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**From:** Mitchell, Kalia@CDFA <Kalia.Mitchell@cdfa.ca.gov>  
**Sent:** Wednesday, April 26, 2023 9:36 AM  
**To:** Mitchell, Kalia@CDFA  
**Cc:** Pelle, Sarah@CDFA; Francesconi, Mike@CDFA  
**Subject:** 2023/24 Poultry Health Inspection Grant available  
**Attachments:** Attachment 1 - Sample PHI Invoice.pdf; F2023-04 Poultry Health Inspections FY 23-24 Fair Season.pdf; Printable Poultry Poster \_2022.pdf

Good Morning,

Please find the attached Circular Letter F2023-04 attached, which provides information on the USDA-funded FY 2023/24 Poultry Health Inspection (PHI) grant. All reimbursable costs for PHIs must be incurred between April 1, 2023, and March 31, 2024. Each fairground has been allocated \$300.00 for reimbursable costs related to PHI's.

Attached is a printable copy of the Poultry Health Poster and a sample invoice.

Please ensure that this information is shared with the fair board at the next regularly scheduled board meeting listed as an item of correspondence.

For future reference, you may view and download the F&E Circular Letters at <https://www.cdfa.ca.gov/FairsAndExpositions/> which are located under the "Correspondence" tab.

Kind Regards,

**Kalia Mitchell**

Resource Coordinator  
Fairs & Expositions Branch  
Desk: 916-900-5274  
Cell: 916-701-3367  
[Kalia.Mitchell@cdfa.ca.gov](mailto:Kalia.Mitchell@cdfa.ca.gov)  
Work Hours: M-Th



April 25, 2023

F2023-04

TO: All Fair CEOs

SUBJECT: POULTRY HEALTH INSPECTIONS (PHI) – FY 2023/24 Fair Season

This letter is to announce that there is grant funding through the US Department of Agriculture (USDA) for the Poultry Health Inspection (PHI) program which is available from April 1, 2023 – March 31, 2024.

Upon arrival at the fair (and before coop-in), all poultry shall be inspected for symptoms of disease or illness by a certified Poultry Health Inspector(s) (PHI) from the designated CDFA/UC Certification Program. Any suspect animals may be dismissed from the fairgrounds. In the case where the fairgrounds will hold marketing or breeding classes this year, the poultry coming onto the fairgrounds will need to be examined by a Poultry Health Inspector (PHI).

A few keynotes for the PHI inspections include:

- 1) The PHI Poster and all the hand-outs (listed under “Fair Responsibilities” on the [UC Davis Poultry Health Inspection](#) web page, must be at the inspection location before the inspector’s arrival. Otherwise, the inspector will wait to begin inspections until the materials arrive.**
- 2) Please utilize only certified Poultry Health Inspectors (PHI). Before signing a contract with a PHI, please ensure your inspector has taken recent training by utilizing the active list found at [UC Davis Poultry Health Inspection](#).**
- 3) If reimbursable costs are incurred between April 1, 2023, and March 31, 2024, the PHI reimbursement will be processed for payment.**
- 4) Each fair will be reimbursed for actual expenses incurred, up to \$300.00 per fiscal year. To be reimbursed, fairs must submit an invoice and backup documentation within sixty (60) days of the end of the fair and no later than March 1, 2024, related inspector(s) signed contract(s), and receipts to F&E at [Kalia.Mitchell@cdfa.ca.gov](mailto:Kalia.Mitchell@cdfa.ca.gov). (Please see the example invoice attached).**

Additional resources on biosecurity and bird health can be found on [UC Davis PHI Program](#) and [CDFA Avian Health Program webpage](#).



The **invoice must be on Fair letterhead, and include** the following:

- Date of Invoice
- Dates of the Fair
- Date of the PHI
- Invoice number
- County with address
- Description of activity and a breakout of the expenses for each activity related to the PHI.
- A backup document is required**
  - \*A copy of the contract, mileage, and all backup to support the reimbursement request must be included.

See [CalHR](#) for reimbursable costs/rates for mileage, meals, and lodging.

Below is the pay scale for inspection fees, based on the number of birds inspected.

