



UNIVERSITY OF ILLINOIS EXTENSION

INTERGOVERNMENTAL AGREEMENT

This intergovernmental agreement, ("Agreement") is between the Forest Preserve District of Cook County, an Illinois Special District ("District") and The Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois, on behalf of University of Illinois Extension, College of Agricultural, Consumer and Environmental Sciences ("University").

RECITALS

WHEREAS, University, by virtue of state and federal legislation, is in charge of providing cooperative Extension work carried on in the state of Illinois under the Smith-Lever Act and all amendments thereto; and

WHEREAS, District is vitally interested in partnering with the University to provide said cooperative extension work upon District property so as to significantly expand educational opportunities for youth and adults in Cook County as well as providing professional training workshops for District Staff; and

WHEREAS, District is willing to make a contribution to the University to partially meet the cost of carrying on and expanding said cooperative extension work to District property and staff as stated herein:

THEREFORE, it is hereby agreed by and between the District and University as follows:

1. The above Recitals are hereby incorporated into this Agreement.
2. Beginning January 1, 2016, and ending December 31, 2016 (the "Term"), the University shall perform the cooperative extension work, as described in the Scope of Work attached hereto as Exhibit A, and as may be amended by agreement of the Parties. District will provide to University a sum not to exceed \$280,000.00 (the "District Contribution"), on or before December 31, 2016 for the sole purpose of the University performing the Scope of Work. The District upon written notice may terminate this Agreement at any time. Upon receipt of termination the University shall immediately return the unused portion of the District's Contribution.
3. During the Term, University agrees to expend an amount at least equivalent to the District Contribution solely for completion of the cooperative extension work described in Exhibit A, and in accordance with the proposed budget attached hereto as Exhibit B, as amended by agreement of the Parties.
4. The University further agrees that during the Term it will match the District Contribution, at least to the extent public and other funds may be made available to the University through the University council, to further supplement the cooperative extension work described herein.
5. University shall Indemnify, defend and save harmless the District, its former, current and future Commissioners, officers, agents, servants, and employees, from and against liabilities, losses, damages, costs, expenses attorney fees, damages or judgments, as awarded by a court of competent jurisdiction, arising from the wrongful or negligent performance of cooperative extension work supported by this Agreement by University while on District's property, provided that District shall promptly notify University of any suits or claims and shall allow University to settle or defend and control the defense of any suit based upon such claim or claims. To the extent permitted by law, University also hereby waives all claims for recovery from the District, its former, current or future Commissioners, officers, agents, servants and employees, for loss or damage to any of the University's personal property, except for those losses or damages caused by the wrongful or negligent conduct of the District, its former, current or future Commissioners, officers, agents, servants and employees.

DISTRICT

FOREST PRESERVE DISTRICT OF COOK COUNTY
536 N. Harlem Ave., River Forest, IL 60305

Signature

Date

Title

Attest

Date

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

Through University of Illinois Extension, College of Agricultural, Consumer and Environmental Sciences

Regional Director
University of Illinois Extension

Date

Director or Designee
University of Illinois Extension

Date



UNIVERSITY OF ILLINOIS
EXTENSION

Helping You Put Knowledge to Work

SCOPE OF WORK FOR 2016

General comments:

The Forest Preserve District of Cook County and University of Illinois Extension identities will be included on all agreed upon deliverable partnership events and activities. Both partners will review and approve curricula used for shared programs. The scope of work and all reports will be based on the calendar year.

