

October 13, 2026

Board of Supervisors  
Kern County Administrative Center  
1115 Truxtun Avenue  
Bakersfield, CA 93301

**PROPOSED RETROACTIVE COOPERATIVE AGREEMENT WITH  
THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE  
FOR INDUSTRIAL HEMP CULTIVATION PROGRAM  
Fiscal Impact: \$12,990; State; Budgeted; Mandated**

The Department is proposing approval of retroactive Cooperative Agreement 26-0363-000-SA with the California Department of Food and Agriculture towards the administration and enforcement of the Industrial Hemp Cultivation Program. The California Industrial Hemp Farming Act (Senate Bill 566, Chapter 398, Statutes of 2013) was signed into law to authorize the commercial production of industrial hemp in California. As directed by this Act, the California Department of Food and Agriculture (CDFA) has developed a program to administer this law. The Department registers industrial hemp growers and seed breeders and enforces all laws and regulations pertaining to industrial hemp – Food and Agricultural Code 81000-81011.

The Agreement is from July 1, 2026, through June 30, 2028, in an amount not to exceed \$12,990. This Agreement is retroactive due to the CDFA review process and timelines. The Agreement has been reviewed and approved as to form by County Counsel.

Therefore, IT IS RECOMMENDED that your Board approve proposed retroactive Cooperative Agreement 26-0363-000-SA with the California Department of Food and Agriculture for administration and enforcement of the Industrial Hemp Cultivation Program from July 1, 2026, through June 30, 2028, in an amount not to exceed \$12,990 and authorize Chairman to sign.

Sincerely,



Glenn T. Fankhauser  
Agricultural Commissioner  
Sealer of Weights and Measures

GTF:ckm  
Attachment  
cc: C.A.O.

**COOPERATIVE AGREEMENT  
SIGNATURE PAGE**

AGREEMENT NUMBER

**26-0363-000-SA**

1. This Agreement is entered into between the State Agency and the Recipient named below:

STATE AGENCY'S NAME

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

RECIPIENT'S NAME

**COUNTY OF KERN**

2. The Agreement Term is: July 1, 2026 through June 30, 2028
3. The maximum amount of this Agreement is: \$12,990.00
4. The parties agree to comply with the terms and conditions of the following exhibits and attachments which are by this reference made a part of the Agreement:

Exhibit A: Recipient and Project Information

2 Page(s)

Exhibit B: General Terms and Conditions

5 Page(s)

Exhibit C: Payment and Budget Provisions

2 Page(s)

Attachments: Scope of Work and Budget

APPROVED AS TO FORM

Office of County Counsel

Kern County

By



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

**RECIPIENT**

RECIPIENT'S NAME (Organization's Legal Name)

**COUNTY OF KERN**

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

1001 S Mount Vernon Avenue, Bakersfield, CA 93307-2857

**STATE OF CALIFORNIA**

AGENCY NAME

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

BY (Authorized Signature)

DATE SIGNED

PRINTED NAME AND TITLE OF PERSON SIGNING

STEPHEN TACHIERA, MANAGER III, OFFICE OF GRANTS ADMINISTRATION

ADDRESS

1220 N STREET, ROOM 120  
SACRAMENTO, CA 95814

LB

## EXHIBIT A

### RECIPIENT AND PROJECT INFORMATION

1. CDFA hereby awards an Agreement to the Recipient for the project described herein:  
Recipient shall register interested industrial hemp growers and seed breeders and enforce all laws and regulations pertaining to industrial hemp.

Project Title: Industrial Hemp Cultivation Program

2. The Managers for this Agreement are:

| FOR CDFA:                                    | FOR RECIPIENT:                             |
|----------------------------------------------|--------------------------------------------|
| Name: Caitlin Hengeveld                      | Name: Glenn Fankhauser                     |
| Division/Branch: PHPPS / Pest Exclusion      | Organization: County of Kern               |
| Address: 1220 N Street, Room 220             | Address: 1001 S Mount Vernon Avenue        |
| City/State/Zip: Sacramento, CA 95814         | City/State/Zip: Bakersfield, CA 93307-2857 |
| Phone: 916-208-2141                          | Phone: 661-868-6300                        |
| Email Address: caitlin.hengeveld@cdfa.ca.gov | Email Address: agcomm@kerncounty.com       |

