**INTERLOCAL AGREEMENT**

*between*

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

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

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

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

*and*

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

*for a*

**Multi-County Partnership**

*for the*

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

**Dated** [Month, Date]**, 201\_**

This Interlocal Agreement (“IA”) is executed this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, by and between The Regents of the University of California (“University”), and the County of \_\_\_\_\_\_\_\_ (“\_\_\_\_\_\_\_\_ County”), the County of \_\_\_\_\_\_\_\_ (“\_\_\_\_\_\_\_\_ County”), the County of \_\_\_\_\_\_\_\_ (“\_\_\_\_\_\_\_\_ 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; to the citizens of California

**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 58 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 cooperating Counties and;

**WHEREAS**, the Counties of \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_ (collectively “Counties”) recognize the value of the UC Cooperative Extension program to their citizens and intend that this program be delivered in said Counties 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 Counties and;

**WHEREAS**, Counties agree to pool resources and mutually support delivery of the UC Cooperative Extension program to their communities and;

**WHEREAS**, Counties have determined that a joint cooperation amongst them will strengthen programmatic impact, as well as allow for administrative efficiencies that will reduce UC Cooperative Extension program delivery costs and;

**WHEREAS**, Counties have authority to enter into this IA;

**NOW THEREFORE, in consideration of the terms and conditions contained herein**, Counties 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 IA are:

1. The Regents of the University of California, and

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

3. The County of \_\_\_\_\_\_\_\_,

4. The County of \_\_\_\_\_\_\_\_, and

5. The County of \_\_\_\_\_\_\_\_.

B. Each party certifies that it intends to, and does, contract with every other party that is a signatory to this IA and, in addition, with such other parties as may later be added under the below Item No. VII.F., *Modification*. Each party also certifies that the deletion of any party from this IA does not affect this IA nor each remaining party’s intent to contract with the other parties then remaining.

II. PURPOSE

A. The purpose of this IA is to memorialize the University’s agreement to provide the UC Cooperative Extension program to Counties, as well as the commitment of Counties to support the University in the provision of such Program, which will be identified as "University of California Cooperative Extension, \_\_\_\_\_\_\_\_\_\_\_\_ [insert collective/regional name, e.g., “Central Sierra” or similar] Multi-County Partnership.”

B. The County of \_\_\_\_\_\_\_\_’s Boards of Supervisors memorialize their commitment under this IA by Minute Order Action.

[or]

The County of \_\_\_\_\_\_\_\_’s Boards of Supervisors memorialize their commitment under this IA by approval of Resolution Number \_\_\_\_\_\_, adopted [month, date], 201\_.

[Insert either of the above statements as applicable to each individual county.]

III. RESPONSIBILITIES OF THE UNIVERSITY

University agrees to do the following, conditioned upon receipt of the below-described support from Counties 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 Counties for the benefit of their 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 Counties by revising it as new University research is directly accessed by Advisors (University academics).

C. Appear before the Counties’ Boards of Supervisors to inform them of the progress and accomplishments of the UC Cooperative Extension programs in Counties.

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 Counties; 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 Counties. 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 Leadership 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 Counties.

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 the Counties the following written reports on or around the start of the UC Cooperative Extension program year (e.g., January 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 IA. Counties understand and agree that a reduction in reporting and other administrative burden borne by the University is critical to the success of this IA. Accordingly, University will not provide, and Counties 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 \_\_\_\_\_\_\_\_ [insert collective name] Multi-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 Counties.

J. Provide organizational framework and support associated costs necessary to conduct the UC Cooperative Extension program in conformance with statue 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 Counties.]

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 Counties that can be centralized; and local University staff as may be necessary for performance of administrative tasks that cannot be centralized. Provision of such staff will include University support of all applicable benefits and Worker's Compensation insurance. Such University-paid employees will be supervised by the University and governed by University personnel policies.

a. In the inaugural year of this IA, certain personnel from the Counties may be assimilated by the University. To the extent permissible under statute and University policy, University will assimilate as many County personnel currently assigned to the UC Cooperative Extension program as possible, and will do so in as streamlined a manner as possible.