1. JAN. 2016 – DEC. 2016. VOLUNTEER PROGRAMS

- a. MASTER NATURALIST (MN) TRAINING.** In order to increase public awareness of the FPCC and the ecosystem services it provides, University of Illinois Master Naturalist volunteers will be recruited and provided with training in 2016. Since FP funding will be used to cover half of their training fee, trainees **MUST** complete their 60 hour volunteer internship in the Forest Preserves. This training will be conducted weekly on Fridays from Aug-Oct. Five spots will be held for FPCC staff, and teachers will be offered continuing professional development hours (CPDHs). Manual chapters will be provided to FP staff at no cost. Applications will be posted on the Cook County Extension website: <http://web.extension.illinois.edu/cook/mn>.
- b. MASTER GARDENER (MG) TRAINING.** For the MG volunteer certification training program, Cook County is divided up into to three geographic areas: Chicago, Cook-South, and Cook-North. Training will be offered in Cook-North and Cook-South in 2016. Cook-North training will be offered on Tuesdays from Sept. 6 through Nov. 29th. Cook-South training will be offered on Thursdays from Sept. 8 through Nov. 17th. Both trainings cover 11 to 13 core topics over an 11 to 13 week training schedule (class meets from 9 a.m. – 3 p.m. once per week). Trainees will be encouraged but not required to complete their volunteer hours at FP events/sites that provide educational programming. Up to five Forest Preserves of Cook County staff can choose to sit in on any one or all of the core topics. Forest Preserve staff will be responsible for purchasing of their own MG manual if desired. CPDHs will be offered to teachers for this training. The state MG office will not host an online training in 2016.
- c. VOLUNTEER COORDINATION.** Extension staff will continue to recruit and support volunteers for opportunities at FP sites and track FP volunteer hours. Extension staff will continue to support and/or help establish groups of regular volunteers at select sites, such as the Pioneer Garden at Sand Ridge, the Bird Garden at Sand Ridge, the native garden at River Trail, as well as MN adopt-a-sites. MN and MG volunteers will be encouraged to register as FP volunteers. In order to capture volunteer hours contributed by all MN/MG volunteers (including those that do not register as FP

volunteers), Extension will provide a detailed report of volunteers' hours, dates and activities from its database for comparison to hours in the FP database.

2. **JAN. 2016 – DEC. 2016. INQUIRY ADVENTURES PROGRAM.** In order to provide children with an opportunity to connect to nature while engaging in the Practices of the Next Generation Science Standards, Inquiry Adventures fieldtrips will be provided to 400 middle-school age youth. Due to the labor-intensive nature of the program, trips will be marketed primarily to schools. Transportation reimbursement will be provided based on need (schools whose percentile qualifying for free or reduced lunch is 75% or greater).
 - a. **Staff and volunteer training.** Training will be provided for new and returning staff and volunteers in the spring. Training will also be provided to new MG and MN classes.
 - b. **Teacher training.** Training to familiarize teachers with the program and to train them as coaches will be required for class participation. Training sessions will be offered in the early spring and summer.
 - c. **Fieldtrips.** Field trips will be conducted from April – October at FP locations close to the school or organization.
 - d. **Scholarship of engagement.** Extension staff will continue to evaluate the program using pre- and post-trip surveys of students as well as electronic surveys of teachers. Program results will be presented at appropriate conferences and workshops.
3. **MAR. 2016 - NOV. 2016. SPECIAL EVENTS.** Extension will provide an activity or information table at 12 special events to raise visitor awareness around the Forest Preserves and environment. Events and dates will be determined in early February.
 - a. **Events at Nature Centers.** One event per Nature Center.
 - b. **Events in the zones.** One event per each of the 5 zones (Northwest, North, Central, South, Southwest).
 - c. **Live Healthy event.** At Daley Plaza in June.
4. **APR. 2016 – OCT. 2016. TEACHER WORKSHOPS.** In order to encourage teachers to use the Forest Preserves as a classroom, Extension educators will offer four or more teacher professional development workshops at Forest Preserve sites (Nature Centers or pavilions). This includes Inquiry Adventures teacher workshops.
5. **JAN. 2016 – DEC. 2016. NATURE CENTER PROGRAMS.** In order to provide the public with the unbiased, research driven information on home landscaping “best practices” to protect the environment, Extension staff and volunteers will offer 3 different programs (spring, fall and winter) at 3 locations (1 in North/Northwest zone, 1 in Central zone, 1 in South/Southwest zone). Potential topics include gardening with natives, organic weed control, composting, invasive species, rain gardens and gardening for pollinators.
6. **JAN. 2016 – DEC. 2016. FPCC STAFF TRAINING.**
 - a. **Reflecting on Practice (Dec. 2015 – Mar. 2016).** Extension Educators will work with FP Naturalists to offer this professional learning program for educators teaching science in informal environments. The program immerses practitioners in research on learning and teaching and engages them in habits of reflecting on their practice.
 - b. **Quarterly professional development opportunities (Jan. 2016 – Dec. 2016).** Extension will share appropriate educational program offerings for inclusion in FPCC’s quarterly