3. The Grant Administrative Contacts for this Agreement are:

| FOR CDFA:                                    | FOR RECIPIENT:                                  |
|----------------------------------------------|-------------------------------------------------|
| Name: Caitlin Hengeveld                      | Name: <i>Cerise Montanio</i>                    |
| Division/Branch: PHPPS / Pest Exclusion      | Organization: <i>County of Kern</i>             |
| Address: 1220 N Street, Room 220             | Address: <i>1001 S Mt. Vernon Ave</i>           |
| City/State/Zip: Sacramento, CA 95814         | City/State/Zip: <i>Bakersfield, CA 93307</i>    |
| Phone: 916-208-2141                          | Phone: <i>661-868-6300</i>                      |
| Email Address: caitlin.hengeveld@cdfa.ca.gov | Email Address: <i>montaniorc@kerncounty.com</i> |

| FISCAL CONTACT FOR RECIPIENT<br>(if different from above): |
|------------------------------------------------------------|
| Name: <i>Darlene Lyburtus</i>                              |
| Organization: <i>County of Kern</i>                        |
| Address: <i>1001 S. Mt. Vernon Ave</i>                     |
| City/State/Zip: <i>Bakersfield, CA 93307</i>               |
| Phone: <i>661-868-6300</i>                                 |
| Email Address: <i>lyburtus@kerncounty.com</i>              |

**4. RECIPIENT: Please check appropriate box below:**

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

This award ☐ does ☒ does not support R&D.

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

## EXHIBIT B

### GENERAL TERMS AND CONDITIONS

#### 1. Approval

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

#### 2. Agreement Execution

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

#### 3. Assignment

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

#### 4. Governing Law

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

#### 5. State and Federal Law

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

#### 6. Recipient Commitments

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

#### 7. Performance and Assurances

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

#### 8. Mutual Liability

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

#### 9. Unenforceable Provision

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

#### **10. Contractors/Consultants**

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

#### **11. Non-Discrimination Clause**

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

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

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

#### **12. Excise Tax**

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

#### **13. Disputes**

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

#### **14. Termination for Convenience**

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

#### **15. Termination for Cause**

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

#### **16. Acceptable Failure to Perform**

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

#### **17. Breach**

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

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

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

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

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

and addressed to the CDFA Legal Office of Hearing and Appeals or emailed to [CDFA.LegalOffice@cdfa.ca.gov](mailto:CDFA.LegalOffice@cdfa.ca.gov).

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

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

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

**18. Publicity and Acknowledgement**

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

**19. News Releases/Public Conferences**

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

**20. Scope of Work and Budget Changes**

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

**21. Reporting Requirements**

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

**22. California State Auditor**

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

**23. Equipment**

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

**24. Closeout**

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

**25. Confidential and Public Records**

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

**26. Amendments**

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

**27. Executive Order N-6-22 Russia Sanctions**

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

**EXHIBIT C**  
**PAYMENT AND BUDGET PROVISIONS**

**1. Invoicing and Payment**

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

**2. Allowable Expenses and Fiscal Documentation**

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

**3. Prompt Payment Clause**

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

**4. Budget Contingency Clause**

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

**Scope of Work**  
**Industrial Hemp Cultivation Program**  
**July 1, 2026 – June 30, 2028**

The Recipient agrees to enforce all laws and regulations pertaining to industrial hemp cultivation, including registration requirements, in accordance with the Memorandum of Understanding (MOU) between the California Department of Food and Agriculture (CDFA) and the California Agricultural Commissioners and Sealers Association entitled "State-County Industrial Hemp Cultivation Program."

The laws and regulations pertaining to the Industrial Hemp Program are contained in Division 24 of the Food and Agricultural Code and Title 3, Division 4, Chapter 8 of the California Code of Regulations (CCR). All forms, templates, guidelines, and MOU referenced in this document are available on the PHPPS Industrial Hemp SharePoint webpage (<https://cdfao365.sharepoint.com/sites/PEB-Hemp/SitePages/CollabHome.aspx>).

The County must submit a County Hemp Report and Supplemental along with an Invoice, using the provided templates, to CDFA no later than 30 days after the end of the coinciding reporting period. The County Hemp Report and Invoice shall reference the Cooperative Agreement Number and be sent to:

California Department of Food and Agriculture  
Pest Exclusion Branch  
Nursery, Seed, and Cotton Program  
1220 N Street  
Sacramento, CA 95814  
Attn: Industrial Hemp Program

Or [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)

Incomplete or incorrectly filled out County Hemp Reports and Invoices will not be accepted and will be returned to the County for corrections prior to processing the invoice.