<b>Amount</b>	<b>Number of Birds</b>
\$75	0-24
\$100	25 - 50
\$125	51 - 100
\$150	101-150
\$200	151-200
\$250	201-250
\$300	> 250

\*Over 250 birds will require more than one PHI, but still a maximum of \$300/fair.

If you have any questions or need additional information, please contact Kalia Mitchell at (916) 900-5274 or [Kalia.Mitchell@cdfa.ca.gov](mailto:Kalia.Mitchell@cdfa.ca.gov).

Sincerely,



Mike Francesconi, Branch Chief  
Fairs & Expositions Branch  
Enclosure

\_\_\_\_\_ District Agricultural Association

# INVOICE

Address

Date

**Bill To:**

California Department of Food & Agriculture  
Fairs & Expositions Branch  
1200 N Street  
Sacramento, CA 95825

DESCRIPTION	AMOUNT
<p><b>2021 Poultry Health Inspection (PHI) Reimbursement</b></p> <p># of Birds Inspected</p> <p>PHI Travel @ 0.57/ mile (invoice attached)</p> <p>Inspector's Name:</p> <p>Date(s) of PHI:</p> <p>Dates of Fair:</p> <p>County:</p>	
<b>TOTAL</b>	<b>\$</b>

**THANK YOU FOR YOUR BUSINESS!**

Print Form

**AGREEMENT FOR JUDGING**

THIS AGREEMENT ("Agreement") is by and between the \_\_\_\_\_ District Agricultural Association, ("Association"), commonly known as the \_\_\_\_\_ ("Fairgrounds"), and \_\_\_\_\_ ("Judge"). Association and Judge may be collectively referred to as the "Parties."

1. WITNESSETH: That the Judge for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services, as follows: \_\_\_\_\_, at the specified location as depicted in Exhibit A, located on the Fairgrounds at \_\_\_\_\_ California \_\_\_\_\_ ("Premises") for the purposes hereinafter set forth and subject to the terms and conditions of this Agreement.
2. The term of this Agreement begins on \_\_\_\_\_ and ends on \_\_\_\_\_. Judge shall guarantee the payment of any damage to Association property, removal of all property and the leaving of the Premises in the same condition in which Renter took possession.
3. The purposes of occupancy shall be limited to \_\_\_\_\_ and shall be for no other purpose whatsoever.
4. Association shall pay Judge the amount of \$\_\_\_\_\_.00, which is due \_\_\_\_\_. Payments should be made by \_\_\_\_\_.
5. Association shall pay the following services and fees: \_\_\_\_\_
6. Judge acknowledges that the Association's Fairgrounds may be required at any time, with limited advance notice, for the purpose of responding to an emergency declared by local, state, and/or federal governments. Association shall not be liable for any interference of Renter's use or possession of the Premises or loss to or expenses incurred by the Renter or its subcontractors or patrons that may result from such emergency use of the Premises.

7. Judge shall defend, indemnify and save harmless Association and the State of California, their officers, agents, servants and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including all persons to whom the Renter may be liable under any worker's compensation law and Renter him/herself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by Renter of the privileges hereingranted.
8. Renter further agrees to not sell, exchange or barter, or permit its employees to sell, exchange or barter, any licenses or permits issued to Renter or its employees.
9. No Renter will be allowed to open until all the preliminary requirements herein set forth have been complied with.
10. Renter will conduct business in a quiet and orderly manner; will deposit all rubbish, slop, garbage, tin cans, paper, etc., in receptacles provided by the Association within Premises for such purpose and will keep the area within and surrounding Premises free from all rubbish and debris.
11. All temporary tents or enclosures erected by Renter shall have the prior written approval of Association and local fire suppression authorities. Renter shall not affix any fixtures to the Premises without the written preapproval of the Association and if the removal of the fixture may be affected without injury to the Premises.
12. Renter will conduct the privileges granted in this Agreement according to all the rules and requirements of applicable state and local health authorities, and without infringement upon the right and privileges of others; will not handle or sell any commodities or transact any business whatsoever for which an exclusive privilege is sold by Association, nor engage in any other business whatsoever upon or within Premises or Fairgrounds, except that which is herein expressly stipulated and contracted for; will confine said transactions to the Premises and privileges provided in this Agreement, and that any and all exclusives granted Renter shall not include the carnival and the carnival area.
13. All sound-producing devices used by Renter within the Premises must be of such a nature and must be so operated as not to cause annoyance or inconvenience to patrons or to other concessionaires or exhibitors. The decision of Association as to the desirability of any such sound-producing device shall be final and conclusive. Sound-amplification equipment may be installed only by first obtaining written permission from Association.
14. Renter is entirely responsible for the Premises and agrees to reimburse Association for any damage to the real property, equipment, or grounds used in connection with the Premises, reasonable wear and tear excepted. Renter agrees to inspect the conditions of the Premises and of all property it will use on the Premises, including but not limited to equipment, furniture or other personal property owned by Association, and to be entirely responsible for the use of the Premises and such property.
15. Association may provide watchman service, which will provide for reasonable protection of the property of Renters, but Association shall not be responsible for loss or damage to the property of Renter.

