

**Generalized Tasks and Schedule
for the HCP Process
with an EIS**

General Tasks and Milestones	Estimated Time for Completion¹	Approximate Dates for Task Completion², Based on Estimated Time³	Responsible Party(s)
Draft HCP			
1. Admin draft to FWS			Applicant, HCP consultant
2. FWS review & comment			FWS
3. Revise draft			Applicant, HCP consultant
4. 2 nd admin draft to FWS for review and comment			FWS, Solicitor
5. Prepare draft HCP for public distribution			Applicant, HCP consultant, FWS, Solicitor
Draft Implementing Agreement			
6. Draft IA to Applicant			Solicitor
7. Applicant to review & comment			Applicant
8. Revise draft IA, prepare for public distribution			Solicitor, Applicant, FWS
NEPA – Draft EIS			
9. Scoping – prepare NOI, clear for publication	4-8 weeks		EIS consultant, FWS, Solicitor, DOI, FR, EPA
10. Scoping – NOI published [public meetings]	30 days		FWS, Applicant, EIS consultant
11. Draft EIS – prepare 1 st admin draft	4-12 mos		EIS consultant
12. Draft EIS – FWS review & comment on 1 st admin draft	2-4 mos		FWS, Applicant
13. Draft EIS – revise, preparation of 2 nd admin draft	4-8 weeks		EIS consultant
14. Draft EIS – review & comment on 2 nd admin draft	4-12 weeks		FWS, Applicant
15. Draft EIS – prepare for public distribution	4-8 weeks		EIS consultant, FWS
16. Draft EIS NOA – prepare NOA, clear for publication	5-9 weeks		EIS consultant, FWS, Solicitor, DOI, FR,

¹ Estimate time based on priority in office, level of staffing on project, etc.

² Many tasks can have overlapping dates for completion depending on the level of staffing in the FWO.

³ Factor in holidays and holiday leave.

			EPA
17. Draft EIS NOA published – 90 day public comment period on Draft EIS, Draft HCP, Draft IA [with public meetings]	90 days		FWS, Applicant
Biological Opinion			
18. Prepare BO, internal review, finalization, signature [officially starts with Task #16, stops with Task #28]	9 -12 mos		FWS, Solicitor
NEPA – Final EIS			
19. Respond to public comment	2-6 mos		EIS and HCP consultants, FWS, Applicant, Solicitor
18. Prepare admin draft Final EIS			EIS consultant, FWS
19. Review and comment			FWS, Solicitor
20. Prepare public distribution Final EIS			EIS consultant
21. Final EIS NOA – prepare, clear for publication			EIS consultant, FWS, Solicitor, DOI, FR, EPA
22. Final EIS NOA published – 30 day comment period on Final EIS, HCP, IA			FWS
Final HCP & IA			
23. Revise HCP and IA as appropriate, prepare admin draft Final HCP and IA			Applicant, HCP consultant, FWS, Solicitor
24. Review and comment			FWS, Solicitor, Applicant
25. Prepare public distribution Final HCP and IA			Applicant, HCP consultant, Solicitor
Section 10 Findings			
26. Prepare Findings, review, finalization of signature-ready document	2-6 mos		FWS, Solicitor
Record of Decision			
27. Respond to public comments on Final EIS	1-4 mos		EIS consultant, FWS, Solicitor, Applicant
28. Prepare ROD, review, finalization of signature-ready document	2-6 mos		FWS, Solicitor
Final Decision Package			
29. Prepare decision package			FWS
30. Sign decision documents			FWS

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