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

K. Be responsible to the Counties 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 the Counties may dedicate to the UC Cooperative Extension program.

IV. RESPONSIBILITIES OF COUNTIES

In recognition of the value of the UC Cooperative Extension program and the value of County services, Counties 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 Leadership Advisory Committee, as further described in Attachment D. Counties agree 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 in collaboration with the County Leadership Advisory Committee, by use of the process further described in Attachment D.

**[Add to, delete from and/or change the following as appropriate.]**

B. Provision of in-kind (tangible, non-monetary) resources memorialized in Attachment B, *In-kind (Tangible, Non-Monetary) Support Provided by Counties*. 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. The restructured programs will not normally involve county employees. However, in some MCPs a county may need to use one or more county employees for a limited time period. In those cases, the following provision will apply: Provide specific Counties’ employees assigned to support the UC Cooperative Extension. Such County employees will provide services including, but not limited to, administrative and other assistance (field help, laboratory technicians, etc.). Counties 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 Counties.

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 computer hardware and software; information technology (IT) services, security measures, and other IT services; copy, printer and fax machines; desk and mobile telephones; postage machines, and 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; and etc.

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

7. Counties understand and agree that there will be no fund transference from University to Counties. Accordingly, Counties 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 Counties* (Attachment C).

1. Counties authorize 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 the Counties to the University on a biannual basis in an amount mutually agreed upon in the course of the budget processes of the Counties.

3. The Counties’ 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. The Counties acknowledge that University will commingle all direct funding received from Counties, and that University will manage that direct funding as a single, indivisible account. Accordingly, the Counties understand that the University cannot and will not provide information specific to direct funding received from an individual County or Counties.

5. The Counties acknowledge 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 the Counties, title to such supplies and equipment shall vest in the University.

7. Counties acknowledge that programs will be provided in the approximate proportion to their contribution to the Multi-County Partnership.

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. The Counties recognize the UC Cooperative Extension Director as the duly authorized representative of University, and the principal University representative for all matters relating to this IA.

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 the Counties 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 Counties.

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

E. Counties understand and agree that a reduction in reporting and other administrative burden borne by the University is critical to the success of this IA. Accordingly, with the exceptions of the *Plan of Work* and the *Report of Work*, University will not provide, and Counties will not require the University to submit other substantive reports and/or administrative documents.

VI. COMMITMENT TO THE UC COOPERATIVE EXTENSION PARTNERSHIP

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

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

C. In the course of Counties’ annual budget processes, University will advise Counties of the minimum level of financial support required to deliver UC Cooperative Extension programs, based on the current Plan of Work. Counties 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 Counties, making every effort to accommodate budget restrictions to which Counties may be subject. In turn, Counties 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 one or more of the Counties decline 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 such Counties. In the unlikely event that this should occur, Counties and University will abide by the conditions of the below Item No. VII.G., *Termination*.

E. University’s fulfillment of this IA is specifically conditioned upon Counties’ 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 parties agree, in accordance with University and Counties’ policies, as well as applicable State and Federal laws, to prohibit 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.

B. *Confidentiality:* The parties may receive certain private information in the normal course of work under this IA (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 IA will be July 1 through June 30.

E. *Term:* This IA will be in effect for ten (10) years, commencing month, day, 201\_ and concluding month, day, 201\_. At the end of this period, this IA may be reissued for another ten (10) year period with the written approval of both parties.

F. *Modification:* This IA may be modified or amended with the written approval of all parties, provided that the party proposing a modification or amendment submits the same in writing to the other parties at least one hundred eighty (180) days in advance to allow for consideration of said proposal.

G. *Termination:*

1. Any party may terminate their participation in this IA 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 all of the other parties.

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

3. If a County terminates participation in this IA, University will withdraw the entire UC Cooperative Extension program from that County. Under such circumstances, UC Cooperative Extension programs provided in neighboring Counties will not be available to citizens of the County that has withdrawn its support.

