

**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>A. Encourage potential applicants to request a pre-application meeting with the BLM.</p> <ul style="list-style-type: none"> • Discuss areas of interest, application elements, known potential resource conflicts, conflicting applications, etc. • Discuss right-of-way (ROW) application process and requirements, including initial screening and prioritization and pre-NEPA assessment. • Share and review the Initial Screening Criteria for ROW applications, as described in IM 2022-027, including: <ul style="list-style-type: none"> ○ Qualifications to hold a ROW and associated documentation to demonstrate technical and financial capability; and ○ General ROW application requirements and requirements specific to wind and solar applications. • Review the Renewable Energy Factors Analysis Report (REFAR) Table of Contents Template (Attachment 2) and Factors to be Considered (Attachment 3). • Encourage pre-application outreach to other Federal, State, and local agencies, stakeholders, and the public. • Discuss post-application outreach requirements: preliminary application review meetings and public meeting. • Share website to the BLM Land Use Plans. • Share and discuss Plan of Development (POD) template. • Share and discuss Geospatial Information Systems (GIS) data needed (e.g., shapefiles), including minimum requirements. • Discuss application submission requirements and encourage a one-package submission to include: Application (Form SF-299), Application Filing Fee (\$15/acre), Preliminary POD, and shapefile data. • While an application can be submitted without a preliminary Draft REFAR, it would help with review of the application package for initial screening and prioritization. • Discuss any other relevant topics from the ROW Pre-application Checklist. 	<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>Pre-application Checklist</p>

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

√	Steps/Tasks	General Time Frames	Helpful References
	<p>B. Receive SF-299 Application Package and Process Application Filing Fee.</p> <ul style="list-style-type: none"> • Collect initial per-acre Application Filing Fee of \$15/acre for solar or wind energy projects. • Setup L5101 account according to the checklists found in IM 2022-027. 	<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>C. Conduct Initial Screening of SF-299 Application Package.</p> <ul style="list-style-type: none"> • Evaluate SF-299 application package by applying the process and factors in IM 2022-027. 	<p>After Application Filing Fee is received.</p>	<p>43 CFR 2803.10 43 CFR 2804.12 43 CFR 2804.25</p>

	<ul style="list-style-type: none"> • If necessary, use a Notice of Deficiency from IM 2022-027 to request additional application elements such as the Application Filing Fee, corporate documents, Preliminary POD, shapefiles, etc. • An application can be submitted without a preliminary Draft REFAR. • If no pre-application meeting was held, the BLM will contact the applicant to describe the pre-NEPA assessment process and associated requirements. 		IM 2022-027
	<p>D. Assign Initial Application Priority.</p> <ul style="list-style-type: none"> • Assign initial application priority category using the process and factors listed in IM 2022-027. • Notify the applicant of the initial category using the Prioritization Letter Template from IM 2022-027. • If through the application screening and prioritization process it is determined that circumstances described in 43 CFR 2804.26(a) apply, the Authorized Officer may deny the application after coordination with the State Director. 	Within 14 calendar days of receiving sufficient application materials.	43 CFR 2804.35 IM 2022-027
	<p>E. Develop and Sign Cost Recovery Agreement.</p> <ul style="list-style-type: none"> • Make cost recovery processing determination, notify applicant, and establish cost recovery agreement as appropriate. • Discuss initial project timeline, including for the Pre-NEPA Assessment process. 	After initial screening and assignment of an initial application priority is completed. May be on-going or revisited during or after Stage 3.	
	<p>F. Compile and Share Information for Inclusion in the Draft REFAR. The BLM will compile and share the following with the applicant, as appropriate:</p> <ul style="list-style-type: none"> • List of ROWs, Leases, or Permits within or adjacent to the project area. <ul style="list-style-type: none"> ○ Applicants can also gather a list of ROWs, leases, or permits by accessing the BLM’s Mineral & Land Records System (MLRS) Report website. ○ BLM to use the list to send future adjacent ROW holder notification letters. • List of Mining Claims. <ul style="list-style-type: none"> ○ Applicants can also gather a list of Mining Claims by accessing the MLRS Reports website. • List of affected Grazing Allotments and Permittees. <ul style="list-style-type: none"> ○ Share with the applicant the 2-year notification requirement. ○ Applicants can also gather a list of Allotment information by accessing the Rangeland Administration System website. • List of Range Improvements. <ul style="list-style-type: none"> ○ Share with the applicant the requirement to compensate for lost range improvements. • List of completed cultural inventories and other survey data. 	Within 30 calendar days of receiving sufficient application materials, 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
	G. Receive Draft Renewable Energy Factors Analysis Report (REFAR) and Evaluate for Completeness.	Within 14 calendar days after assigning an	IM 2022-027

