Inc. office, shall select an arbitrator who meets the qualifications required in the arbitration provision above. Claims less than $10,000.00 shall be litigated in Small Claims Court at the request of either party, however, initiation of a Small Claims Court action shall not be deemed a waiver by the other party of its right to arbitrate any counter or cross claims.

NOTICE: BY SIGNING THIS AGREEMENT YOU ARE AGREEING TO HAVE ANY DISPUTE GREATER THAN $10,000.00 ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE BUSINESS AND PROFESSIONS CODE OR OTHER APPLICABLE LAW. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY. MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION WILL BE SUBJECT TO NEUTRAL ARBITRATION.

SECTION 25: DEBARMENT & SUSPENSION

By signing this Subaward, the Subrecipient's Authorized Official certifies, to the best of his/her/their knowledge and belief that neither the Subrecipient nor its principals:

- Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- Are listed on the governmentwide exclusions database (SAM.gov)

The subrecipient agrees to not knowingly enter into any lower-tier covered transaction with a person or entity who is similarly debarred, suspended, or otherwise excluded. Subrecipient must include a similar term or condition in any lower-tier covered transaction and must require any lower-tier participant to disclose if its principals are excluded.

SECTION 26: CONTRACTORS

If the Subrecipient acquires contractors to provide goods and services under this Agreement, then the following requirements apply:

1. The Subrecipient must follow its own documented procurement procedures that reflect applicable federal, state, and local laws and regulations, in addition to CAL FIRE policies and requirements outlined in the CFSC Grant Award Handbook.
2. The Subrecipient must ensure that no contract is awarded to vendors that are debarred, suspended, or otherwise excluded from participation in federal programs, and must check all contractors against SAM.gov and maintain documentation of their verification process.
3. Prohibited Telecommunications Equipment: The subrecipient may not use grant funds to procure or obtain covered telecommunications equipment or services produced or provided by Huawei Technologies Company, ZTE Corporation, or any other entity identified on the Covered List published by the FCC. This restriction applies regardless of whether the use is intended as a substantial or incidental component.
4. Selected Contractor's are prohibited from using CFSC's or CAL FIRE's logo, trademarks, or service marks without CFSC's prior written consent, which may be requested through the CFSC Grant Specialist.
5. All contracts must follow the non-discrimination and equal opportunity principles and requirements as defined in Section 20.
6. The contract is in accordance with all local, state, and federal laws or executive orders.
7. The Subrecipient must maintain records sufficient to detail the significant history of all procurement, including rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract price.
8. The contract agreement contains the following
    a. Scope & timeline of services
    b. Expected Deliverable(s)
    c. Expectations of the contractor as outlined in the agreement or other relevant provisions
    d. Termination Clause including:
        i. Breach of contract
        ii. Indemnification of CFSC clause
    e. Completed W9
    f. Copies of relevant business licenses & certificates
    g. Professional Licensure, when applicable
    h. Certificates of insurance, as relevant

Additional information and requirements regarding contract procedures are in the CFSC Award Handbook provided to subrecipients. Contact your grant specialist for additional information and requirements regarding contract procurement. Subrecipients are expected to submit source documentation with reports outlined in Section 5, including invoices from consultant/contractor identifying expenditure, rate, services performed and period of services. Documents related to consultant/contractor selection analysis shall also be kept by the Subrecipient and available for audit purposes.

SECTION 27: AI REQUIREMENTS AND EXPECTATIONS

The Subrecipient may use artificial intelligence and automated decision-making tools to support certain business functions. These tools are used only to support, not replace, human judgment, and all decisions will continue to involve meaningful human review. Any AI or automated system used by the subrecipient must be fair, job-related, and compliant with California's AI and privacy regulations, including requirements for transparency, accuracy, and non-discrimination.

Subrecipients must not submit confidential, sensitive, or proprietary/non-public organizational information into AI systems. Examples include personnel records, financial information, non-public grant data, personally identifiable information, internal financial data, internal strategy documents, partner or grantee data, and other information that's not publicly available.

Subrecipients should avoid submitting draft grant applications, internal strategy documents, progress reports, partner data, or other sensitive information into public AI systems, unless the information is already publicly available.

SECTION 28: AUTHORITY AND ACCEPTANCE

All necessary action has been taken by Subrecipient to accept this Agreement, authorize the undersigned to execute this Agreement, and perform the Project as set forth in this Agreement.

SECTION 29: CONTACTS

Subrecipient Contact

Kandi Manhart-Belding
kandi@glenncountyrcd.org
530-934-4601 x5

CFSC Grant Specialist Contact

Gabriela Erazo Smith
gerazo@cafiresafecouncil.org
279-246-2312

SECTION 30: SIGNATURES

Glenn County Resource Conservation District

Signed by:
Kandi Manhart-Belding
507C223C570C4B6...

9/10/2026 | 21:44:35 PDT

Signature | Date

Kandi Manhart-Belding

Executive Officer

Full Name | Title

California Fire Safe Council

DocuSigned by:
Jacy Hyde
1E0185B6060C42C...

9/10/2026 | 15:49:13 PDT

Jacy Hyde, Ph.D., Executive Director | Date

Best wishes for success on the project!