H. *Addition of Member Parties:* A County (or Counties) may be added to this IA in accordance with the above section entitled *Modification*.

I. *Severability and Validity of Agreement:* If a portion, term, condition or provision of this IA 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.

J. *Entire Agreement:* This IA and the Attachments hereto constitute the entire agreement between Counties 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 IA. Any amendments or modifications of this IA shall be in writing as described above.

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

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

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

VIII. INDEMNIFICATION

A. The Regents of the University of California shall defend, indemnify and hold Counties, their 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. Counties 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 Counties, its officers, agents or employees.

IX. INSURANCE

The parties will individually insure their activities in connection with this IA 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 IA. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this IA.

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 Counties 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 IA, Counties may, at their sole discretion, authorize employees and/or agents of UC to operate vehicles owned by Counties’ Boards of Supervisors. The parties agree that claims for damages arising out of any accidents that occur in County-owned vehicles operated by UC employees and/or agents in the course and scope of their UC duties, are the responsibility of the County that owns the vehicle. Since insurance and liability follow the ownership of the vehicle, Counties will be responsible for any such suits or claims.

B. University-Owned Vehicles

In connection with this IA, the University may, at its sole discretion, authorize employees and/or agents of University 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 University employees and/or agents in the course and scope of their University duties, are the responsibility of University. Since insurance and liability follow the ownership of the vehicle, University will be responsible for any such suits or claims.

XI. NOTICES

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

A. For University:

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

UCCE [collective name] Multi-County Partnership

Street/Physical Address, City, California, Zip Code

B. For \_\_\_\_\_\_\_\_ County:

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

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

Street/Physical Address, City, California, Zip Code

C. For \_\_\_\_\_\_\_\_ County:

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

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

Street/Physical Address, City, California, Zip Code

D. For \_\_\_\_\_\_\_\_ County:

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

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

Street/Physical Address, City, California, Zip Code

E. For \_\_\_\_\_\_\_\_ County:

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

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

Street/Physical Address, City, California, Zip Code

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

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

[Name] Date

[Title]

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

[Name] Date

[Title]

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

[Name] Date

[Title]

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

[Name] Date

[Title]

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

Bill Frost Date

Associate Vice President, Director of the Research & Extension Center

System and Associate Director of Cooperative Extension and the

Agricultural Experiment Station

University of California, Agriculture and Natural Resources

*Reviewed and Recommended*

[Name], UCCE Director Date

University of California, Agriculture and Natural Resources

**Attachment A**

**Cooperative Extension Program Provided by University**

[Change the following sample text as may be appropriate.]

University will issue an annual *Plan of Work* with detailed and specific descriptions of UC Cooperative Extension programs for Counties in the coming program year. These programs will serve the citizens of Counties 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 Counties. 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 Counties.

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 Counties 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 citizens of Counties.

*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 Counties share common area-wide problems and issues, yet have different needs and priorities as well. The University will serve Counties and will allocate the resources of the UC Cooperative Extension County Partnership in a manner roughly proportionate to the level of support provided by each County. While the University will endeavor to respond to the highest needs of every 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 Counties**

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

**[Add to, delete from and/or change the following as appropriate.]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *In-Kind (Tangible, Non-Monetary) Resources Provided by Counties* | | | | |
|  | County of \_\_\_\_\_\_\_\_ | County of \_\_\_\_\_\_\_\_ | County of \_\_\_\_\_\_\_\_ | County of \_\_\_\_\_\_\_\_ |
| ***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 (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, and etc. |  |  |  |  |
| ***Equipment*** Items comprising fully-functional and fully-serviced office equipment including but not limited to computer hardware and software; information technology (IT) services, security measures, and other IT services; copy, printer and fax machines; desk and mobile telephones; postage machines, and 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; and etc. |  |  |  |  |
| ***Transportation*** All means of transportation necessary for the conduct of the official duties of the local UC Cooperative Extension staff to attend 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, and 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.), tolls, lodging, subsistence, other associated costs, and etc. |  |  |  |  |
| **Counties understand and agree that there will be no fund transference from University to Counties.**  **Accordingly, Counties will not bill University for any of the above or other costs associated with the local UC Cooperative Extension program.** | | | | |

