

**WEPA AND GRANT NOTICE AND REVIEW PROCESS
FOR STEWARDSHIP GRANT FEE SIMPLE ACQUISITIONS**

	INITIATOR	WHAT?	RECIPIENT
start	CF Regional Initiator	Meets with regional EA person to determine project WEPA type (II, III, or IV).	Regional Environmental Analysis & Review Specialist
1	CF Regional Initiator	<p>After Land Management Plan (LMP) is approved and signed:</p> <ul style="list-style-type: none"> • If project is determined to be Type III or IV, draft WEPA Notice using approved template. • If project is determined to be Type II, develop env assessment in consultation with regional EA staff. Regional EA staff must approve env assessment before continuing with the rest of the process. Also develop Type II WEPA notice in consultation with regional EA staff. 	
2	CF Regional Initiator	Submit all type WEPA Notices + Appendix I + staff analysis of NBOA.	Kim Wright and Amy Bradley
3	Kim Wright or Amy Bradley	Within 3 days of receipt, review WEPA Notices for consistency with approved template and quality; Make changes as needed; Return revised WEPA Notice	CF Regional Initiator
4	CF Regional Initiator	Submits (revised) WEPA Notice for approval	Regional Environmental Analysis & Review Specialist
5	Regional Environmental Analysis & Review Specialist	Reviews, edits, approves and returns/submits revised WEPA Notice	CF Regional Initiator
6	CF Regional Initiator	Submits revised WEPA Notice	RPAM
7	RPAM	Reviews, edits, and submits revised WEPA Notice	Laurel Steffes
8	Laurel Steffes	<p>Approves WEPA Notice.</p> <p>If Laurel has not approved within 24 hours, RPAM needs to check with Laurel Steffes on status.</p> <p>If four days pass and the CF Regional Initiator still does not have an approved WEPA Notice, the CF Regional Initiator should contact their RPAM to track the WEPA Notice.</p>	RPAM
9	RPAM	Final WEPA Notice sent to regional newspapers + WI State Journal + Stewardship list serve; final WEPA Notice is posted on the DNR web site (press release section)	CF Regional Initiator (through list serve)

10	CF Regional Initiator	<p>Receives comments from external parties.</p> <p>If letter or e-mail comment was received to Type III or Type IV Notice, prepares and distributes standard acknowledgement letter. Comment provided by phone can be acknowledged at the conclusion of the phone call and summarized in the project comment file.</p>	
11	CF Regional Initiator	<p>At close of comment period, sends public comments concerning Type II or III projects.</p> <p>Regional EARS have said that they do not want to see Type IV comments.</p>	Regional Environmental Analysis & Review Specialist
12	CF Regional Initiator	At close of comment period, sends copies of all comments received to CF-Central Office.	Amy Bradley or Kim Wright
13	Kim Wright or Amy Bradley	Within 3 days of receipt of all comments, provide copy of all comments to the Secretary's Office	Vance Rayburn
14	Regional Environmental Analysis & Review Specialist	<p>If Type II, env assessment must be certified.</p> <p>Signs off on Type III WEPA and returns it.</p> <p>No action needed for Type IV notice.</p>	CF Regional Initiator
15	CF Regional Staff	OPTIONAL: At close of comment period, provide copies of comments.	Project sponsor
16	Kim Wright/Amy Bradley with CF Regional Staff	<p>Always prepare detailed response to Type II comments that deal with Access Issues.</p> <p>For Env. Degradation Issues: CF Regional Staff will work with regional EARS to resolve any issues.</p> <p>Prepare detailed response to Type III and IV access issues, comments received, if directed to do so by Vance Rayburn.</p>	Commenter
17a	Kim Wright or Amy Bradley	For Access Issues: Send e-mail to regional staff indicating that processing of grant agreement can proceed.	CF Regional Initiator