

# APHIS SALES ORDER REQUEST FORM

State Office:

Date:

Agreement Number:

Amendment:

Number

Cooperator Name:

FMMI

Customer #

A/P Mailing Address:  
(Billing address)

Category:

Cooperator Financial POC:

Cooperator  
PO #:

Sales Order Type:

Budget Period:

FMMI PO (if a USDA Agency):

WBS Element:

TAS:

Agreement Performance Period:

Amount of This SO Request:

Total Amount to Date:

Overhead Rate:

WS Pooled Job Costs:

Frequency of Billing:

Previously on OSEC

OSEC Date:

Species Managed:

Location of Work:

Additional Comments:

Received in WRO

OSEC Report

Overhead Calc.

Mail Distribution Date

ACMS

Agr.Spec.

No. & State

**For WRO Use Only:**

Routing Notes:

MIPR

Agreement

CSA

WFP

7600

W9

Mod

Waiver

DEOB

Attached

MRP

SHC

Scan Date:

Sent to:

**USDA APHIS WILDLIFE SERVICES  
WORK AND FINANCIAL PLAN**

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**COOPERATOR:** El Dorado County  
**COOPERATIVE AGREEMENT NO.:** 25-7306-6574-RA  
**ACCOUNT WBS:** AP.RA.RX06.73.0184  
**AGREEMENT DATES:** July 1, 2025 – June 30, 2026  
**AGREEMENT AMOUNT:** \$88,693.97

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Pursuant to Cooperative Service Agreement No. 23-7306-6574-RA between Cooperator and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources, and budget for cooperative wildlife services program.

**OBJECTIVES/GOALS**

APHIS-WS objective is to provide professional wildlife damage management assistance to reduce or manage damage caused by predatory animals and other nuisance wildlife causing damage to protect property and human health and safety.

Specific goals are:

1. To administer an Integrated Wildlife Damage Management (IWDM) program in El Dorado County.
2. To assist business/property owners, private citizens, and governmental agencies in protecting human resources, which include, but are not limited to, residents, property, livestock, crops, and natural resources from damage caused by predators, wild and feral animals, and other nuisance wildlife.
3. To provide assistance in the form of educational information.

**PLAN OF ACTION**

The objectives of the wildlife damage management program will be accomplished in the following manner.

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Management efforts will be directed towards specific offending individuals or local groups of animals. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.  
Technical Assistance: APHIS-WS' personnel may provide verbal or written advice, recommendations, information, demonstrations, or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner. Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.
2. This project will be monitored by Jeffrey B. Flores, WS-California State Director, in Sacramento, California, (916) 979-2675.
3. APHIS-WS will invoice El Dorado County monthly for actual costs incurred in providing service, provided there are billable expenses posted at the time of billing for the monthly of service. The combined monthly billings for the performance period in this Work and Financial Plan will not exceed **\$88,693.97 for the period of performance (7/1/2025 – 6/30/2026)**. In some cases, the work is done during the period of performance, but expenses post outside of the agreement end date, resulting in a final invoice one month after the period of performance has ended.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

## **PROCUREMENT**

Cooperator understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged, or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

## **STIPULATIONS AND RESTRICTIONS:**

1. All operations shall have the joint concurrence of APHIS-WS and Cooperator and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the California Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, California Department of Transportation, California Fire marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Wildlife Damage Management: A Work Initiation Document for Wildlife Damage Management (WS Form 12A), a Work Initiation Document for Wildlife Damage Management – Multiple Resource Owners (WS Form 12B) or a Work Initiation Document for Management of Wildlife Damage on Urban Properties (WS Form 12C) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.
4. APHIS-WS SHALL PERFORM THE SERVICES UNDER THIS AGREEMENT IN ACCORDANCE WITH ITS FEDERAL AUTHORITY. APHIS-WS SHALL BE RESPONSIBLE TO THE EXTENT PERMITTED BY THE FEDERAL GOVERNMENT CLAIMS ACT (28 U.S.C. 1346 (b), 2401 (b), 2671-2680), ONLY FOR THE ACTS, OMISSIONS, OR NEGLIGENCE OF ITS OWN OFFICERS, EMPLOYEES OR AGENTS.

