**LOCAL AGREEMENT**

*between*

**The Regents of the University of California – Cooperative Extension,**

*and*

**\_\_\_\_\_\_\_\_\_\_\_\_ County**

*for a*

**Partnership**

*for the*

**Provision of the University of California Cooperative Extension Program**

**Dated** [Month, Date]**, 202\_**

This Local Agreement (“LA”) is executed as of the latest date of execution set forth below (the “Effective Date”), by and between The Regents of the University of California (“University”) on behalf of its UC Cooperative Extension for \_\_\_\_\_\_\_\_\_ County, and the County of \_\_\_\_\_\_\_\_ (“County”).

**WITNESSETH**:

**WHEREAS**, the University of California (UC) is one of the finest educational and research institutions in the world; and

**WHEREAS**, the University is part of the nation’s Land-Grant University System as established by the Morrill Act of 1862; and

**WHEREAS**, the University’s division of Agriculture and Natural Resources (ANR) is a statewide network of researchers and educators dedicated to serving all Californians by the creation, development and application of knowledge of healthy food systems, healthy environments, healthy communities, and healthy Californians; and

**WHEREAS**, ANR is one of the principal vehicles by which the University may deliver to the citizens of California the benefits of its research into healthy food systems, healthy environments, and healthy communities, and by which Californians may bring new problems and priorities to the University for research and resolution; and

**WHEREAS**, the University recognizes the value of the many State and Local services provided by the fifty-eight Counties that make up the State of California; and

**WHEREAS**, in the execution of its mission ANR collaborates with local county governments and thus its program is collectively referred to as University of California Cooperative Extension (UCCE); and

**WHEREAS**, the UC Cooperative Extension program is designed to meet the State’s highest priority needs in the areas of healthy food systems, healthy environments, healthy communities, and healthy Californians; and

**WHEREAS**, the UC Cooperative Extension program has always sought the involvement and counsel of local citizens in the conduct of its educational programs; and

**WHEREAS,** in the execution of the UC Cooperative Extension program University appropriations (e.g., general and special state funds, federal formula funds, extramural contract and grant awards, endowments, and fundraising revenue) are expended locally, thereby further benefitting the cooperating County; and

**WHEREAS**, the County recognizes the value of the UC Cooperative Extension program to its citizens and intends that this program be delivered in its County; and

**WHEREAS**, Section 32330 of the Educational Code of the State of California provides for the appropriation of County funds by County Boards of Supervisors for the support and maintenance of the UC Cooperative Extension program for the benefit of County; and

**WHEREAS**, County agrees to support delivery of the UC Cooperative Extension program to its community; and

**WHEREAS**, County has authority to enter into this LA;

**NOW THEREFORE, in consideration of the terms and conditions contained herein**, County and University do hereby agree to cooperate in the delivery of the UC Cooperative Extension program as follows.

I. PARTIES

A. The parties to this LA are:

1. The Regents of the University of California, and

2. The County of \_\_\_\_\_\_\_\_.

B. Each party certifies that it intends to, and does, contract with the other party that is a signatory to this LA.

II. PURPOSE

A. The purpose of this LA is to memorialize the University’s agreement to provide the UC Cooperative Extension program to County, as well as the commitment of County to support the University in the provision of such Program, which will be identified as "University of California Cooperative Extension, \_\_\_\_\_\_\_\_\_\_\_\_ County Partnership.”

B. The County’s Board of Supervisors memorialize their commitment under this LA by approval of a Board of Supervisors Resolution, a copy of which is included in this LA as Attachment E, *Board of Supervisors Resolution*.

III. RESPONSIBILITIES OF THE UNIVERSITY

University agrees to do the following, conditioned upon receipt of the below-described support from County as well as upon University’s access to continued funding from state and federal sources, as well as other external funders. Such support may include but is not limited to the provision of in-kind (tangible, non-monetary) resources as well as direct (monetary) funding.

A. Deliver University knowledge to County for the benefit of its citizens through a cadre of UC Cooperative Extension educational and applied research programs, as further described in Attachment A, *Cooperative Extension Program Provided by the University*.