brochure. FPCC staff will then be able to attend these programs for PD. For certain programs, like MN and MG trainings, a limited number of spaces will be available. Conversely, Extension staff will be able to attend FPCC programs for PD as well.

- c. **Landscape Maintenance training.** Basic horticultural training will be provided to a small subset of staff in conjunction with the establishment of 4 pilot gardens that trainees will install and maintain, pending job description approval by HR. Pilot gardens would aim to be planted with native perennials to provide color over 3 seasons. Communication between Landscape Maintenance, Resource Management and Volunteer Resources is a must. Refer to 8bii.

7. **Jan. 2016 – Dec. 2016. CONSERVATION@HOME.** This Conservation Foundation program encourages homeowners to establish earth-friendly landscapes that minimize pollution and negative impacts on the environment while maximizing habitats for native species. Although many collar counties are able to certify homeowner landscapes for a nominal \$50 fee, it has not been possible to do this in Cook County due to the large population. In 2016, Extension will explore a partnership between Extension, FPCC and the Conservation Foundation to bring this program to Cook County. Extension staff and volunteers will provide educational programs on environmentally-friendly home landscaping practices, while MN and/or MG volunteers will visit and inspect landscapes for certification. See also 3 and 5.

8. **Jan. 2016 – Dec. 2016. NATURE GOALS FROM THE NEXT CENTURY CONSERVATION PLAN.**

Extension is listed as a partner in the *5 Year Implementation Strategy for the Next century Conservation Plan* for three actions under the Nature goal.

- a. **Priority 1.3 – Connect the Preserves to a wider wilderness; Action – Expand innovative partnerships to protect land and engage people.** Other partners in addition to FPCC Planning and Development and Resource Management include NeighborSpace, Chicago Botanic Garden and Openlands. Extension staff will assist with the design of native plant demonstration garden sites, the creation of interpretive signage and the development of a native plant community gardener’s manual.

- b. **Priority 1.4 – Learn from and adapt to a changing environment; Action – Expand relationships to repurpose buffer properties for habitat, native landscaping and local food.**

- i. Extension staff will assist with the native plants training and idea exchange event targeted to existing NeighborSpace gardeners. Extension staff and MG/MN volunteers will assist with distribution of native plants to MG/MN volunteers currently working in community gardens. Other partners in addition to FPCC CEP and NeighborSpace include Openlands and the Chicago Botanic Garden.
- ii. Extension staff will assist with the development of a native landscaping plan for developed FP sites as well as the development of a curriculum for a native plant certification and training program for FP staff. Other partners in addition to FPCC Landscape Maintenance, Resource Management and Planning and Development include the Chicago Botanic Garden.

9. Jan. 2016 – Dec. 2016. PEOPLE GOALS FROM THE NEXT CENTURY CONSERVATION PLAN.

Extension is listed as a partner in the *5 Year Implementation Strategy for the Next century Conservation Plan* for two actions under the People goal. In addition, Extension staff are serving on the People Committee in various capacities.

- a. **Priority 2.1 – Provide programs in the Forest Preserves that emphasize health benefits; Action – Partner with health care providers to encourage people to spend time outdoors and create health guides to promote trail use and nature visits.**
 - i. Extension will give presentations at 5 workshops for community-based organizations. Other partners in addition to FPCC CEP include Northwestern University and the Chicago Botanic Garden.
- b. **Priority 2.4 – Educate visitors and the community about the Forest Preserves’ natural treasures; Action – Support and leverage existing education partnerships to expand offerings.** Other partners in addition to FPCC CEP include the Field Museum, Chicago Wilderness, Chicago Botanic Garden, Chicago Zoological Society and other school and community organizations.
 - i. Inquiry Adventures will bring 400 middle-school youth into the Preserves (see 2)
 - ii. Provide activities or info tables at 12 special events (see 3)
 - iii. Provide 9 programs at nature centers (see 5 and 7)