THE COUNTY OF EL DORADO SHALL BE RESPONSIBLE TO THE EXTENT PERMITTED BY THE CALIFORNIA GOVERNMENT CLAIMS ACT (Government Code §§ 810-996.6), ONLY FOR THE ACTS, OMISSIONS, OR NEGLIGENCE OF ITS OWN OFFICERS, EMPLOYEES, OR AGENTS. APHIS-WS AND ITS EMPLOYEES OR VOLUNTEERS ARE NOT CONSIDERED "OFFICERS, EMPLOYEES, OR AGENTS" OF THE STATE OF CALIFORNIA.

NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS

## **COST ESTIMATE FOR SERVICES:**

Salary, including possible overtime, benefits, vehicle, supplies, and material costs are charged at actual cost. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement. See Appendix A for a description of supplies and services.

| Cost Element           | Cost to Cooperator | Estimated Cost Share (Federal and State) | Full Cost   |
|------------------------|--------------------|--|-------------|
| Personnel Compensation | \$52,624.07        | \$27,648.89                              | \$80,272.95 |
| Vehicles               | \$8,222.51         | \$1,478.55                               | \$9,701.06  |
| Other Services         | \$7,889.83         | \$443.57                                 | \$8,333.39  |
| Supplies and Materials | \$1,018.98         | \$ -                                     | \$1,018.98  |

|                           |             |             |             |
|---------------------------|-------------|-------------|-------------|
| Subtotal (Direct Charges) | \$69,755.38 | \$29,571.00 | \$99,326.38 |
|---------------------------|-------------|-------------|-------------|

|                        |        |                    |                     |
|------------------------|--------|--------------------|---------------------|
| Pooled Job Costs       | 11.00% | \$7,673.09         | \$7,673.09          |
| Indirect Costs         | 16.15% | \$11,265.49        | \$11,265.49         |
| <b>Agreement Total</b> |        | <b>\$88,693.97</b> | <b>\$118,264.97</b> |

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement but may not exceed: \$88,693.97. The Cost Share amount is \$29,571.00. This is an estimate based on available State and Federal funding and may be adjusted accordingly.

**AUTHORIZATION:**

EL DORADO COUNTY  
 311 Fair Lane  
 Placerville, CA 95667-4193

George Turnbull, El Dorado County Board of Supervisor  
 Chair  
 TIN# 94-6000551

7/22/25  
 \_\_\_\_\_  
 Date

UNITED STATES DEPARTMENT OF AGRICULTURE  
 ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
 WILDLIFE SERVICES

**Jeffrey B. Flores**

Digitally signed by Jeffrey B. Flores  
 DN: cn=Jeffrey B. Flores, o=Wildlife Services, ou=USDA APHIS,  
 email=jeffrey.b.flores@usda.gov, c=US  
 Date: 2025.08.08 12:01:06 -07'00'

Jeffrey B. Flores, State Director, California

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Wendy Anderson, Director, Western Region

\_\_\_\_\_  
 Date

## **Appendix A: Schedule of Supplies / Services**

### **WS Description of WS Supplies and Services for El Dorado County – 07/01/25 – 6/30/26**

#### **Salaries:**

Salary hours associated with this project include, but are not limited to, providing technical assistance, field work, equipment maintenance, vehicle maintenance, boat maintenance, mandatory training, annual leave, sick leave, awards, travel to and from official duty station, data entry, data analysis, project coordination, administrative support, health and retirement benefits, taxes, etc. These salaries provide the Wildlife Services Specialists that help meet the goals and fulfill the duties outlined in the AWP. Examples of this work include, but are not limited to, smolt protection from avian predators through harassment, providing facility and project protection from pigeons and marmot damage through a lethal removal program.

#### **Vehicles Operating Costs:**

The vehicle provides transportation of personnel and equipment assigned to the project. A flat rate is charged per vehicle used, per pay period that cooperatively funds vehicle operating costs. Vehicle operating costs include but are not limited to repair and maintenance, fuel consumption, oil changes, tire replacement, tire changes seasonally, and eventual vehicle replacement and depreciation costs resulting from wear and tear.

#### **Supplies:**

The supply charge is based on the quantity of supplies anticipated to be used for an operating project during the work period. Costs include, but are not limited to pyrotechnics, pyrotechnic launchers, traps and trap materials, office supplies, binoculars, ammunition, firearm maintenance cost, uniform allowance, computer accessories for data entry, euthanasia equipment, wildlife capture, restraint and handling devices, spotlights, and similar supplies and equipment.