B. Continually improve the UC Cooperative Extension program in County by revising it as new University research is directly accessed by Advisors (University academics).

C. Appear before the County’s Board of Supervisors to inform them of the progress and accomplishments of the UC Cooperative Extension programs in County.

D. Expend a portion of University appropriations (e.g., general and specific state funds, federal formula funds, extramural contract and grant awards, endowments, and fundraising revenue) in County; thereby realizing even greater programmatic impact locally.

E. Appoint, assign, supervise, and pay the entire salaries and benefits of a professional staff of Advisors (University academics) for the operation of the UC Cooperative Extension program in County. The appointment, number and assignment of such academics shall be determined by the University. County participation in this process will be invited as further detailed in Attachment D, *County Partnership Advisory Committee*. At its discretion, the University may assign and pay the salaries of other personnel, both academic and non-academic.

F. Based on their area of subject-matter expertise, designate individual Specialists (University campus academics) as partners to specific UC Cooperative Extension program Advisors. In this way, Advisors may effectively access any and all University of California campus resources for the benefit of County.

G. Provide access to all resources of the University’s division of Agriculture and Natural Resources, including but not limited to the nine (9) Research and Extension Centers (RECs) located throughout California.

H. Submit to County the following written reports on or around the start of the UC Cooperative Extension program year (e.g., July 1).

1. UC Cooperative Extension County Partnership *Plan of Work* detailing the public service and research programs to be provided by the University in the coming year.

2. UC Cooperative Extension County Partnership *Report of Work* detailing the educational and research activities provided by the University in the past year, along with the impact thereof.

3. The *Plan of Work* and the *Report of Work* are the principal reports and/or administrative requirements to which University will be subject under this LA. County understands and agrees that a reduction in reporting and other administrative burden borne by the University is critical to the success of this LA. Accordingly, University will not provide, and County will not require the University to submit other substantive reports and/or administrative documents.

I. Designate one University employee as the Director of UC Cooperative Extension (“UCCE Director”) for the \_\_\_\_\_\_\_\_ County Partnership, who will represent and be responsible to the University’s Director of the Research and Extension Center System & Associate Director of Cooperative Extension and the Agricultural Experiment Station for all matters relating to the operation and conduct of the UC Cooperative Extension program in County.

J. Provide organizational framework and support associated costs necessary to conduct the UC Cooperative Extension program in conformance with statute and University policy, including but not limited to:

1. Application of University Environmental Health and Safety (EH&S) standards, including assistance of University EH&S professional staff and provision of certain resources.

2. Application of University Risk Management and Background Investigation standards, especially as they pertain to youth protection.

3. Application of University management standards for accounting, budgeting, contracts and grants, development, human resources, legal affairs, information technology and other administrative matters.

4. Vehicles procured by the University at rates reflective of the University’s buying power. [Delete if all vehicles will be provided by County.]

5. Equipment, supplies and other miscellaneous necessities at rates reflective of the University’s buying power.

6. Travel arrangements for UC Cooperative Extension program personnel to attend programmatic and professional meetings at rates reflective of University’s buying power.

7. Off-site University staff for performance of all centralized administrative tasks arising out of UC Cooperative Extension program delivery to County that can be centralized.

8. Future incremental costs increases associated with all of the above.

K. Be responsible to County for expenditure of County funds and/or use of County resources. As well, be responsible for proper use, custody, and care of in-kind (tangible, non-monetary) resources that County may dedicate to the UC Cooperative Extension program.

IV. RESPONSIBILITIES OF COUNTY

In recognition of the value of the UC Cooperative Extension program and the value of County’s services, the parties agree to work as a team to mutually support the local delivery of the UC Cooperative Extension programs. This collaboration will be organized under the auspices of the \_\_\_\_\_\_\_\_ County Partnership Advisory Committee, as further described in Attachment D. County agrees to provide annually all agreed upon support necessary for the local delivery of those programs in accordance with the Plan of Work. This includes, but is not limited to, provision of the following.

A. Development of the annual UC Cooperative Extension \_\_\_\_\_\_\_\_ County Partnership budget [as approved by the County Board of Supervisors] or [in collaboration with the County Partnership Advisory Committee, by use of the process further described in Attachment D.]