2016 Partnership Budget

| Salaries & Wages | FPDCC | UIE | Total |
|--|-------------------|-------------------|-------------------|
| Extension Hort Educator (45% FPDCC ; 55% UIE) - (Conservation@Home and Neigh | \$ 26,753 | \$ 32,698 | \$ 59,450 |
| Extension Hort Educator (45% FPDCC ; 55% UIE) - (Conservation@Home & Neigh | \$ 26,753 | \$ 32,698 | \$ 59,450 |
| Extension Hort Educator (25% FPDCC ; 75% UIE) | \$ 21,083 | \$ 63,250 | \$ 84,333 |
| Extension STEM Educator (45% FPDCC ; 55% UIE) | \$ 28,744 | \$ 35,131 | \$ 63,875 |
| Extension STEM Educator (40% FPDCC ; 60% UIE) | \$ 23,780 | \$ 35,670 | \$ 59,450 |
| Extension STEM Educator (40% FPDCC ; 60% UIE) | \$ 24,272 | \$ 36,409 | \$ 60,681 |
| Extension Program Coordinator (70% FPDCC ; 30% UIE) | \$ 25,954 | \$ 10,852 | \$ 36,806 |
| Extension Program Coordinator (60% FPDCC ; 40% UIE) | \$ 22,246 | | \$ 22,246 |
| Extension Program Coordinator (50% FPDCC ; 50% UIE) | \$ 19,777 | \$ 19,777 | \$ 39,553 |
| Extension Program Coordinator (35% FPDCC ; 65% UIE) | \$ 15,334 | \$ 28,478 | \$ 43,812 |
| Extension Program Coordinator (35% FPDCC ; 65% UIE) | \$ 12,977 | \$ 24,100 | \$ 37,077 |
| Total Salaries | \$ 247,672 | \$ 319,061 | \$ 566,733 |
| Fringe Benefits | | \$ 253,726 | |
| 44.77% | | | |
| Total Personnel | \$ 247,672 | \$ 572,787 | \$ 820,459 |
| Supplies & Training | | | |
| Educational Supplies | \$ 7,000 | \$ 5,000 | \$ 12,000 |
| Master Naturalist Teaching Manuals -30 Trainees | \$ 1,125 | \$ 875 | \$ 2,000 |
| Outdoor Adventures Curriculum -400 Youth | \$ 4,000 | \$ 4,000 | \$ 8,000 |
| Incentives for Youth | \$ 3,000 | \$ 3,000 | \$ 6,000 |
| Incidentals for youth - 400 | \$ 1,000 | \$ 1,000 | \$ 2,000 |
| Marketing Materials | \$ 2,000 | \$ 1,000 | \$ 3,000 |
| Total Supplies | \$ 18,125 | \$ 14,875 | \$ 33,000 |
| Travel - In-State (.56/MILE @ 200 per staff) per month | \$ 4,486 | \$ 4,922 | \$ 9,408 |
| Services/Other Direct Costs | | | |
| Field Trips - | \$ 4,000 | \$ 4,500 | \$ 8,500 |
| Insurance for Field Trips | \$ 1,000 | \$ 500 | \$ 1,500 |
| Refreshments for Field Trips | \$ 2,000 | \$ 1,400 | \$ 3,400 |
| Duplicating; Handouts/Recruitment Materials | \$ 2,500 | \$ 2,500 | \$ 5,000 |
| Postage | \$ 217 | \$ 533 | \$ 750 |
| Total Services | \$ 9,717 | \$ 9,433 | \$ 19,150 |
| Total Direct Costs | \$ 280,000 | \$ 602,017 | \$ 882,017 |
| 24.0% Facilities & Administrative Cost | | \$ 67,200 | |
| Grand Total Costs | \$ 280,000 | \$ 669,217 | \$ 949,217 |