

SERVICEWIDE MEMORANDUM OF UNDERSTANDING

Between

DEPARTMENT OF HEALTH AND HUMAN SERVICES, ADMINISTRATION OF  
CHILDREN AND FAMILIES OFFICE OF HEAD START

and the

US FOREST SERVICE

This **MEMORANDUM OF UNDERSTANDING** is hereby entered into by and between the USDA Forest Service, hereinafter referred to as the Forest Service, and the Department of Health and Human Services, hereinafter referred to as the Office of Head Start.

Upon execution, this MOU supersedes and replaces agreement number 03-SU-11132545-025.

A. PURPOSE:

The purpose of this Memorandum of Understanding is to establish a framework for cooperation between the Forest Service's National Symbols Program and the Department of Health and Human Service's Office of Head Start for the use of Woodsy Owl image and message "Lend a Hand, Care for the Land," through the distribution of Woodsy Owl education materials among Head Start Programs and for the improvement of Woodsy Owl's educational products through the provision of information on Woodsy Owl potential products by the Office of Head Start.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Forest Service uses America's icon for the conservation of the environment, Woodsy Owl, to help young children discover the natural world and join in life-long actions to care for that world. The Office of Head Start manages a comprehensive child development program that serves over 950,000 low-income children birth to age five, including American Indian, Alaska Native and Migrant populations.

Through this partnership, the Forest Service will share with the Office of Head Start current and future educational materials including Woodsy Owl's educational materials to help Head Start children and families become familiar with natural resources, resource

conservation, and environmental ethics. The Forest Service will solicit suggestions from Head Start programs to improve or develop conservation education materials and Woodsy Owl products for early childhood development. The Office of Head Start will facilitate the dissemination of Forest Service current and future products, will help promote Woodsy Owl's message: "Lend a Hand, Care for the Land," and will provide information on the effectiveness, usability, and attractiveness of current and future educational products.

C. THE FOREST SERVICE SHALL:

1. Make available Woodsy Owl educational packages and other Woodsy Owl educational products to Head Start programs. This educational package will include information on Woodsy Owl and his message "Lend a Hand, Care for the Land."
2. Identify opportunities for potential Forest Service active participation at the Head Start Office grantees national meetings.
3. Notify Forest Service local units of this MOU and encourage them to cooperate with their local Head Start Programs in the development of activities and events for environmental awareness.
4. Coordinate with the Office of Head Start in identifying areas where the Forest Service can help convey the Head Start Program's mission and objectives at the local and national levels.
5. Post a copy of this agreement at the <http://na.fs.fed.us/spfo/ce/index.cfm> website.
6. Provide a list of Forest Service regional contacts for this MOU.
7. Identify opportunities for collecting comments and/or feedback from Head Start participants and/or teachers to potentially increase the educational value and positive customer reception of a FS educational product featuring Woodsy Owl and/or his message of conservation.

D. THE OFFICE OF HEAD START SHALL:

1. Make a list of Head Start Grantees available to the Forest Service for this MOU.
2. Collaborate with Forest Service efforts in identifying the effectiveness, attractiveness, usability, and appropriateness of new and/or proposed Woodsy Owl educational materials and products.

3. Collaborate with the Forest Service in identifying subjects and themes that will be compatible with the Head Start Program's mission and objectives.
4. Make information available to Head Start State Collaboration Offices about the local Forest Service Office contacts and the potential opportunities for the development of local program activities featuring Woodsy Owl.
5. Collaborate with the Forest Service in the development of activities to promote awareness in natural resources conservation for Head Start families.

E. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the Forest Service or the Office of Head Start from participating in similar activities with other public or private agencies, organizations, and individuals.
3. COMMENCEMENT/EXPIRATION/TERMINATION. This MOU takes effect upon the signature of the Chief of the U.S. Forest Service and the Director of the Office of Head Start and shall remain in effect for five years from the date of execution. This MOU may be extended or amended upon written request of either the Forest Service or the Office of Head Start and the subsequent written concurrence of the other(s). Either the Forest Service or the Office of Head Start may terminate this MOU with a 60-day written notice to the other(s).
4. RESPONSIBILITIES OF PARTIES. The Forest Service and the Office of Head Start and their respective agencies and office will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.

5. PRINCIPAL CONTACT. The principal contacts for this instrument are:

Forest Service Project Contact	Head Start Bureau Contact
Iris Velez, Program Manager	Jean Simpson, Program Specialist
US Forest Service – Conservation Education	Office of Head Start
Stop Code: 1147 - 1400 Independence Ave. SW	1250 Maryland Avenue, NW
Washington DC 20250	Washington, DC 20250
Phone: (202) 205-0991	Phone: (202) 205-8421
FAX: (202) 690-5658	FAX: (202) 401-5916
E-Mail: <a href="mailto:ivelez@fs.fed.us">ivelez@fs.fed.us</a>	E-Mail: <a href="mailto:jsimpson@acf.hhs.gov">jsimpson@acf.hhs.gov</a>

Forest Service Administrative Contact	Office of Head Start Administrative Contact
Sue Cummings	Amanda Bryans
USDA Forest Service	Office of Head Start
1400 Independence Ave, SW MS 1147	1250 Maryland Avenue, SW
Washington DC 20250-1147	Washington, DC 20050
Phone: (202) 205-0896	Phone: (202) 205-3049
FAX: (202) 690-5658	FAX:
E-Mail: <a href="mailto:scummings@fs.fed.us">scummings@fs.fed.us</a>	E-Mail: <a href="mailto:abryans@acf.hhs.gov">abryans@acf.hhs.gov</a>

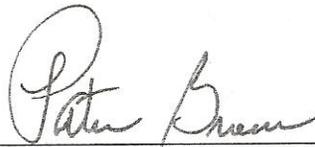
6. NON-FUND OBLIGATING DOCUMENT: Nothing in this MOU shall obligate either the Forest Service or the Head Start Bureau to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Forest Service and the Head Start Bureau will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.
7. ESTABLISHMENT OF RESPONSIBILITY: This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.
8. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed. The Forest Service is not obligated to fund any changes not properly approved in advance.

FS Agreement No.  
Cooperator Agreement No.

09-MU-11132544-116

9. AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.



PAT BROWN  
Acting Director  
Office of Head Start

6/29/09

DATE



ABIGAIL R. KIMBELL  
for Chief  
U.S. Forest Service

5/26/09  
DATE

The authority and format of this instrument has been reviewed and approved for signature.

/CHRIS COPPENBARGER/ 4/1/09

DATE

FS Agreements Coordinator