

## Lease Process Table-Roles and Responsibilities

### Lease Parcel Review and Lease Issuance Process

Process Step	Leasing Policy Process Requirements and Required Timeframes	State Office Specific Process Requirements and Timeframes
<b>(Stage 1)</b> Expressions of Interest (EOIs) are received in the State Office (SO)	SO establishes a cutoff date for incorporating EOIs into sale packages for individual District Offices (DO)/Field Offices (FO).	Cutoff date set for 270 days prior to sale
	SO reviews EOIs. Schedules <b>Pre-planning Coordination Call</b> with DSD and DMs within 3 weeks after EOI submission deadline.	5 weeks allowed to overlay GIS to check for conflicts – Complete by 235 days prior to sale
	SO sends preliminary parcel lists to designated DO/FOs (on a rotational basis). SO does a follow-up <b>Management Coordination Call</b> with DO/FO staff after internal scoping (1 to 2 weeks after parcel list is sent to DO/FO).	1 week allowed to create GIS shape files – Complete by 228 days prior to sale
<b>Leasing Process</b>		
<b>(Stage 2)</b> FO begins parcel review process	FO Interdisciplinary Parcel Review (IDPR) Team initiates parcel review through the National Environmental Policy Act (NEPA) process. DSD schedules a <b>Mid-point NEPA status Call</b> of NEPA process with DO/FO, before NEPA document goes out for public comment.	16 weeks total time allowed for FO parcel review – Complete by 110 days prior to sale.
	<ol style="list-style-type: none"> <li>1. Gather Existing Information</li> <li>2. Review for Resource Management Plan (RMP) conformance and adequacy</li> <li>3. Review for program-specific guidance requirements</li> <li>4. Identify other considerations</li> <li>5. Conduct parcel site visits with appropriate IDPR Team members</li> <li>6. Ensure internal and external coordination</li> <li>7. Ensure public participation</li> <li>8. Identify/address consultation needs</li> <li>9. Review parcels to determine if any parcel has more than a 75% NSO stipulation attached to it. Submit list of affected parcels to the SO and any shapefile that helped make the +75%</li> </ol>	

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	<p>determination. The SO will review these parcels to determine if a “take” would occur if the parcel is leased and make recommendations to the DO on whether the parcel should be leased or not leased.</p> <p>NEPA Document (EA or DNA)</p> <ol style="list-style-type: none"> <li>1. Optional Scoping</li> <li>2. <b>30-day</b> public comment period on the Environmental Assessment (EA) and unsigned Finding of No Significant Impact (FONSI) (or unsigned Determination of NEPA Adequacy (DNA))</li> </ol> <p>Plan amendments and Environmental Impact Statements (EIS) will have additional requirements.</p> <p>As necessary, update the EA and unsigned FONSI based on public comments.</p> <p>FO sends the EA and unsigned FONSI (or the unsigned DNA) along with the parcel recommendations to the SO or to the District Office who in turn reviews and forwards to the SO.</p> <p>The State Director may require the district and/or field manager’s signature along with his/her recommendations through methods such as a transmittal memorandum, email, or separate “Recommended by:” signature page that accompanies the FONSI and Decision Record.</p>	
<b>(Stage 3)</b> SO reviews FO parcel recommendations and NEPA documents	Reviews FO submittals and removes deferred lands or parcels and lands closed to leasing. Finalize parcels and add stipulations to create final Sale Notice	20 days
SO begins the Lease Sale process	SO posts the Sale Notice in the SO Public room and on the SO website at least <b>90 days</b> prior to the lease sale date with a link to the EA and unsigned FONSI (or the unsigned DNA).	Sale notice posted at least 90 days prior to sale

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	<b>30-day</b> protest period begins.	61 to 90 days prior to sale	
	<p><b>60-day</b> protest review period begins after the protest period ends.</p> <p><b>Note:</b> When possible, state offices should attempt to resolve protests before the sale of the protested parcels and publish the decisions on the SO website.</p> <p>As appropriate, update the EA and unsigned FONSI (or the unsigned DNA) taking into account the protest(s) or protest resolution.</p> <p>If <u>all</u> of the protests have been resolved prior to the lease sale, the authorized officer at the SO may sign the FONSI and then the decision record (or DNA) prior to holding the lease sale.</p>	1 to 60 days prior to sale	
	A <b>30-day</b> Interior Board of Land Appeals (IBLA) appeal period begins for the protestant upon denial of their protest.		
	Lease sale		Conduct the lease sale.
Issue the Lease(s)	<p>Prior to issuing a lease for a parcel, the authorized officer at the SO must:</p> <ol style="list-style-type: none"> <li>1) resolve any protest on the parcel(s) that was not resolved before the lease sale and post the decision on the SO website; and,</li> <li>2) sign the FONSI (or the DNA) and then the separate decision record (decision to issue or not to issue a lease(s)); and,</li> <li>3) post the updated and signed documents on the SO website and in the SO Information Access Center.</li> <li>4) Issue the lease(s)</li> </ol> <p><b>Note:</b> Leases shall be issued in a timely manner (<b>60 days or less</b>) following payment by the successful bidder of the remainder of the bonus bid (bonus bid to be remitted within 10 working days after the sale). A decision not to lease should be issued within the same timeframe.</p>		<b>60 days allowed</b>

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	<p>Decisions affecting leases are issued by the SO. A <b>30-day</b> IBLA appeal period begins upon receipt of a decision.</p> <p><b>Note:</b> To bring an appeal to IBLA, the appellant must have taken part in the process, either by making a comment or filing a protest. Otherwise the appellant does not have standing to bring an administrative appeal.</p>	