B. Provision of in-kind (tangible, non-monetary) resources memorialized in Attachment B, *In-kind (Tangible, Non-Monetary) Support Provided by County*. Provision of any or all of the below-described in-kind resources for use by the University shall not be deemed to convey to the University any interest in said in-kind contributions.

1. Provide specific County employees assigned to support the UC Cooperative Extension. Such County employees will provide services including, but not limited to, administrative and other assistance (program representatives, field help, laboratory technicians, etc.). County shall employ the individuals assigned to support UC Cooperative Extension, and shall support all wages, benefits, Worker’s Compensation Insurance, dispute resolution and other costs associated with employment by County.

2. Fully-functional and fully-serviced office space including furniture, heating and air-conditioning, telephone and high-speed internet connectivity, maintenance and cleaning, access to meeting and conference rooms, as well as to kitchen and toilet facilities, parking and storage, security, etc.

3. Fully-functional and fully-serviced office equipment including copy, printer, and fax machines, desk and mobile telephones, postage machines, etc.

4. All business supplies, services and other miscellaneous necessities required for a fully-functional and fully-serviced business office, including but not limited to stationery, paper and printing, postage and shipping, photographic supplies, laboratory, field test, and demonstration materials, etc.

5. All means of transportation necessary for the conduct of the official duties of the local UC Cooperative Extension staff, including the attendance of training, development, and administrative meetings that may occur outside County. This includes, but is not limited to, provision of vehicles, fuel, maintenance, other associated costs, etc.

6. Support for all travel necessary for the conduct of the official duties of the local UC Cooperative Extension staff, including, but not limited to, transportation (airfare, etc.), mileage reimbursement when using UC Cooperative Extension or personal vehicles, tolls, lodging, subsistence, other associated costs, etc.

7. County understands and agrees that there will be no fund transference from University to County. Accordingly, County will not bill University for any costs associated with the local UC Cooperative Extension program, unless allowed by prior written agreement.

C. Provision of direct (monetary) funding as per the below and as memorialized in a separate annual agreement *Direct (Monetary) Support Provided by County* (Attachment C).

1. County authorizes the University to expend such funds as the University judges to be necessary for the local delivery of the UC Cooperative Extension program.

2. Direct funding will be transferred from County to the University on a biannual basis in an amount mutually agreed upon in the course of the budget processes of County.

3. County will make the first fund transfer on or before the start of the UC Cooperative Extension program year (i.e., July 1), but in any event, no later than the 31st day of that program year; the second fund transfer will be made six (6) months thereafter.

4. County acknowledges that University will commingle all direct funding received from County, and that University will manage that direct funding as a single, indivisible account. Accordingly, County understands that the University cannot and will not provide further detailed information specific to direct funding received from County.

5. County acknowledges that University may retain unexpended funds (if any) for use in subsequent fiscal years, subject to the original requirements of those funds.

6. In the event that University purchases supplies and equipment with direct funding provided by County, title to such supplies and equipment shall vest in the University.

7. County acknowledges that programs will be provided in the approximate proportion to its contribution to them.

V. RESPONSIBILITIES OF THE UC COOPERATIVE EXTENSION DIRECTOR

A. The UC Cooperative Extension Director is the individual to whom the University has delegated programmatic and administrative decision-making authority, specifically including, but not limited to, authority over fiscal and human resource matters at the local level.

B. County recognizes the UC Cooperative Extension Director as the duly authorized representative of University, and the principal University representative for all matters relating to this LA.

C. The UC Cooperative Extension Director’s range of responsibility and authority will specifically include (but will not be limited to) the following:

1. The proper allocation and management of all resources provided by County for local delivery of the UC Cooperative Extension program, and

2. The proper allocation, use, custody, and care of all in-kind (tangible, non-monetary) resources dedicated to the UC Cooperative Extension program by County.

D. The UC Cooperative Extension Director will not act as a department head of County, however, the UC Cooperative Extension Director will interface with the County representatives serving on the County Partnership Advisory Council (reference Attachment D), in addition to being accountable to ANR leadership.

