Iowa State University Extension and Outreach  
and  
County Agricultural Extension Districts  

Memorandum of Understanding

I. Preamble
Iowa State University Extension and Outreach is a community-based education unit serving the state of Iowa — engaging citizens with the research, educational, and technological resources of Iowa State University. Iowa State University Extension and Outreach provides access to education to serve the public good.

1) Iowa State University Extension and Outreach builds partnerships to provide public goods and services that deliver on the land-grant university commitment to Iowans.

2) County extension councils and Extension and Outreach enter into additional partnership arrangements that drive significant opportunities for leveraging and pooling resources. Our activities promote efficiency and economic equity, and result in a fiscally stable system.

3) Iowa State University Extension and Outreach provides a mechanism for individuals to join together to address common concerns and creates an organized, science-based environment in which they can make decisions and act.

Iowa State University provides educational goods and services for the benefit of Iowa citizens and communities, available because we work together as a system – Iowa State University Extension and Outreach. This unique system has the potential to nurture democracy through engaging citizens in common aspiration, concerns, and purpose.

II. Introduction
Iowa State University Extension and Outreach hereinafter referred to as Extension and Outreach, and the County Agricultural Extension District, hereinafter referred to as the Extension District, enter into this Memorandum of Understanding in order to cooperate in a partnership:

1) To deliver on the land-grant mission of
   a. providing access to high-quality education;
   b. applying research to the needs of Iowa, the nation, and the world;
   c. extending knowledge to strengthen Iowa’s economy and citizens’ quality of life.

2) To extend the land-grant university beyond the campus borders and provide a locally-determined mix of core educational programs consistent with the provisions of the Smith-Lever Act of May 8, 1914, as amended, and the Memorandum of Understanding between Iowa State University and the U. S. Department of Agriculture.

3) In meeting local needs as authorized by the Code of Iowa, Chapter 176A.2 as amended, entitled County Agricultural Extension Law — “… to provide for aid in disseminating among the people of Iowa useful and practical information … and to encourage the application of the information in the counties of the state through extension work in cooperation with Iowa State University…."

MOU CAED 16-13 February 2013
III. Agreement of Basic Principles

1) The partnership between Extension and Outreach and the Extension District pools many perspectives, understandings, experiences, and relationships to function as one system – Iowa State University Extension and Outreach – across the university, the state, and within counties.
   a. The partnership is inclusive of the diversity of Iowa’s citizens.
   b. The partnership supports work across all seven Iowa State University colleges and campus units to build capacity that supports efforts across the state.
   c. Entrepreneurial partnerships with other community, county, and state agencies are encouraged, often resulting in mutual benefits

2) The core purpose of the relationship is to provide research-based educational programs. To ensure that educational programs (defined as a planned series of educational events intended to meet a public need) are of the highest quality and audience appropriate:
   a. Partners will share the responsibility for assessing needs and providing curriculum-based educational programs.
   b. Curriculum development at all levels of the organization follows a process based on science and appropriate methodologies; uses a sanctioned peer approval process; and respects sunset dates (dates curricula are scheduled to be discontinued).
   c. An electronic catalog of core educational programs outlines program descriptions, costs, and responsibilities. The catalog is updated following an agreed upon process involving representatives of both partners, ensuring an equitable distribution of profits and losses associated with program delivery.
   d. Equal access to extension programs and facilities is consistent with state and federal laws and regulations. Access plans are regularly reviewed, reported, and updated.

3) Because proficient employees and volunteers are crucial for success, all Extension and Outreach and county staff, council members, and volunteers will be encouraged and provided opportunities to participate in position-related professional development.

4) To deliver on the mission of the organization, all parties embrace the partnership as a system functioning simultaneously and congruently statewide and within counties and regions. For the good of the partnership, approved services and resources include
   a. Iowa State University Extension and Outreach branding on all physical locations/units and materials associated with educational programs and information;
   b. strategies to promote and advance Iowa State University Extension and Outreach and ongoing advocacy to external partners about our educational mission and program impact;
   c. system resources and tools (i.e. templates, worksheets) related to programming, finance, human resource, and policy.

5) ISU Extension and Outreach and extension districts will establish policies that comply with Iowa Code, Chapter 176.A and will apply applicable university policies.
6) In the event of a dispute, difference of interpretation, or appeal of a decision regarding the terms and/or conditions of this agreement, settlement shall be sought by adhering to conflict resolution and grievance policies and procedures.