	<ul style="list-style-type: none"> • As applicable, the Draft REFAR must cover all components in the Table of Contents Template (Attachment 2) and Factors to be Considered (Attachment 3). • The Draft REFAR should have placeholders for forthcoming information (i.e., application review meetings and public outreach). 	initial application priority category and making a cost recovery determination or after receiving the Draft REFAR, whichever is the later.	
	<p>H. Interdisciplinary Team (IDT) Review of Draft REFAR.</p> <ul style="list-style-type: none"> • 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"> ○ Potential land use planning issues ○ Potential environmental and siting issues/concerns ○ Potential alternate site locations ○ Additional information needed to evaluate the application, including sources (if known) • Remind IDT this is not a NEPA document review. 	<p>After the Draft REFAR is deemed complete.</p> <p>Allow 14 calendar days for IDT review.</p>	
	<p>I. Schedule Preliminary Application Review Meetings.</p> <ul style="list-style-type: none"> • Applicant schedules Preliminary Application Review Meetings in coordination with the Authorized Officer, at least one meeting will be with federal, state, and tribal agencies. • Meetings to take place within 6 months from BLM’s cost recover determination. • Create a communication strategy to provide attendees with adequate notice and necessary information. • The Authorized Officer retains discretion to determine the structure and attendance of these meetings, but will ensure meetings are held with: <ul style="list-style-type: none"> ○ The BLM (w/IDT) and applicant; ○ Federal and State agencies and local governments; ○ Sovereign Tribal Nations; and ○ Any additional stakeholders as determined appropriate, including applicant hosted public outreach meetings. 	No less than 30 days prior to meeting dates.	43 CFR 2804.12(b)(4)
	<p>J. Host required Preliminary Application Review Meetings.</p> <ul style="list-style-type: none"> • Applicant hosts Preliminary Application Review Meetings, with BLM in attendance. • The preliminary application review meetings will serve as an opportunity for the applicant to obtain information from Tribes, agencies, and stakeholders. Information obtained from these meetings will inform any necessary adjustments to the design or location of the proposed project and identify key resources in the project area. • Provide at least 30 calendar days after each meeting to allow submission of written comments. 	Within 180 calendar days (6 months) of BLM’s cost recovery determination.	43 CFR 2804.12(b)(4)
	<p>K. The BLM will hold a public meeting in the area affected by the potential right-of-way.</p> <ul style="list-style-type: none"> • The Authorized Officer has the discretion to hold this meeting prior to or after the completion of the Final REFAR. • The structure of the public meeting will be determined by the Authorized Officer. • The information presented at the meeting should have sufficient detail for the public to identify preliminary issues and provide 	Within 180 calendar days (6 months) of BLM’s cost recovery determination.	43 CFR 2804.25(e)(2)(i)

	<p>comments that would help the BLM in their evaluation of the proposal.</p> <ul style="list-style-type: none"> • The comments received in the public meeting will aid the BLM in their evaluation of the application. 		
	<p>L. Hold Follow-Up Meeting with Applicant.</p> <ul style="list-style-type: none"> • The BLM and applicant meet to: <ul style="list-style-type: none"> ○ Discuss essential feedback from the meetings to be incorporated into the Final REFAR, and ○ Discuss potential updates to POD and development schedule. 	<p>Within 45 calendar days of Preliminary Application Review Meetings.</p>	
	<p>M. Applicant prepares and submits final REFAR and updated POD.</p> <ul style="list-style-type: none"> • Applicant revises REFAR based on feedback received from IDT, Preliminary Application Review Meetings, and Public Outreach. • The applicant may wish to provide updates or changes to the POD and development schedule, as well. 		
	<p>N. Pre-NEPA Assessment Process Determination.</p> <ul style="list-style-type: none"> • BLM reviews final REFAR, updated POD, and feedback from Preliminary Application Review Meetings and the public meeting. • Authorized Officer, with State Director concurrence, decides if the proposed project meets all federal requirements for further processing: <ul style="list-style-type: none"> ○ Favorable: Accept formal ROW application and: <ul style="list-style-type: none"> ▪ Review and update priority category based on information received; ▪ Update cost recovery agreement, if needed; and ▪ Process in compliance with NEPA and all other applicable laws, regulations, and policies. ○ Not Favorable: Notify applicant of deficiencies and work with applicant to resolve; or issue a denial decision with rationale. <ul style="list-style-type: none"> ▪ Idaho State Office will engage with HQ, and SOL as needed, prior to the Authorized Officer issuing a decision to deny an application. 	<p>Determination within 30 calendar days of receiving Final REFAR.</p>	<p>IM 2022-027 43 CFR 2804.26</p>