VI. COMMITMENT TO THE UC COOPERATIVE EXTENSION PARTNERSHIP

A. The UC Cooperative Extension program is a partnership between County and University for the development and delivery of beneficial research and education programs to the people of \_\_\_\_\_\_\_\_ County.

B. Accordingly, County will support the University’s operating cost of the local UC Cooperative Extension program as described above. County acknowledges that University cannot replace such operating support provided by County.

C. In the course of County’s annual budget processes, University will advise County of the minimum level of financial support required to deliver UC Cooperative Extension programs, based on the current Plan of Work. County will then collaborate with University to agree upon the specific level of support to be appropriated to UC Cooperative Extension in the subject program year. In determining such amount, University will work with County, making every effort to accommodate budget restrictions to which County may be subject. In turn, County will recognize University’s responsibility to maintain program quality and efficiency. University will be the sole determiner of the minimum support needed to support the UC Cooperative Extension program.

D. In the event that County declines to provide the minimally adequate level of support as established by University, University will discontinue all UC Cooperative Extension programs and remove all UC Cooperative Extension personnel from County. In the unlikely event that this should occur, County and University will abide by the conditions of the below Item No. VII.G., *Termination*.

E. University’s fulfillment of this LA is specifically conditioned upon County’s timely provision of support to University, as well as University’s access to continued funding from other sources (e.g., State, Federal, etc.).

VII. GENERAL TERMS AND CONDITIONS

A. *Non-Discrimination:* The University of California, Division of Agriculture and Natural Resources (UC ANR) prohibits discrimination against or harassment of any person in any of its programs or activities on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a U.S. veteran.

UC ANR policy prohibits retaliation against any employee or person in any of its programs or activities for bringing a complaint of discrimination or harassment. UC ANR policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to any of its programs or activities.

UC ANR is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment and/or participation in any of its programs or activities without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University’s equal employment opportunity policies may be directed to:

UCANR, Affirmative Action Compliance and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397. Email: [tljordan@ucanr.edu](mailto:tljordan@ucanr.edu)

Website: <http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/>

B. *Confidentiality:* The parties may receive certain private information in the normal course of work under this LA (e.g., home addresses of program participants, etc.). Such private information will be held in confidence to the greatest extent permissible under statute and each party’s internal policies.

C. *Clarification of Duties:* All parties agree that the Cooperative Extension program is an educational arm of the University. Accordingly, the University and its agents do not play a role in regulatory enforcement.

D. *Fiscal Year:* The fiscal year applicable to this LA will be July 1 through June 30.

E. *Term:* This LA will be in effect for five (5) years, commencing on the Effective Date and concluding five (5) years thereafter. At the end of this period, this LA may be reissued for another five (5) year period through the use of a written amendment executed by both parties.

F. *Modification:* This LA may be modified or amended with the written approval of both parties, provided that the party proposing a modification or amendment submits the same in writing to the other party at least ninety (90) days in advance to allow for consideration of said proposal.

G. *Termination:*

1. Either party may terminate their participation in this LA without cause, and/or may withdraw their in-kind (tangible, non-monetary) resources or direct (monetary) support from the University’s Cooperative Extension program. A party’s intent to withdraw support (whether direct or in-kind) from the program must be specifically communicated by giving one hundred eighty (180) days advance written notice to the other party.

2. Subject to the mutual agreement of both parties, termination by a party for cause may be effectuated with less than one hundred eighty (180) days advance written notice to the other party.

3. If County terminates participation in this LA, University will withdraw the entire UC Cooperative Extension program from that County. Under such circumstances, UC Cooperative Extension program services provided in neighboring Counties will not be available to people of \_\_\_\_\_\_\_\_ County after it has withdrawn its support.

H. *Severability and Validity of Agreement:* If a portion, term, condition or provision of this LA is determined by a court to be illegal or in conflict with a law of the State of California, or is otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions shall not be affected.

I. *Entire Agreement:* This LA and the Attachments hereto constitute the entire agreement between County and University concerning the subject matter hereof. There are no warranties, representations, covenants or agreements, expressed or implied, between the parties except those expressly set forth in this LA. Any amendments or modifications of this LA shall be in writing as described above.

