

## ATTACHMENT 1 – PRE-APPLICATION, APPLICATION SCREENING AND PRIORITIZATION AND PRE-NEPA ASSESSMENT PROCESS CHECKLIST

### Stage 1: Pre-Application (Step A)

√	Steps/Tasks	General Time Frames	Helpful References
√	<p><b>A. Encourage potential applicants to request a pre-application meeting with the BLM.</b></p> <ul style="list-style-type: none"> <li>• Discuss areas of interest, application elements, known potential resource conflicts, conflicting applications, etc.</li> <li>• Discuss right-of-way (ROW) application process and requirements, including initial screening and prioritization and pre-NEPA assessment.</li> <li>• Share and review the Initial Screening Criteria for ROW applications, as described in <a href="#">IM 2022-027</a>, including: <ul style="list-style-type: none"> <li>○ Qualifications to hold a ROW and associated documentation to demonstrate technical and financial capability; and</li> <li>○ General ROW application requirements and requirements specific to wind and solar applications.</li> </ul> </li> <li>• Review the Renewable Energy Factors Analysis Report (REFAR) Table of Contents Template (Attachment 2) and Factors to be Considered (Attachment 3).</li> <li>• Encourage pre-application outreach to other Federal, State, and local agencies, stakeholders, and the public.</li> <li>• Discuss post-application outreach requirements: preliminary application review meetings and public meeting.</li> <li>• Share website to the <a href="#">BLM Land Use Plans</a>.</li> <li>• Share and discuss Plan of Development (POD) template.</li> <li>• Share and discuss Geospatial Information Systems (GIS) data needed (e.g., shapefiles), including minimum requirements.</li> <li>• Discuss application submission requirements and encourage a one-package submission to include: Application (Form SF-299), Application Filing Fee (\$15/acre), Preliminary POD, Draft REFAR, and shapefile data.</li> <li>• Discuss any other relevant topics from the <a href="#">ROW Pre-application Checklist</a>.</li> </ul>	<p>Prior to filing a ROW application</p>	<p>43 CFR 2804.10 43 CFR 2804.12 43 CFR 2804.26(a)(5)(i)</p> <p>IM 2022-027</p> <p><a href="#">Pre-application Checklist</a></p>

### Stage 2: Application Screening and Prioritization (Steps B – F)

√	Steps/Tasks	General Time Frames	Helpful References
√	<p><b>B. Receive SF-299 Application Package and Process Application Filing Fee.</b></p> <ul style="list-style-type: none"> <li>• Collect initial per-acre Application Filing Fee of \$15/acre for solar or wind energy projects.</li> <li>• Setup L5101 account according to the checklists found in <a href="#">IM 2022-027</a>.</li> </ul>	<p>Deposit funds within 3 business days of receiving Application Filing Fee.</p>	<p>IM-2022-027</p> <p>43 CFR 2804.12(b)(4)</p>
√	<p><b>C. Conduct Initial Screening of SF-299 Application Package.</b></p> <ul style="list-style-type: none"> <li>• Evaluate SF-299 application package for completeness by applying the process and factors in <a href="#">IM 2022-027</a>.</li> <li>• If necessary, use a <a href="#">Notice of Deficiency</a> from IM 2022-027 to request additional application elements such as the Application</li> </ul>	<p>After Application Filing Fee is received.</p>	<p>43 CFR 2803.10 43 CFR 2804.12 43 CFR 2804.25</p> <p>IM 2022-027</p>

	<p>Filing Fee, corporate documents, Preliminary POD, Draft REFAR, shapefiles, etc.</p> <ul style="list-style-type: none"> <li>If no pre-application meeting was held, the BLM will contact the applicant to describe the pre-NEPA assessment process and associated requirements.</li> </ul>		
	<p><b>D. Assign Initial Application Priority.</b></p> <ul style="list-style-type: none"> <li>Assign initial application priority category using the process and factors listed in <a href="#">IM 2022-027</a>.</li> <li>Notify the applicant of the initial category using the <a href="#">Prioritization Letter Template</a> from IM 2022-027.</li> </ul>	After initial screening is completed.	43 CFR 2804.35 IM 2022-027
	<p><b>E. Develop and Sign Cost Recovery Agreement.</b></p> <ul style="list-style-type: none"> <li>Make cost recovery processing determination, notify applicant, and establish cost recovery agreement as appropriate.</li> </ul>	After initial screening is completed. May be on-going or revisited during or after Stage 3.	
	<p><b>F. Compile and Share Information for REFAR Inclusion.</b> The BLM will compile and share the following with the applicant, as appropriate:</p> <ul style="list-style-type: none"> <li>List of ROWs, Leases, or Permits within or adjacent to the project area. <ul style="list-style-type: none"> <li>Applicants can also gather a list of ROWs, leases, or permits by accessing the <a href="#">BLM LR2000 Reports</a> website.</li> <li>BLM to use the list to send future adjacent ROW holder notification letters.</li> </ul> </li> <li>List of Mining Claims. <ul style="list-style-type: none"> <li>Applicants can also gather a list of Mining Claims by accessing the <a href="#">Minerals and Lands Records System (MLRS) Reports</a> website.</li> </ul> </li> <li>List of affected Grazing Allotments and Permittees. <ul style="list-style-type: none"> <li>Share with the applicant the 2-year notification requirement.</li> <li>Applicants can also gather a list of Allotment information by accessing the <a href="#">Rangeland Administration System</a> website.</li> </ul> </li> <li>List of Range Improvements. <ul style="list-style-type: none"> <li>Share with the applicant the requirement to compensate for lost range improvements.</li> </ul> </li> <li>List of completed cultural inventories and other survey data (if available).</li> </ul>	Within 30 calendar days of receiving shapefiles and Application Filing Fee.	Adjacent ROW Holder: 43 CFR 2807.14 Mining Claims: 2802 Manual Section .1(2) 2-Year Notification: 43 CFR 4110.4-2(b) Range Improvements: 43 CFR 4120.3-6

