

Memorandum of Understanding

APPENDIX A - Cooperative Agreement Southern Regional Extension Forester

PART III: Program Narrative

This Cooperative Agreement is being implemented to fulfill the requirements of the USDA Interagency Agreement on Forestry which was executed on January 30, 1978. The Agreement called for the Cooperative Extension Service, University of Georgia (Extension Service) and Southern Region (Forest Service) to identify, prescribe and implement an optimum mix of education and technical services which will increase the efficiency of forestry programs in the South.

In order to carry out the above task, the Extension Service and the Forest Service agree to the following:

A. The Extension Service Shall:

1. Be responsible for maintaining the Agreement with the Cooperative Extension Services currently in force in the following listed States:

Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia covering their individual participation in and contributions toward the purpose of this Agreement.

2. Be responsible for collecting the financial contributions from the Cooperative Extension Services listed in Section A-1 and use the funds collected for the purposes of this Agreement.
3. Retain in the employ of the University of Georgia a Regional Extension Forester to perform the duties outlined, under the immediate supervision of the Extension Service Associate Dean for Extension
4. Provide office space and necessary support for the Regional Extension Forester to perform the duties not performed at the office named in Section B-2 below.
5. Bill the Forest Service at least quarterly for its share of the costs toward accomplishing the purposes of this Agreement.

B. The Forest Service Shall:

1. Designate employees of USDA FS Region 8 (Southern Region) who shall work with the Regional Extension Forester on activities and programs of mutual interest.

2. Provide office space, supplies and services without charge for the Regional Extension Forester at the Atlanta, Georgia offices of Southern Region for the conduct of duties not performed at the office named in Section A-4 above.
3. Upon receipt of itemized invoices, reimburse the Extension Service for travel and non-salary related expenses, the amount being determined annually by USDA Forest Service personnel in conference with the Southern Regional Extension Forester and the University of Georgia.

C. It is Mutually Agreed That:

1. The Regional Extension Forester will be jointly headquartered at the locations named in Sections A-4 and B-2 and that the incumbent will regularly schedule work time at both locations.
2. The Regional Extension Forester will be responsible to the parties of this Agreement through the Cooperative Extension Service Associate Dean for Extension, University of Georgia.
3. A Steering Committee shall be designated to formulate an Annual Financial Plan and an Annual Plan of Work, both of which will be attached to and become part of this Agreement. In addition, said Steering Committee will review Annual Report of the Regional Extension Forester (see C-5 below).
4. Membership of the Steering Committee shall consist of - -
 - Association of Southern Region Extension Directors (ASRED) Forestry Committee Chair
 - Associate Dean for Extension, University of Georgia
 - USDA Forest Service – Deputy Regional Forester for State and Private Forestry Southern Region (Region 8)
 - Two representative forestry or natural resource Extension specialists as selected by the Southern Extension Forestry Specialists Association or the Extension Forestry Unit Leaders/Coordinators to serve two-year alternating terms.
 - Southern Agriculture and Natural Resources (ANR) Program Leader Forestry/Natural Resources Committee Chair
 - Southern National Association of Professional Forestry Schools and Colleges (NAPFSC) Extension Chair
 - National Program Leader for Forestry – USDA-CSREES

*Membership of the Steering Committee may also be designees assigned to represent said Member.

5. The Forestry Chairman of ASRED shall serve as chair of the Steering Committee. The Steering Committee will review the Southern Regional Extension Forester Annual Accomplishments Report and Plan of Work on an annual basis. A review of these documents and their results will be completed and made available to the SREF and others no later than March 31 of each year.

6. The Regional Extension Forester, among other things, will provide liaison with the 13 southern state Extension forestry units to facilitate the coordination of programs and educational materials among these units and the USDA Forest Service – Southern Region. This will be accomplished by achievement of the following goals and objectives:

- a. Foster improved communications and cooperation between Extension (national, regional and state) and other organizations interested in the management of the Region's forests (i.e., government agencies, forest industry, associations, conservation and environmental groups, etc).
- b. Assess regional technology transfer, information dissemination and educational programming needs of the forest resource profession and private forest landowners.
- c. Facilitate the development of educational materials directed at regional audiences, such materials to include publications, computer software, websites and other written, audio-visual or internet-based materials. Encourage where possible multi-state and regional extension cooperation and coordination of programs and activities.
- d. Initiate, plan, and participate in educational and technology transfer activities designed to reach regional audiences of natural resource professionals and landowners.
- e. Work on special projects and initiatives relevant to the goals and objectives of the Regional Extension Forester as they arise. Utilize new information technologies where possible.
- f. Provide leadership and assist states with resource acquisition for southern regional natural resources technology transfer programs.
- g. Prepare plan of work, budget and annual report.

7. Nothing herein shall be construed as obligating the Forest Service to expend or as involving the United States in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for this work.

8. No member of, or Delegate to, Congress or Resident Commissioner shall be admitted to share any part of this Agreement, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Agreement if made with a corporation for its general benefit.

9. This Agreement will extend indefinitely with funding to be renewed at the beginning of the next Federal fiscal year subject to the availability of funds and the agreement of both entering entities as covered in Section 7 above.

Chair, Association of Southern
Region Extension Directors

Deputy Regional Forester
State & Private Forestry, USDA-FS