J. *Assignment:* The rights and duties of the parties to this LA may not be assigned or delegated.

K. *Governing Law:* This LA will be governed by and construed in accordance with the laws of the State of California.

L. *Execution in Parts or Counterparts:* This LA may be executed in several counterparts, each of which is an original and all of which constitutes but one and the same instrument.

M. *Electronic Signatures:* This LA may be executed by electronic signature(s) and transmitted either by facsimile or in a portable document format (“pdf”) version by email and such electronic signature(s) shall be deemed as original for purposes of this LA and shall have the same force and effect as a manually executed original.

VIII. INDEMNIFICATION

A. The Regents of the University of California shall defend, indemnify and hold County, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys’ fees) or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of The Regents of the University of California, its officers, agents or employees.

B. County shall defend, indemnify and hold The Regents of the University of California, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys’ fees) or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of County, its officers, agents or employees.

IX. INSURANCE

The parties will individually insure their activities in connection with this LA by maintaining programs of self-insurance or obtaining, keeping in force, and maintaining insurance as follows:

A. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with a limit of one million dollars ($1,000,000.00) per occurrence.

B. If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this LA. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this LA.

C. Business Automobile Liability Self-Insurance Program for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than one million dollars ($1,000,000.00) per occurrence.

D. Workers’ Compensation and Employers Liability Insurance in a form and amount covering each respective party’s full liability under the Workers’ Compensation and Insurance and Safety Act of the State of California as amended from time to time.

E. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of County and the University against other insurable risks relating to performance.

F. Coverage required under this Section shall not limit the liability of any party.

G. Coverage referred to in this Section shall include the other party as an additional insured. Such a provision, however, shall apply only in proportion to and to the extent of the negligent acts or omissions of the insuring party, its officers, employees and agents. Upon request, either party shall furnish the other party with Certificates of Insurance or Self-Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days advance written notice to the other party of any modification, change, or cancellation of any of the above insurance coverage.

X. VEHICLE USAGE

A. County-Owned Vehicles

In connection with this LA, County, at its sole discretion, authorize employees and/or agents of University to operate vehicles owned by the County Board of Supervisors. The parties agree that claims for damages arising out of any accidents that occur in County-owned vehicles operated by University employees and/or agents in the course and scope of their University duties, are the responsibility of University. County shall be responsible for claims for damages arising out of any accidents that occur in County-owned vehicles operated by County employees and/or agents in the course and scope of their County duties.

B. University-Owned Vehicles

In connection with this LA, the University may, at its sole discretion, authorize employees and/or agents of County to operate vehicles owned, leased, rented, loaned or registered to University. The parties agree that claims for damages arising out of any accidents that occur in such University vehicles operated by County employees and/or agents in the course and scope of their County duties (e.g., an assignment to support UC Cooperative Extension), are the responsibility of County. University shall be responsible for claims for damages arising out of any accidents that occur in University-owned vehicles operated by University employees and/or agents in the course and scope of their University duties.

XI. INSURANCE COVERAGE FOR VOLUNTEERS/AGENTS OF THE UNIVERSITY

University volunteers are considered “agents” of the University, and therefore are covered for their negligent acts or omissions by University’s general liability self-insurance program while acting in the course and scope of their volunteerism for University. University also therefore agrees to assume liability for the actions or negligence of these volunteer “agents” as set forth in Section VIII above, when they are acting in the course and scope of their volunteerism for University.

XII. CRIMINAL HISTORY AND IDENTITY CHECK OF EMPLOYEES AND VOLUNTEERS

A. As described in its [Background Investigation Manual](http://ucanr.org/sites/risk/Background_Investigation_Manual/), the University strives to ensure the safety of everyone involved in its programs, especially youth. As a part of this effort, University requires a criminal history and identity check (i.e. fingerprinting) and submission of fingerprints to the Department of Justice, and/or the Federal Bureau of Investigation for certain employees, volunteers, and/or agents of University. University shall be responsible to:

1. Determine whether such fingerprinting is required,

2. Obtain the employees’ volunteers’ fingerprints, and

3. Obtain criminal background clearance from the appropriate agency. University reserves the right to decline the participation of any individual that does not pass the background clearance review to University’s satisfaction.