16. Each and every article and all boxes, crates, packing material, and debris of whatsoever nature must be removed from the Premises by Renter, at Renter's own expense, upon expiration or earlier termination of this Agreement.
17. No Renter will be permitted to sell or dispose of anywhere on the Fairgrounds alcoholic beverages as defined in the Alcoholic Beverage Control Act unless Association authorizes Renter in writing and unless Renter holds a lawful license authorizing such sales on the Premises.
18. All safety orders of the Division of Industrial Safety, Department of Industrial relations must be strictly observed.
19. Failure of Association to insist in any one or more instances upon the observance and/or performance of any of the terms and conditions of this Agreement shall not constitute a waiver of any subsequent breach of any such term and condition.
20. This Agreement shall be subject to termination by either party at any time prior to or during the term hereof by giving the other party notice in writing at least 30 days prior to the date when such termination shall become effective. Such termination shall relieve the Association of any further performances of the terms of this agreement.
21. The Association shall have the privilege of inspecting the Premises covered by this agreement at any time or all times. Association shall have the right to retain a key to the Premises and may enter with at least 24-hour written notice to Renter.
22. Renter recognizes and understands that this rental may create a possessory interest subject to property taxation and that Renter may be subject to the payment of property taxes levied on such interest.
23. The Parties hereto agree that Renter, and any agents and employees of Renter, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of Association.
24. Time is of the essence of each and all the provisions of this agreement, and the provisions of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.
25. It is mutually agreed that this Agreement or the privileges granted herein, or any part thereof, cannot be assigned or otherwise transferred without the written consent of Association. Subleasing of the Premises is prohibited.
26. It is mutually understood and agreed that no alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties, hereto, and that no oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereof, unless made in writing and signed by the parties hereto, shall be binding upon any of the Parties.
27. In the event Renter fails to comply in any respect with the terms of this Agreement and its Exhibits referred to herein, all payments under this Agreement shall be deemed earned and

non-refundable by Association, and Association shall have the right to occupy the Premises in any manner deemed for the best interest of Association.

28. Renter shall abide by the additional terms and conditions indicated in the following Exhibits, attached to this Agreement and incorporated by these references:

Map of Fairgrounds Depicting Premises	Exhibit A
California Fair Services Authority Insurance Requirements	Exhibit B
_____	Exhibit _____
_____	Exhibit _____
_____	Exhibit _____

29. This Agreement is not binding upon Association until it has been signed by its authorized representative.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on the date shown below. The signatories represent and warrant that they were duly authorized by their respective governing bodies to execute this Agreement and the Parties hereby agree to all the terms and conditions set forth in this Agreement.

