

8 September 1997

Re: NEPA Technical Inquiry 0105 - MOA Template

Dear NEPA Call-In User:

This letter is in response to your June 3, 1997 request for a template or format for a Memorandum of Agreement (MOA). You are working on a MOA between GSA and the Michigan State Historic Preservation Officer (SHPO) for the demolition of a small house which is in a large complex of properties listed in the National Register of Historic Places. Specifically, you would like some guidance on how to write a MOA.

NEPA Call-In is enclosing the following documents to assist you in writing a MOA:

1. "Annotated Formats for '3-Party' and '2-Party' Memoranda of Agreement and Programmatic Agreements," undated; and
2. "Model 'Two-Party' Memorandum of Agreement," undated.

These documents are also available on the NEPA Call-In World Wide Web home page at www.gsa.gov/pbs/pt/call-in/nepa.htm.

We are also enclosing "Preparing Agreement Documents: How to Write Determinations of No Adverse Effect, Memoranda of Agreement, and Programmatic Agreements Under 36 CFR Part 800," issued by the Advisory Council on Historic Preservation, September 1989. This document was provided by PRO-ACT, the Air Force environmental information clearinghouse sponsored by the Air Force Center for Environmental Excellence (AFCEE).

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Sincerely,

(Original Signed)

NEPA Call-In Researcher