B. County agrees to conduct background checks on and obtain fingerprints from and CA DOJ subsequent arrest notices (SANs) for any County employees assigned to assist UCCE that interact with youths participating in UCCE programming, as such employees will be acting as mandated reporters under state law.

C. County agrees to inform University of any aspect of its operations that might present an especial risk to youth (e.g., convicted felony sex offender on staff, etc.).

XIII. NOTICES

Any notice required or permitted to be given under this LA shall be in writing and shall be conclusively delivered to the other party at the following respective addresses.

A. For University:

\_\_\_\_\_\_\_\_\_\_\_\_, County Director

UC Cooperative Extension - \_\_\_\_\_\_\_\_\_\_\_\_County

Street/Physical Address,

City, CA, Zip Code

B. For County:

\_\_\_\_\_\_\_\_\_\_, County Administrative Officer

County of \_\_\_\_\_\_\_\_

Street/Physical Address,

City, CA, Zip Code

In witness whereof, the parties have executed this LA as of the latest date of execution set forth below.

COUNTY OF \_\_\_\_\_\_\_\_

[Name] Date

[Title]

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Wendy Powers Date

Associate Vice President

*Reviewed and Recommended*

[Name], UCCE Director Date

University of California, Agriculture and Natural Resources

**Attachment A**

**Cooperative Extension Program Provided by University**

University will issue an annual *Plan of Work* with detailed and specific descriptions of UC Cooperative Extension programs for County in the coming program year. These programs will serve the residents of \_\_\_\_\_\_\_\_ County by providing science based research, education and public service that will promote solutions problems in agriculture, natural resources (including environmental quality), food and nutrition, food safety and youth development.

In the course of their work, UC Cooperative Extension Advisors (University academics) and Program Representatives (University staff) will deliver a range of locally-relevant programs focusing on farm; environmental, nutrition, 4-H youth development, science literacy and Master Gardeners. Advisors and Program Representatives will use workshops, public meetings, newsletters, the mass media and other communication tools to bring needed information to County. Further, Advisors and Program Representatives will use collaborative partnerships with government and private agencies to extend the reach of their programs. Finally, Advisors and Program Representatives may collaborate with UC campus-based Cooperative Extension program Specialists and Agricultural Experiment Station scientists to research, adapt and field-test agricultural improvements or solutions and promote the use of research findings in County.

Subject to availability of required resources, UC Cooperative Extension would implement programs with the following areas of emphasis.

*Agriculture and Natural Resources:* Research and education programs that meet local agriculture and natural resource needs, focused on enhancing the agricultural productivity and competitiveness of \_\_\_\_\_\_\_\_ County and protecting water, land and air resources. Together with farmers, pest control Advisers and industry representatives; current and emerging agricultural opportunities and problems would be identified.

*Nutrition, Family and Consumer Sciences:* Offering opportunities for families, individuals, and youth to enhance their quality of living by providing resources that support independence and self-sufficiency, health maintenance and obesity/diabetes prevention. These Advisors may also provide information on food safety, food preparation, food preservation and budgeting for food security.

*Master Gardeners:* University-trained volunteers providing advice and support for local gardeners. Through volunteers, Advisors overseeing the UC Cooperative Extension Master Gardener Program will extend research-based information about home horticulture and pest management to the residents of \_\_\_\_\_\_\_\_ County.

*4-H Program:* Encompassing a wide variety of educational and enrichment experiences to help young people discover and develop their potential. 4-H Youth Development Program Advisors provide meaningful, learn-by-doing educational activities to children in 4-H clubs and/or to children participating in school enrichment and after-school programs. Citizenship and science literacy including biology, math and engineering are thrusts of the program.

The University will service \_\_\_\_\_\_\_\_ County and will allocate the resources of the UC Cooperative Extension County Partnership in a manner roughly proportionate to the level of support provided by County. While the University will endeavor to respond to the highest needs of County, it is understood not all needs can be met given the limitation on available resources.

