

Essentials for an MOU Template

MOU Background

- Federal lead agencies can and should open the Cooperating Agency status to all state & local agencies
 - Federal and State agencies, counties, and county commissions
- The Cooperating Agency arrangement requires a standardized MOU
- BLM's NEPA Handbook encourages MOUs and cooperation

MOU Essentials

- Define each agency's responsibilities
 - Document review
 - Technical expertise to be provided
 - Contractor management
 - Names of PMs at each agency
- Establish dispute-resolution procedure
- Specify a detailed outline and schedule for document completion
 - Scoping period & scoping report
 - Draft EIS
 - Final EIS
- Early development of complete shared contact lists
 - Define individual roles
- Commitments to obtaining and sharing developer data
 - Who can make and receive data requests?
- Define turnaround timeframe for each agency's review of documents
- Communication and regular conference calls