

PPM 401: Appendix I – Deciding when An MOU is Needed

UC ANR Policy and Procedure Manual Section 401 Programmatic MOUs	
Responsible Officer:	PCPA Director
Responsible Office:	Policies, Compliance and Programmatic Agreements
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Scope:	Programmatic MOUs within UC ANR

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The best way to determine if you need an MOU is if there are collaborative, programmatic aspects to your activity/event, risk or liability needs to be addressed, each party has a responsibility, and/or if the activity or event will be recurring or long-term.

Note: It may be helpful to consider the below when contemplating the issuance of an MOU. However, if you are unsure please contact UC ANR’s PCPA unit for assistance, we are happy to process or direct your request to the appropriate unit.

MOU Necessary	MOU Probably Not Necessary
Involves an UC ANR-organized programmatic activity or event with participation by UC ANR personnel, volunteers and/or 4-H members in a non-standard activity (e.g. gardening, farming, animal care, etc.) <i>Note: Not applicable to 4-H club activities for which MOUs are seldom issued.</i>	Involves participation by UC ANR personnel, volunteers, and/or 4-H members in a standard activity (e.g. discussions, meetings, planning, etc.)
Involves participation by UC ANR personnel, volunteers and/or 4-H members for a programmatic activity at a non-standard site (e.g. community or demonstration garden, classroom, farm, barn, public library, etc.) <i>Note: Not applicable to 4-H club activities for which MOUs are seldom issued.</i>	Involves participation by UC ANR personnel, volunteers, and/or 4-H members at a standard site (e.g. county office, meeting space, etc.)
Involves participation by UC ANR personnel, volunteers and/or 4-H members for a programmatic activity with an organization for which a certificate of insurance is required (e.g. non-profit organization, small business, private park, etc.) <i>Note: Certificates of Insurance are issued by the Risk and Safety Services Unit</i>	Involves participation by UC ANR personnel, volunteers and/or 4-H members for a programmatic activity with an organization for which a certificate of insurance is required for short-term or one time event (e.g. fair grounds, etc.) <i>Note: Certificates of Insurance are issued by the Risk and Safety Services Unit, Facility Use Agreements are also issued through Risk and Safety Services</i>
Parties are responsible for specific programmatic elements, and/or must produce significant “deliverables” (e.g. reports, etc.)	Parties are not responsible for specific programmatic elements; are not required to produce significant “deliverables.”
Sharing and/or commitment of significant resources involved.	No sharing and/or commitment of significant resources involved.

Significant time deadlines involved.	No time deadlines of significance involved.
Significant UC ANR materials and/or research involved.	No significant UC ANR materials and/or research involved.
Potential liability risk involved.	Almost no potential liability risk involved.
4-H youth members will have significant contact with adults from outside the CA 4-H YDP.	No significant contact between 4-H youth members and adults from outside the CA 4-H YDP.
Need option to terminate agreement.	No option to terminate agreement needed.
Transportation of volunteers and/or 4-H youth members involved.	No transportation of volunteers and/or 4-H youth members involved.
Use of UC, UCCE, statewide programs and/or 4-H name and/or emblem involved.	No use of UC, UCCE, statewide programs and/or 4-H name and/or emblem involved.
Collaboration will be sustained over a significant period of time.	No sustained collaboration over a significant period of time involved.

Other types of “MOUs”	MOU probably not necessary
Collaborations involving funding usually require redirection to UC ANR Contracts and Grants.	No funding involved.
Agreements involving gifts usually will require redirection to UC ANR Development Services.	No gift involved.
Agreements for leasing, licensing or other real estate transactions will involve PCPA, Risk Services and Facilities and Planning Management. Contact PCPA for more information or guidance.	No license or lease involved.
Agreements for business transactions or procurement of goods and services will require redirection to UC ANR Business Operations Center.	No purchase or other type of business transaction involved.