**Attachment B**

**In-Kind (Tangible, Non-Monetary) Support Provided by County**

In accordance with the above Section No. IV., *Responsibilities of County*, County agrees to support University’s provision of the Cooperative Extension program with in-kind (tangible, non-monetary) support as follows.

|  |  |
| --- | --- |
| *In-Kind (Tangible, Non-Monetary) Resources Provided by County* | |
| ***Employees*** Number of full-time (FTE) County employees to support the UC Cooperative Extension. Such County employees will provide University with services including, but not limited to, administrative and other assistance (program representatives, field help, laboratory technicians, etc.). County shall employ these individuals assigned to support UC Cooperative Extension, and shall support all wages, benefits, Worker’s Compensation Insurance, dispute resolution and other costs associated with employment by County. |  |
| ***Space*** Number of square feet of fully-functional and fully-serviced office space including furniture, heating and air-conditioning, telephone and high-speed internet connectivity, maintenance and cleaning, access to meeting and conference rooms, as well as to kitchen and toilet facilities, parking and storage, security, etc. |  |
| ***Equipment*** Items comprising fully-functional and fully-serviced office equipment including but not limited to copy, printer, and fax machines; desk and mobile telephones, postage machines, etc. |  |
| ***Supplies & Miscellaneous*** Items comprising all business supplies, services and other miscellaneous necessities required for a fully-functional and fully-serviced business office, including but not limited to stationary, paper, and printing, postage and shipping, photographic supplies, laboratory, field test, and demonstration materials, etc. |  |
| ***Transportation*** All means of transportation necessary for the conduct of the official duties of the local UC Cooperative Extension staff, including attendance of training, development, and administrative meetings that may occur outside the County. This includes, but is not limited to, provision of vehicles, fuel, maintenance, other associated costs, etc. |  |
| ***Travel*** Support for all travel necessary for the conduct of the official duties of the local UC Cooperative Extension staff, including but not limited to, transportation (airfare, etc.), mileage reimbursement when using UC Cooperative Extension or personal vehicles, tolls, lodging, subsistence, other associated costs, etc. |  |

**Attachment C**

**Direct (Monetary) Support Provided by County**

**Sample Annual Agreement**

County agrees to execute a separate annual agreement recording the direct (monetary) funding they agree to provide in support of this LA. A sample of that annual agreement appears below. Subsequent to execution of this LA, University will issue an agreement similar to the below sample for execution by County.

**(insert sample annual agreement here)**

**Attachment D**

**County Partnership Advisory Committee**

1. *Purpose:* The \_\_\_\_\_\_\_ County Partnership Advisory Committee provides a forum for ongoing direct communication between County and the University’s Cooperative Extension (UCCE) Director.

A. The County Partnership Advisory Committee provides a streamlined process for the UCCE Director to inform County of local programmatic impacts of UCCE activities and to advise them of current and future programmatic needs. The Advisory Committee members will receive an annual *Report of Work* on the previous year’s accomplishments and impacts from the previous annual *Plan of Work*.

B. County’s current authority over its budgetary contributions remains unchanged.

II. *Membership:* The Advisory Committee will be comprised of the following: two (2) representatives from County, two (2) representatives from the University, and one (1) representative mutually agreed-upon by County and University. One (1) of the two (2) County representatives will be the County CAO/CEO (or their designee); and one (1) will be a County Supervisor. One (1) of the two (2) County representatives will be the UCCE County Director.

III. *Meetings:* The UCCE Director will convene an Advisory Committee meeting a minimum of two (2) times per year.

IV. *Budget Development:* At the first meeting of the fiscal year the UCCE Director will invite the Advisory Committee’s input on the annual budget for the UCCE Program in \_\_\_\_\_\_\_ County (subject to approval of County’s Board of Supervisors and the University). The UCCE Director will distribute to the Advisory Council members a draft of the budget for the coming fiscal year no later than March 1st of the current fiscal year, or by another date designated by the UCCE Director and County.

V. The Advisory Committee is encouraged to provide regular feedback to the UC Cooperative Extension Director on UCCE program engaged in work in \_\_\_\_\_\_\_ County.