**Attachment C**

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

**Sample Annual Agreement**

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

**The**

**UNIVERSITY**

**and**

**COUNT**

**Y**

**hereby amend their**

**Interlocal Agreement**

**dated**

**\_\_\_\_\_\_\_\_\_\_**

**to incorporate the**

**following as provided for in the**

**Interlocal**

**Agreement**

**and**

**agree to**

**provide services and funding as**

**described**

**here**

**under.**

A.

Project Identification

No.:

Mult

i

-

County Partnership

20X

X

-

X

X

B.

\_\_\_\_\_\_\_\_

COUNTY Purchase Order No.:

\_\_\_\_\_

C

.

Project Start

Date:

July 1, 20X

X

Project End Date:

June 30, 20

X

X

D

.

Project Title:

**\_\_\_\_\_\_\_\_**

**Mu**

**l**

**ti**

**-**

**County Partnership for**

**U**

**niversity of**

**C**

**aliforni**

**a**

**Cooperative Extension**

**Support**

Description of

Services: Delivery of Cooperative Extension Programs

as further detailed in Interlocal Agreement

Attachment A,

*Cooperative E*

*xtension Program Provided by*

*University*

.

E

.

Invoicing/Payment Schedule:

UNIVERSITY to submit invoice(s)

for advance payme

nt

to COUNTY

to the attention of (

insert

name/address/email/phone of county fiscal contact) on the schedule shown below.

COUNTY to make checks payable to The Regents of the University of California and mail to: Cashier's Office,

University of California,

PO Box 989062

,

West Sacramento, California 95798

-

9062.

Amount

Date Due

On or Before July 1, 20XX

Total

Fixed Price

Amount:

**$XXX,XXX**

F.

Other Documents attached and made part of this

Exhibit

(initial those that apply and are attached):

COUNTY UC

Certificate of Insurance

Any

Additional Sheets for Items A

-

E

In witness whereof, the parties have executed this Exhibit on the day and year written below.

Agreed and Accepted:

**COUNTY OF**

**\_\_\_\_\_\_\_\_**

**(inser**

**t name/title)**

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

**THE REGENTS OF THE U**

**NIVERSITY OF**

**CALIFORNIA**

**Kathleen Nolan, Director, ANR Office of Contracts**

**and Grants**

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

**Attachment D**

**County Leadership Advisory Committee**

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

A. The County Leadership Advisory Committee provides a streamlined process for the UCCE Director to inform Counties 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. The Counties’ current authority over their respective budgetary contributions remains unchanged.

II. *Membership:* The Advisory Committee will be comprised of two (2) representatives from each of the Counties. One (1) of the two (2) representatives will be the County CAO/CEO (or their designee); and one (1) will be a Supervisor (or an alternate supervisor).

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 the Counties (subject to approval of the Counties’ respective Boards 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 Counties.

V. *Local Leadership of UCCE – Selection of New UCCE Director:* When/if assignment of a new UCCE Director is required; the current UCCE Director will invite a representative of the Advisory Council to meet the candidates for the new UCCE Directorship position. As well, the UCCE Director will select a representative of the Advisory Committee to participate in candidate assessment by serving on the University’s search committee in an “ex officio” (non-voting) capacity.

VI. *Local Leadership of UCCE – Incumbent UCCE Director’s Review:* At the time of his/her annual review, the incumbent UCCE Director will invite the Advisory Committee’s input on the performance of the Director during the Director’s regularly scheduled academic reviews.

VII. The Advisory Committee is encouraged to provide regular feedback to the UC Cooperative Extension Partnership Director on staff performance for all members of the UCCE program engaged in work in the member counties.