This Agreement is inclusive of the county's Agreement to perform activities approved by the CDFA as described in the projected scope of work and budget. Reimbursement shall be limited exclusively to costs directly associated with industrial hemp registration and renewal activities.

**Key activities to be conducted under this Agreement include:**

- I. Personnel Activities**
  - a. Registration and Renewal Issuance**
- II. Non-personnel**
  - a. Supplies/Equipment**
  - b. Vehicle/Mileage**

**Scope of Work**  
**Industrial Hemp Cultivation Program**  
**July 1, 2026 – June 30, 2028**

**SECTION 1: PERSONNEL ACTIVITIES**

**a. Completed Registration and Renewal Issuance**

The County agrees to perform the following in accordance with CDFA's guidelines:

1. Provide the industrial hemp application for registration, renewal, and registration amendments to interested parties.
2. Collect the registration/renewal fees if applicable along with the applications for registration and renewal.
3. Mail the registration/renewal fees collected along with the Payment Submission Form to the CDFA (1220 N Street, Sacramento, CA 95814, ATTN: Cashier – PHPPS 211 or P.O. Box 942882, Sacramento, CA 94271-2872, ATTN: Cashier –PHPPS 211) using a trackable mailing service for deposit into the Agriculture Fund within 15 days of collection.
4. Submit an electronic copy of the payment submission form to [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov).
5. Confirm applicant(s), registrant(s), and key participant(s) meet eligibility requirements to participate in the industrial hemp program.
6. Review and verify the registration application and supporting documents, per CDFA's guidelines, to ensure that all required information has been provided for registration, renewal, or registration amendment within 30 calendar days from the application submission date.
7. Confirm cultivars listed on the registration application for growers meet the requirements outlined in 3 CCR Section 4920.
8. Issue a unique registration number, Proof of Registration, and a Registration Cover Letter including a list of all the approved key participants, cultivation sites, cultivars, variety development plans, research plans, and amendments to the applicants that have met the registration requirements.
9. After issuing the Proof of Registration or approving the amendments, forward the applications, supporting documents, proofs of registration, and registration cover letters to the CDFA ([hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)) within 10 calendar days.
10. Maintain registration records for a minimum of 3 years from the date of collection.

Reimbursement of activities related to the issuance of registrations, renewals, and amendments is contingent on the completion of these activities. After initiation of the registration process, Program will allow a grace period for up to three months to complete registration activities. After three months, no reimbursements will be provided until the renewal or registration process is completed.

**Scope of Work**  
**Industrial Hemp Cultivation Program**  
**July 1, 2026 – June 30, 2028**

**SECTION 2: NON-PERSONNEL**

**a. Supplies/Equipment**

Supplies and equipment associated with registration or renewal activities can be invoiced under this Agreement.

**b. Vehicle/Mileage**

Mileage related to activities associated with registration or renewal activities can be invoiced under this Agreement.

## COUNTY HEMP REPORT

|         |             |
|---------|-------------|
| COUNTY: | MONTH/YEAR: |
|---------|-------------|

| A. REGISTRATION ACTIVITIES                                    |                   |            |          |               |       |
|---------------------------------------------------------------|-------------------|------------|----------|---------------|-------|
| TYPE                                                          | NEW REGISTRATIONS | AMENDMENTS | RENEWALS | NUMBER ISSUED | HOURS |
| NUMBER OF REGISTRANTS                                         |                   |            |          |               |       |
| VETERAN EXEMPT REGISTRANTS                                    |                   |            |          |               |       |
| EARI EXEMPT REGISTRANTS                                       |                   |            |          |               |       |
| Compiling and Sending Hemp Registration Documentation to CDFA |                   |            |          |               |       |
| TOTAL HOURS FOR SECTION A                                     |                   |            |          |               | 0     |
| Explanation for Hours Worked                                  |                   |            |          |               |       |
|                                                               |                   |            |          |               |       |

| B. COMMENTS |
|-------------|
|             |

|                             |          |
|-----------------------------|----------|
| <b>TOTAL ACTIVITY HOURS</b> | <b>0</b> |
|-----------------------------|----------|

**CDFA USE ONLY**

TOTAL REIMBURSEMENT:

0.00

## **INSTRUCTIONS FOR COUNTY HEMP REPORT**

### **County Hemp Report - Submit Monthly**

Include time spent on Industrial Hemp registration activities. *Do not report time spent on inspections of hemp shipments in transit or at destination, or inspections conducted to certify for export. These are quarantine activities.*

