

ANR Administrative Handbook Section 401 UCCE and COUNTY MEMORANDUM OF UNDERSTANDING	Date: 05/31/06 Supersedes: 06/01/93
RESPONSIBLE DEPARTMENT: Office of the Controller and Business Services (OCBS)	
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I. INTRODUCTION

- A. The [State of California Education Code Section 32330](#) (reference authorizes County Boards of Supervisors to expend funds for University of California Cooperative Extension (UCCE) work as follows:

"The Boards of Supervisors of any county may appropriate and use county funds for the support and maintenance of Extension work in agriculture and home economics. The Extension work shall be designed for the benefit of the respective counties and conducted under the approval of the United States Department of Agriculture and in cooperation with the University of California."

- B. ANR conducts UCCE programs in virtually all counties in the State of California. A unique feature of Cooperative Extension is the partnership between UC, the county, and the Federal government to fund and support the identification, development, and delivery of research and education programs such as agriculture, 4-H Youth Development, home economics and natural resources.

II. FUNDING APPROPRIATED BY A COUNTY BOARD OF SUPERVISORS

- A. The Board of Supervisors of each county provides for the local maintenance and operation of UCCE work in that county. All expenditures are made in accordance with County fiscal procedures. The funds appropriated by a County Board of Supervisors are usually budgeted in the following categories and used for the purposes indicated:
1. *Salaries and Wages:* These County funds are used for salaries and wages of County secretarial and technical personnel as may be required by the local UCCE office.
 2. *Maintenance and Operation:* These County funds are used for the usual operating costs of UCCE offices, including telephone; office rent, if applicable; office supplies; printing; travel and subsistence; public

utilities; laboratory, field test, and demonstration materials; photographic supplies; and freight.

3. *Capital Outlay*: These County funds provide for the purchase of office, field, laboratory, photographic, visual aid, and automotive equipment.

B. ANR cannot replace the operating funds provided by individual Counties. Therefore, should a County withdraw all financial support for UCCE, ANR would be unable to continue to conduct programs. Accordingly, the cooperative arrangement with the County would be dissolved, and ANR would remove all staff and programs from the County.

III. MEMORANDUM OF UNDERSTANDING WITH COUNTY BOARDS OF SUPERVISORS

A. MOUs for continued cooperation with the County Board of Supervisors are strongly encouraged. MOUs provide an excellent basis of County/UCCE cooperation and communication. It is also important that County/UCCE MOUs be regularly updated. The Coordinator – Administrative Policy and Business Contracts should be contacted for any questions or concerns regarding such MOUs.

B. The terms and conditions of Agriculture and Natural Resource's (ANR's) County/UCCE Memorandum of Understanding (MOU) have been standardized and may be accessed at <http://ucce.ucdavis.edu/files/filelibrary/5220/25881.doc>. This template should be used when issuing a County/UCCE MOU.

C. ANR's standard MOU serves as a guideline, but may be revised to meet local needs. However, prior to execution of the MOU, all proposed revisions must be reviewed and approved by the Regional Director, and the OCBS Controller. In turn, the Controller will consult with the Office of the General Counsel of The Regents to ensure that the proposed changes are acceptable.

D. In addition to a signature block for the County, the MOU should include signature blocks for the ANR County Director, the ANR Regional Director, and the OCBS Controller. The Controller will execute all County/UCCE MOUs on behalf of The Regents of the University of California.

E. All County/UCCE MOUs should be directed to the OCBS Coordinator – Administrative Policy and Business Contracts for initiation *prior* to being tendered to the County for execution. The Coordinator will work cooperatively with UCCE county and regional staff to expedite processing, and will keep all interested staff informed as to the status of the MOU.

ADDITIONAL RESOURCES:

- [ANR Administrative Handbook Section 203](#), *County Trust Funds*
- [ANR Administrative Handbook Section 205](#), *Financing Cooperative Extension Activities*
- [ANR Administrative Handbook Section 260](#), *Identification of Cooperative Extension*