### IV. Division of Responsibility

Iowa State University Extension and Outreach and the U.S. Department of Agriculture have signed a separate memorandum defining national and state partner relationships. To clearly establish and define relationships and responsibilities for conducting extension work in Iowa, Extension and Outreach and the Extension District agree to the following.

<table>
<thead>
<tr>
<th>Extension and Outreach agrees to:</th>
<th>The Extension District agrees to:</th>
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<tr>
<td>1) Follow the Memorandum of Understanding Basic Principles to form a unified system.</td>
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<td>2) Build partnerships across all seven Iowa State University colleges in order to facilitate and broker outreach from colleges that encourage field office engagement.</td>
<td>2) Engage in partnerships with colleges to build capacity to deliver local/regional outreach across the Extension District based on meaningful, shared priorities, and resources.</td>
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<td>3) Establish state level relationships that increase capacity for local partners and are based on meaningful, shared priorities and resources, and capitalize on local partnerships.</td>
<td>3) Engage local affiliates as local/regional partners across the Extension District based on meaningful, shared priorities and resources, and capitalize on state level partnerships.</td>
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<td>4) Establish a needs assessment process to identify emerging issues and incorporate findings into development of educational programs that meet the needs of citizens.</td>
<td>4) Identify local/regional needs and emerging issues, and share findings/understanding of those needs with program directors for the core curriculum and educational program development process.</td>
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<td>5) Develop a program planning process to build a program catalog. Fund educational programs that meet core citizen needs. New curricula must fit within the scope of the Extension and Outreach mission, provide instruction or information, and are peer reviewed as outlined in Curriculum Review Process. Train staff on delivery and evaluation of core programs.</td>
<td>5) Use program planning process and program catalog to determine programming based on local needs. Select programs from core programs listed in program catalog, or develop programs locally. Locally developed programs must fit within the scope of the Extension and Outreach mission, provide instruction or information, and are peer reviewed as outlined in Curriculum Review Process.</td>
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<td>6) Authorize 4-H youth development educational programs’ – the youth outreach programs for Iowa State University – use of the federally protected 4-H name and emblem. Name and emblem use represents the ideals of these educational programs.</td>
<td>6) Agree to adhere to Federal guidelines (<a href="http://www.national4-hheadquarters.gov/library/4-Hguidelines-v4-26-04.pdf">http://www.national4-hheadquarters.gov/library/4-Hguidelines-v4-26-04.pdf</a>) for use of 4-H name and emblem to carry out core 4-H Youth Development educational programs.</td>
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<td>Review core programs for effectiveness and meeting identified needs.</td>
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<td>8)</td>
<td>Employ and appoint a regional director to provide administrative leadership for Extension Districts in decision-making and matters affecting the Extension and Outreach system; serve as communication channel between ISU Extension and Outreach and the Extension Districts; and represent the Vice President for Extension and Outreach.</td>
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<td>9)</td>
<td>Employ and appoint program specialists. Program specialists coordinate, deliver and provide feedback on Extension and Outreach educational programs; and are responsible for using the program catalog to initiate district program planning conversations to meet the needs of the district.</td>
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<td>10)</td>
<td>Require and conduct background checks of all Extension and Outreach staff and volunteers associated with state programs, and not previously checked by counties, as steps toward providing a safe and secure environment for all staff and those we serve.</td>
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<td>11)</td>
<td>Provide resources to develop position–related plans and goals, and assist in selection and/or provide training opportunities that align with those goals.</td>
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<td>12)</td>
<td>Provide financial and accounting support, including a statewide financial accounting system license complying with Generally Accepted Accounting Principles (GAAP) and standards set by Office of the State Auditor. Provide annual summary of system finances.</td>
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<td>13)</td>
<td>Provide shared system support for statewide financial accounting system licensing, training and support; in-office network technology and hotline support; and branding support services. Share annually a statement of revenue generated and actual expenses incurred from shared support services.</td>
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V. **Effective Date, Termination, and Review of this Memorandum**

This memorandum shall be effective upon approval by the District’s Extension Council, signature by the Chair of the District’s Extension Council, and signature by the Vice President for Extension and Outreach, and shall remain in effect until terminated in writing by either party or by operation of law. This memorandum shall be reviewed jointly by both parties at least once every four years, with a review completed prior to July 1, 2017. The Memorandum of Understanding may be amended on the initiative of either party by submitting a proposed amendment in writing to the other party and agreement of that party to the amendment.

VI. **Approvals**

For Iowa State University Extension and Outreach:

_____________________________________________________________
Vice President for Extension and Outreach
and Director of Cooperative Extension Service

For the _________________________________ County Agricultural Extension District:

____________________________________   __________________________
Chair                                  Date