The County must submit a County Hemp Report and Supplemental along with an Invoice, using the provided templates, to CDFA no later than 30 days after the end of the coinciding reporting period. The County Hemp Report and Invoice shall reference the Cooperative Agreement Number and be sent to: □

California Department of Food and Agriculture  
Pest Exclusion Branch  
Nursery, Seed, and Cotton Program  
1220 N Street  
Sacramento, CA 95814  
Attn: Industrial Hemp Program

Or [hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)

### **Section A. Registration Activities**

Report in this section the number of applicants whom applied for registration, registration renewal, or registration amendment, and the actual number of registrations, registration renewal, or registration amendment were approved. All time spent by the county personnel to provide registration, registration renewal, and registration amendment will be indicated in the last column. Registration activities will include reviewing the application for the registration of industrial hemp cultivation, collecting registration fees, entering application information, verifying application information, and issuing registration number. Provide a brief explanation for hours worked on registration activities.

Report in this section activities that include compiling and forwarding the supporting documents to the CDFA ([hempreporting@cdfa.ca.gov](mailto:hempreporting@cdfa.ca.gov)) within 10 calendar days upon completion.

All supplies and travel mileage related to the registration activities should be entered in the supplemental sheet under Supplies and Travel Mileage.

### **Section B. Comments**

Use this section to report any additional information regarding industrial hemp cultivation related activities, which is pertinent but not reported in the sections above.

### **Enforcement Activities of Non-Registered Plantings**

Any enforcement activities regarding non-compliant plantings by non-registered cultivators is not reimbursable under this agreement at this time.

Date

To: Industrial Hemp Program  
California Department of Food and Agriculture  
Pest Exclusion Branch  
1220 N Street  
Sacramento, CA 95814

County of \_\_\_\_\_  
Cooperative Agreement Number XX-XXXX-000-SA  
Fiscal Year 20XX-XX  
Invoice for Period from XX/XX/XXXX to XX/XX/XXXX  
Invoice Number \_\_\_\_\_

| Personnel Services            |              |                                    |       |
|-------------------------------|--------------|------------------------------------|-------|
| Name / Classification         | Hours Worked | Salary including Benefits per hour | Total |
|                               |              |                                    | \$ -  |
|                               |              |                                    | \$ -  |
|                               |              |                                    | \$ -  |
|                               |              |                                    | \$ -  |
| Total Personnel Services Cost |              |                                    | \$ -  |

| Supplies            |       |
|---------------------|-------|
| Item Description    | Total |
|                     | \$ -  |
|                     | \$ -  |
|                     | \$ -  |
| Total Supplies Cost | \$ -  |

| Vehicle Mileage   |                    |       |
|-------------------|--------------------|-------|
| Total Mileage     | Reimbursement Rate | Total |
|                   | \$0.725            | \$ -  |
|                   | \$0.725            | \$ -  |
|                   | \$0.725            | \$ -  |
| Total Travel Cost |                    | \$ -  |

|                                                              |      |
|--------------------------------------------------------------|------|
| Total Personnel Services:                                    | \$ - |
| Total Overhead Cost (up to 25% of Total Personnel Services): | \$ - |
| Total Supplies Cost:                                         | \$ - |
| Total Travel Cost:                                           | \$ - |
| Grand Total (not to exceed agreement amount):                | \$ - |

Please remit payment to

County of \_\_\_\_\_  
Address line 1  
Address Line 2  
Address line 3

Signature Block

\_\_\_\_\_  
(Original Signature), (Title)

**Industrial Hemp Program  
County Work Plan  
July 1, 2026 through June 30, 2028  
County: Kern**

**Agricultural Commissioner/Sealer: Glenn Fankhauser  
Agreement Manager: Cerise Montanio**



|                        | FY 2026-27  | FY 2027-28  | Total Cost   |
|------------------------|-------------|-------------|--------------|
| Personnel Services     | \$ 5,108.00 | \$ 5,108.00 | \$ 10,216.00 |
| Travel / Other         | \$ 110.00   | \$ 110.00   | \$ 220.00    |
| Subtotal               | \$ 5,218.00 | \$ 5,218.00 | \$ 10,436.00 |
| Indirect Costs         | \$ 1,277.00 | \$ 1,277.00 | \$ 2,554.00  |
| Grant Agreement Total: | \$ 6,495.00 | \$ 6,495.00 | \$ 12,990.00 |

Amounts are estimated based on the actual costs of previous years' versions of Industrial Hemp Cultivation agreements with similar activities