

## D. Interagency Meeting Checklist

The Interagency Meeting Checklist identifies information that Agencies must consider and share to promote understanding of Agency resources (funding, staff, and data) already being allocated, promote interagency communication, and assist in developing a Disaster-Specific MOU. The Interagency Meeting Checklist contains questions for you to consider before and during an interagency meeting. You should print out the Interagency Meeting Checklist and use it to foster discussion of the utility of a Disaster-Specific MOU for your disaster recovery efforts. The full checklist can be found at the [UFR Webpage](#).

### Before an Interagency Meeting

Before arriving at an interagency meeting, you should conduct internal planning and research about your own Agency's programs and processes. Internal planning is critical in order to effectively communicate and collaborate with other Agencies, organizations, and the Applicant in support of EHP reviews. This may require internal outreach and discussion.

Before you arrive at an interagency meeting, you should have already considered the processes, agreements, programs, and Agency resources that affect how you will operate for disaster recovery. You should have also considered your roles and responsibilities, based on your authorities and Agency mission, and priorities during the disaster recovery process. Finally, you should consider your Agency resources, including staffing resources and points of contact that you will provide for EHP reviews of disaster recovery projects. These resources are important because they allow you to share with other Agencies what resources you have access to, which will help expedite coordination efforts.

Use the *Agency Considerations Before an Interagency Meeting* section to record your internal planning notes to share with other parties at an interagency meeting.

Agency Considerations Before an Interagency Meeting	Yes	No	Comments
Compile a list of your Agency's Programmatic Agreements, MOUs, MOAs, etc. that could be relevant during the disaster recovery period to fulfill environmental and historic preservation responsibilities. Please ensure accessibility to these documents.			

Agency Considerations Before an Interagency Meeting	Yes	No	Comments
Compile a list of any NEPA analyses, particularly Programmatic EAs or EISs that may be relevant to proposed projects associated with the disaster.			
Describe your Agency's role in the disaster event and identify any issues/areas or concerns.			
Identify Agency funding programs or processes that will most likely be engaged for the disaster recovery process.			
Describe your Agency's resources (staffing and funding) that will be or could be allocated to address environmental and historic preservation reviews during disaster recovery.			
Identify a designated Point of Contact for your Agency.			

## During an Interagency Meeting

When you approach interagency meeting discussions, you should focus on sharing with and learning from other Agencies to improve communication and collaboration. You should discuss how you would collaborate during EHP reviews in terms of sharing data and meeting coordination. You should also discuss whether anyone else should participate. Finally, you should share your internal planning work to date so other Agencies and entities will understand your Agency's programs, roles and responsibilities, priorities, and resources during EHP reviews. This step is important because it informs Agencies on how each other operates to prevent confusion about leadership, responsibilities, and available resources.

Many Agencies do not understand other Agencies' assistance programs or the resources they provide during disaster recovery. Agencies must share a common understanding of information needed at the outset of the disaster recovery process if they are to utilize each other's disaster assistance programs.

Record your discussions on the Interagency Checklist sheet.

<b>Agency Considerations During the Interagency Meeting</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Establish mechanisms to share information, data, agreements, and studies with Agencies and place in a centralized location that is accessible to all.			
Establish a meeting schedule with Agencies to prioritize projects and give project updates. Establish which Agency and which individual will be responsible for organizing keeping track of meeting minutes.			
Determine if disaster recovery should be a coordinated effort amongst the Agencies involved so that a clear, unified message is given to stakeholders.			
Discuss the roles and responsibilities for each Agency and determine Lead Agency and Cooperating Agency statuses for environmental and historic preservation reviews.			
Discuss and consider memorializing the results, recommendations, and agreements reached at this meeting and if appropriate, consider using the MOU to do so.			