FOR CFSC USE

Reviewed and approved:

DocuSigned by:
Julia Marsili
BB6FF189B55B43A...

9/10/2026 | 13:18:01 PDT

Julia Marsili, Senior Manager of Wildfire Programs and Grants | Date

DocuSigned by:
Jessica Martinez
52A0F6DE64E24C4...

9/10/2026 | 15:17:47 PDT

Jessica Martinez, Deputy Director | Date

Signed by:
Lara Buluc
211E7EB6C61B4A9...

9/10/2026 | 13:13:09 PDT

Lara Buluc, Wildfire County Coordinator Program Manager | Date

CAL FIRE Wildfire Prevention Grant Procedural Guide Project Costs Table (FY 25-26)

Project costs must be consistent with the approved project and incurred during the performance period as specified in the grant agreement.

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages (Grantee Only)	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Leave benefits (i.e., sick leave, vacation, etc.) that are consistent with the grantee's leave benefit policy may be charged to the grant in proportion to the percentage of time worked on the grant within the pay period. Examples of expenditures include time-related to site visits and project monitoring and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost.	A payroll summary of all employees' time spent on the project must be provided with invoices requesting salary/wage reimbursement. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the grantee for audit purposes but should not be submitted to CAL FIRE unless otherwise instructed. Any leave charged to the grant must reflect the calculation of time spent on the grant compared to overall time worked. A statement certifying that leave charged to the grant is in proportion to employee's time spent must be included as part of the supporting documentation. All salary and wages charged to the grant must tie back to the grantee's accounting records.
Benefits (Grantee Only)	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, Payroll taxes, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages. Payroll summary documentation showing wages and hours paid to employee and associated fringe benefits. Back-up documentation to be retained by grantee for audit records.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), Wildfire Prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from Consultant/Contractor identifying expenditure, services performed, and period of services. When reporting acres, contractor invoices must identify when and where the acres were treated. Documents related to consultant/contractor selection analysis must be kept by the grantee and made available for audit purposes, upon request. Use of California Conservation Corps or certified community conservation corps is exempt from competitive selection.
Travel (Grantee Only)	Travel costs associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration. Mileage rates shall not exceed the rates allowable by the IRS. If not using the per diem rate by the U.S. General Services, the Grantees' travel policy must be submitted and approved by CAL FIRE and must be submitted with the application.	Receipts identifying travel costs (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims.

Budget Item	Eligible Cost	Required Documentation
Supplies **(Grantee Only)**	Supplies that are used in the direct support of the project are allowable. Supplies exceeding. $500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis. Any technology must be identified and pre-approved by CAL FIRE. Supplies include items under $5,000 per unit cost. (e.g., chainsaws etc.) All food costs must be pre-approved and explicitly listed in the Scope of Work, Budget, and Budget narrative in order to be considered an eligible cost.	Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding $500 must be kept by the grantee and made available for audit purposes upon request.
Equipment **(Grantee Only)**	Equipment is an item of $5,000 or more per unit cost and has a tangible useful life of more than one year. Purchase of equipment may not exceed $750,000 and must be owned by the grantee. The cost to lease equipment to use in the grant project may be charged to the grant but listed under the 'Other' budget category. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing, must be identified in the scope of work. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. The grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If grantee fails to complete grant or dissolves during grant, grantee must dispose of the equipment in accordance with an equipment disposition plan that is approved by CAL FIRE in advance. Equipment purchased using grant funds can not be used as collateral, financed, or sold without written approval from the State at its discretion.	Cost of equipment purchased shall be substantiated by purchase receipt and a bid quote worksheet at the time of invoicing. All documentation related to price analysis of procurement of equipment must be kept by the grantee and made available for audit purposes, upon request. Disposition of the equipment must be submitted and approved by CAL FIRE every two years upon completion of the project until notified in writing by CAL FIRE that reporting is no longer required.
Other **(Grantee Only)**	Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation Labor Surcharge and Equipment Rental Rate Guide. Example, grantee has a rental rate in Other for equipment and Fuel in Supplies for said equipment. As per the Cal-Trans guideline, fuel is calculated and accounted for in the rate.	Invoices or receipts identifying the item and cost charged to the grant. Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Use of grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost.

Budget Item	Eligible Cost	Required Documentation
Indirect Costs (Grantee Only)	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the Grantee organization, regardless of fund source. The maximum allowable indirect charge for this grant program for all entities including UC's and CSUs should generally not exceed 12%, unless an exemption is approved by CAL FIRE (see Indirect Rate Exemption). For grants awarded for projects under Proposition 4, Wildfire Prevention Grants will reimburse the grantee's indirect costs. The grantee may request one of the following indirect cost rates: The grantee's federal negotiated indirect cost rate, pursuant to its Negotiated Indirect Cost Rate Agreement (NICRA). • The 15 percent de minimis indirect cost rate specified in Part 200 of Title 2 of the Code of Federal Regulations. • A rate negotiated by the grantee with another state agency within the last five years. • A rate proposed by the grantee in the grantee's program application with the administering state agency if the grantee does not have an existing state rate. • Grantee can request an indirect cost rate of 12% to 20%.	Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee and made available upon request for audit purposes.