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| MOI Template 2016 |

Memorandum

To: Regional Director, [Region]

From: Superintendent, [Park]

Subject: Memorandum of Intent between [Park Name and Partner Name]

[Park and Partner] have discussed entering into a fundraising agreement to raise funds for the planning, design, and construction of [Project Name]. We have also discussed various aspects of this proposed project. The purpose of this Memorandum of Intent (MOI) is three-fold:

1—To document our understandings about the project and about our anticipated roles, responsibilities and needs;

2—To obtain the Regional Director’s initial concept support for this partnership project; and

3—To lay the groundwork for a subsequent Fundraising Agreement and other agreements as needed.

**THE NEED:**

* **Project Description** [and its importance; i.e., why the Park needs this project]**:**
* **Current Priority in PMIS**: \_\_\_\_\_\_\_. [and at what level has it been prioritized: Park? Region? WASO? DOI? – Attach PMIS statement.]
* **Project Support:** [Describe how the Project is identified in or otherwise supported by the Park’s GMP (or other approved planning documents). Describe any project-related planning, feasibility or other work done to date.]

**FUNDING:**

* **Fundraising Goal:** This Fundraising Agreement authorizes [the Partner] to raise $\_\_\_\_ for the project. [State whether this includes an Endowment or Investment Account.]
* **Total Cost of Project:** (Facility, Staffing and Programmatic Costs)

[Note: Total facility cost includes planning, design, construction and life-cycle O+M costs. Life-Cycle costs include Facility Operations, Preventative Maintenance, Recurring Maintenance, Component Renewal and Unscheduled Maintenance. Consult with Regional or WASO Construction Management staff as needed.]

* **NPS costs:** [Will NPS be contributing anything toward this project – funding, facility, exhibits, utility infrastructure, staffing, programmatic, other? How will additional O+M costs associated with this project be covered?]
* **Partner’s role:** [Describe the Partner’s role in the planning, design, construction, and operation of the facility and associated programs. If applicable, describe how the Partner proposes to contribute to long-term maintenance and operation (through an endowment, investment account, revenue-generating activities, fees, other?).]

**AUTHORITIES:**

* **Federal / NPS authorities:** [Cite the Federal/NPS authorities to carry out the project as proposed – including those specific to any proposed new fees or other revenue-generating activities.]
* **Legislative Needs** (if applicable): [If authorities are not currently in place, describe the need for special legislation.]
* **Additional Agreements:** [Describe the need for any additional agreements between NPS and Partner (such as Fundraising, Operations & Maintenance, Lease, Cooperative, Design & Construction, etc.)]
* **Partner’s Legal Status:** [Describe the Partner’s legal status; i.e., established as a 501(c)3 non-profit organization? Local, State or Federal Agency? Other?]

**CAPABILITY:**

* **Park-Partner’s history/relationship:**
* **Partner’s experience:**[Other successful endeavors, the Partner’s Board and experience with fundraising efforts of the nature and scope being proposed. If applicable to this project, the Partner’s experience with managing design/construction contracts.]
* **Park needs:**[What assistance would be needed from Region or DSC? Such as…Project management, DAB preparation assistance, Agreement development and review, Solicitor’s review/advice, NEPA/compliance assistance, etc.]

**OTHER FACTORS:** [Other factors that may affect this proposal…such as Congressional or other special interest, park anniversary, etc.]

[Park and Partner] have discussed and understand Director’s Order #21 on Donations and Fundraising and the need to follow these and other NPS policies. We understand that there will be the need for various reviews and approvals at the Regional and Washington levels throughout the project’s development. We understand that this memo does not constitute a commitment on the part of the National Park Service or on the part of [Partner] to execute the project described herein.

**RECOMMENDATION:**

We recommend that you approve the proposed project concept so that it can move ahead in the NPS Partnership Construction Process. By approving, you are agreeing to designate a Regional Project Manager and to provide other Regional assistance as needed for this project.

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Superintendent Date Partner Date

**APPROVAL:**

I approve the recommendation and have established this project as a regional priority.

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Regional Director Date

Attachment(s)

cc:

Division Chief, Office of Partnerships & Philanthropic Stewardship, WASO

Partnership Construction Program Coordinator, PPFL, WASO