#### **Training / Travel**

A flat rate is budgeted per project for costs associated with training for all specialists for that project. Costs include, but may not be limited to, the cost of on-line training, reimbursement of travel costs, per diem, lodging, training facilities rentals, instructor fees and training materials for seasonal and full-time employees related to individual operating projects.

#### **Pooled Job Costs:**

Pooled Job Costs (11% of subtotal) covers costs that may not be directly associated with one particular project and are distributed across all identifiable projects to which the costs pertain. Costs may include supervision not directly charged, employee retirement, severance, sick leave, self-insurance, OWCP costs, and vehicle, boat, and camp trailer repair and replacement.

#### **Administrative Costs:**

Administrative costs (16.15 % of subtotal) cover administrative infrastructure in the U.S. Department of Agriculture APHIS-WS.

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**County of El Dorado**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ **Local Government**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) **3**  
Exemption from FATCA reporting code (if any) **C**  
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**360 Fair Lane**

6 City, state, and ZIP code  
**Placerville, CA 95667**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

|  |  |  |   |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|
|  |  |  | - |  |  |  |  |  |
|--|--|--|---|--|--|--|--|--|

or

Employer identification number

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 9 | 4 | - | 6 | 0 | 0 | 0 | 5 | 1 | 1 |
|---|---|---|---|---|---|---|---|---|---|

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *Myfong for Starr* Date ▶ **3/13/2023**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

## APPROVAL FOR FISCAL YEAR 2025 AGREEMENTS

**Initiative Title:** WS PROTECTION OF PROPERTY

**Proposed funding level:** \$ 29,740,873

What is the purpose of the initiative/agreement and how does it align with the Agency's and Secretary's priorities?

Wildlife Services (WS) activities to protect property occur in a wide variety of settings, including rural, urban, industrial, and suburban areas. WS personnel work with homeowners, property managers, parks departments, and government agencies to reduce property damage caused by wildlife. Operational activities include: beaver control and dam removals to prevent flooding and damage to water irrigation, sewer and flood prevention systems and transportation infrastructure including roadways, bridges, railroads, and airports; crow, raptor, and vulture management to prevent nest construction and damage to buildings, telecommunication towers, military and energy infrastructure including defense systems, power lines, substations, and ethanol production; and pigeon, European starling and house sparrow removals to prevent contamination to equipment, livestock feed and aircraft, and prevent disease transmissions from within buildings including barns, grain silos, hospitals, office buildings, residences, convention centers, aircraft hangers, and terminals. WS personnel remove abundant waterfowl from areas where birds damage or contaminate landscapes, recreation areas, ponds, lakes, and other water features.

This initiative supports USDA goal 2, and APHIS objective 2.4

**Previous year funding level:** \$ 28,324,641

<Prior year details for initiatives can be found on an attached spreadsheet>

Historic instruments used to accomplish the initiatives goals

|  |  |  |   |
|--|--|--|---|
| Cooperative Agreement<br>(CA)<br><input checked="" type="checkbox"/> | Grant<br>(GR)<br><input checked="" type="checkbox"/> | Interagency Agreement<br>(IA)<br><input checked="" type="checkbox"/> | Incoming Fund Agreement<br>(RA/TF/OTC)<br><input checked="" type="checkbox"/> |
|--|--|--|---|

**Signatures:**

Approving official:

| Title                      | Name                | Signature and date  |                  |                                     |
|----------------------------|---------------------|---|------------------|-------------------------------------|
| Program Manager/ADODR      | Steven Wickenheiser | STEVEN WICKENHEISER<br><small>Digitally signed by STEVEN WICKENHEISER<br/>Date: 2025.01.15 14:19:54 -05'00'</small> | Signature needed | <input checked="" type="checkbox"/> |
| Signatory or Delegate      | David Reinhold      | DAVID REINHOLD<br><small>Digitally signed by DAVID REINHOLD<br/>Date: 2025.01.15 15:35:57 -05'00'</small>           | Signature needed | <input checked="" type="checkbox"/> |
| SES                        | Jessica Fantinato   | Carson M. Hawley<br><small>Digitally signed by Carson M. Hawley<br/>Date: 2025.01.17 10:19:47 -05'00'</small>       | ≥ \$250,000      | <input checked="" type="checkbox"/> |
| Agreement/Grant Specialist | Debra Marin         | DEBRA MARIN<br><small>Digitally signed by DEBRA MARIN<br/>Date: 2025.01.21 13:04:46 -05'00'</small>                 | Signature needed | <input type="checkbox"/>            |