INDIVIDUAL NAME  
 BUSINESS NAME  
 Address  
 City, State Zip  
 Phone  
 Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_ DISTRICT AGRICULTURAL ASSOCIATION  
 \_\_\_\_\_ FAIRGROUNDS  
 Address  
 City, CA Zip  
 Phone  
 Email

\_\_\_\_\_  
Signature



AGREEMENT NO. \_\_\_\_\_

DATE \_\_\_\_\_

Page 5 of 5

Title

Date

# HOTEL RECEIPT

Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Hotel Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

**Bill to:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Room Number	Price/Night	# of Nights	Additional Charges	Line Total

Subtotal: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Total: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Card/Check No. \_\_\_\_\_



Company  
 Logo

<Company Name>  
 <Address>  
 <Address>  
 <Contact Number>z  
 <Website Address>

# BUSINESS MILEAGE LOG

EMPLOYEE ID	EMPLOYEE NAME	TITLE	DEPARTMENT	SUPERVISOR
432356	John Smith	Senior Auditor	Auditing Department	Helen Hunt

Date	Business Purpose	From	To	Odometer (Miles)		Total Mileage	Remarks
				Start	End		
mm/dd/yyyy	Subsidiary Audit	Head Office	Fairfax, NJ	214785	214797	12	Personal Car



## Your order is confirmed!

Hello Ney,

Your order has been confirmed and will be shipped right away.

Delivery is scheduled to

**Thursday, 21 May - Friday, 22 May**

Shipping method

**Standard**

[Track your package](#)



### Order Details

Order no. [701-1317622-1001054](#)



[Symbol: The Reference Guide to Abstract and Figurative Trademarks](#)

USD \$28,99

Quantity: 1



[Thinking with type: A Critical Guide for Designers, Writers, Editors, & Students](#)

USD \$32,40

Quantity: 1



Subtotal	USD \$32,40
Shipping	USD \$1,99
Tax & Fees	USD \$6,14
<b>Total</b>	<b>USD \$69,52</b>

**Thanks for shopping!**

Hope you come back soon

[Amazon.com](#)

# POULTRY HEALTH CHECK GUIDE

## SEVERE DISEASES



### ACTION:

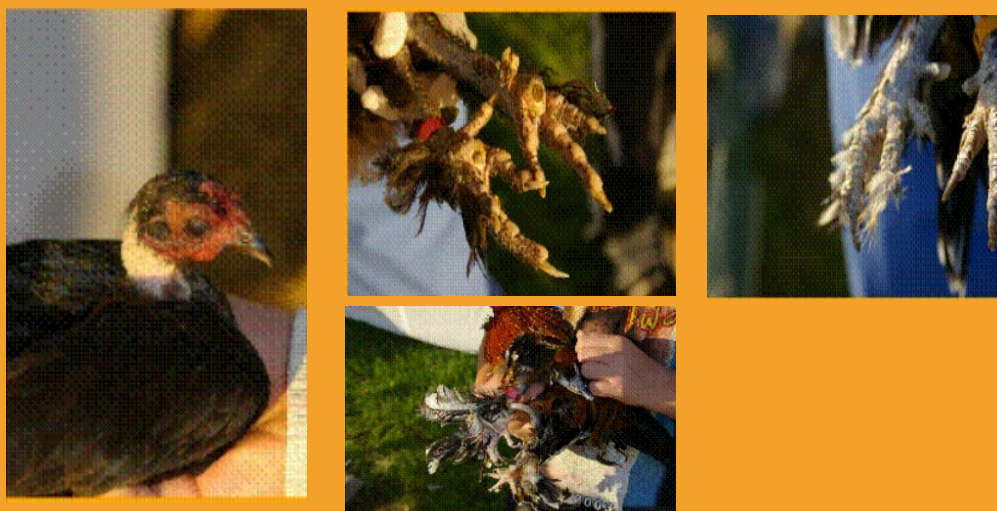
- Stop Coop-in. Quarantine.
- Divert arriving exhibitors.
- Have Fair staff call the Fair's contract veterinarian.

If the veterinarian confirms your suspicions of a severe disease situation, then call CDFA's Hot-Line 1-866-922-2473

Your call will be routed to the appropriate CDFA Field Veterinarian.

## UNWANTED CONDITIONS

ACTION: Excuse with additional instructions



## CONDITIONS NEEDING ATTENTION POST-SHOW

ACTION: Excuse with additional instructions



CONDITIONS INCLUDE: slight bare back, cataracts, moderately overgrown spurs, and razor keel.