**MEMORANDUM OF UNDERSTANDING**

**REPORT CONTENTS GUIDELINES**

1. INTRODUCTION / EXECUTIVE SUMMARY
2. LOCATION PLAN / AERIAL PHOTO
3. EXISTING CONDITIONS (PHYSICAL, SOCIAL, AND ENVIRONMENTAL)
4. RESIDENTS PARTICIPATION (COORDINATION WITH RESIDENTS)
5. MODERNIZATION ALTERNATIVES AND COST ESTIMATES
6. PROJECT DESCRIPTION (NEEDS ASSESSMENT AND SCOPE OF WORK)
7. DESIGN CRITERIA
8. SCHEMATIC DESIGN PLANS
9. OUTLINE SPECIFICATIONS
10. COST ESTIMATE (PROPOSED PLAN)
11. FIELD INSPECTION REPORTS

Form AVP-500340I

Rev. June 2017