### Stage 3: Pre-NEPA Assessment (Steps G – M)

√	Steps/Tasks	General Time Frames	Helpful References
	<p><b>G. Evaluate Draft Renewable Energy Factors Analysis Report (REFAR).</b></p> <ul style="list-style-type: none"> <li>Evaluate for completeness.</li> <li>As applicable, the Draft REFAR must cover all components in the Table of Contents Template (Attachment 2) and Factors to be Considered (Attachment 3).</li> <li>The Draft REFAR should have placeholders for forthcoming information (i.e., application review meetings and public outreach).</li> </ul>	Within 14 calendar days of receiving the Draft REFAR and Application Filing Fee.	IM 2022-027
	<p><b>H. Interdisciplinary Team (IDT) Review of Draft REFAR.</b></p> <ul style="list-style-type: none"> <li>IDT to review the Draft REFAR, with particular attention to the Factors to be Considered portion of the REFAR, in preparation for Preliminary Application Review Meeting with the applicant: <ul style="list-style-type: none"> <li>Potential land use planning issues</li> </ul> </li> </ul>	After Draft REFAR deemed complete.	

	<ul style="list-style-type: none"> <li>○ Potential environmental and siting issues/concerns</li> <li>○ Potential alternate site locations</li> <li>○ Additional information needed to evaluate the application, including sources (if known)</li> <li>● Remind IDT this is not a NEPA document review.</li> </ul>	Allow 14 calendar days for IDT review.	
	<p><b>I. Schedule Preliminary Application Review Meetings.</b></p> <ul style="list-style-type: none"> <li>● Applicant schedules meetings in coordination with Authorized Officer.</li> <li>● Meetings to take place within 6 months from BLM’s receipt of the Application Filing Fee. The Authorized Officer retains discretion to determine the structure and attendance of these meetings. <ul style="list-style-type: none"> <li>○ The BLM (w/IDT) and applicant.</li> <li>○ Federal and State agencies and local governments.</li> <li>○ Sovereign Tribal Nations.</li> <li>○ Public outreach.</li> <li>○ Any additional meeting as determined appropriate.</li> </ul> </li> </ul>	Within 45 calendar days of completion of initial screening.	43 CFR 2804.12(b)(4) 43 CFR 2804.25(e)(2)(i)
	<p><b>J. Host required Preliminary Application Review Meetings.</b></p> <ul style="list-style-type: none"> <li>● Applicant hosts Preliminary Application Review Meetings, with BLM in attendance.</li> <li>● Create a communication strategy to provide attendees with adequate notice and necessary information.</li> <li>● Provide at least 30 calendar days after each meeting to allow submission of written comments.</li> </ul>	Within 180 calendar days (6 months) of receiving the Application Filing Fee.	43 CFR 2804.12(b)(4)
	<p><b>K. Hold Follow-Up Meeting with Applicant.</b></p> <ul style="list-style-type: none"> <li>● The BLM and applicant meet to: <ul style="list-style-type: none"> <li>○ Discuss essential feedback from the meetings to be incorporated into the Final REFAR, and</li> <li>○ Discuss potential updates to POD and development schedule.</li> </ul> </li> </ul>	Within 45 calendar days of Preliminary Application Review Meetings.	
	<p><b>L. Applicant prepares and submits final REFAR and updated POD.</b></p> <ul style="list-style-type: none"> <li>● Applicant revises REFAR based on feedback received from IDT, Preliminary Application Review Meetings, and Public Outreach.</li> <li>● The applicant may wish to provide updates or changes to the POD and development schedule, as well.</li> </ul>		
	<p><b>M. Pre-NEPA Assessment Process Determination.</b></p> <ul style="list-style-type: none"> <li>● BLM reviews final REFAR, updated POD, and feedback from Preliminary Application Review Meetings.</li> <li>● Authorized Officer, with State Director concurrence, decides if the proposed project meets all federal requirements for further processing: <ul style="list-style-type: none"> <li>○ <b>Favorable:</b> Accept formal ROW application and: <ul style="list-style-type: none"> <li>▪ Review and update priority category based on information received;</li> <li>▪ Update cost recovery agreement, if needed; and</li> <li>▪ Process in compliance with NEPA and all other applicable laws, regulations, and policies.</li> </ul> </li> <li>○ <b>Not Favorable:</b> Notify applicant of deficiencies and work with applicant to resolve; or issue a denial decision with rationale. <ul style="list-style-type: none"> <li>▪ Idaho State Office will engage with HQ, and SOL as needed, prior to the Authorized Officer issuing a decision to deny an application.</li> </ul> </li> </ul> </li> </ul>	Determination within 30 calendar days of receiving Final REFAR.	IM 2022-027 43 CFR 2804.26