

US EPA ARCHIVE DOCUMENT

	Stage	Activity	Duration
1	Pre-Proposal		30- 45 days
		Sponsor/EPA informal dialogue	
		**Informal meeting/ phone call between EPA and sponsor to discuss concept	
		**EPA provides sponsor with an XL process package, including all guidebooks.	
		**Sponsor develops outlines/concepts using guidebooks.	
		Sponsor submits initial concept (e.g. concept paper, draft proposal, etc.).	
2	Proposal Development		40-60 days
		Sponsor contacts State	
		Sponsor provides State with a copy of initial concept	
		EPA provides sponsor with an information needs letter, if necessary (determined by team).	
		Sponsor initiates stakeholder contact, when appropriate	

		<p>EPA team established</p> <ul style="list-style-type: none"> EPA team kickoff meeting Team develops project schedule Memo and schedule sent to RAC members confirming participation for team members 	
		EPA meets with sponsor, State, and stakeholder reps as appropriate	
		EPA team guides the sponsor in developing a complete proposal package	
		Sponsor completes draft proposal (at least 1 draft)	
3	EPA & State Proposal Review		40-60 days
		Sponsor submits formal XL proposal to EPA	
		Sponsor submits formal XL proposal to State XL contact	
		Initiate and evaluate enforcement screen (Concurrent with team proposal review)	
		Send out review package to all EPA offices	
		<p>EPA Team reviews proposal</p> <ul style="list-style-type: none"> Summarize EPA issues, then send "information needs letter" to sponsor, if necessary, as determined by team. (cc. State, and stakeholders) 	
		<p>EPA Team identifies and resolves issues</p> <ul style="list-style-type: none"> Consult with State - Does State support the project? 	

		Ensure sponsor has taken appropriate stakeholder involvement steps	
		<p>EPA selection decision</p> <ul style="list-style-type: none"> • Team makes selection/non-selection recommendation to RAC using decision protocol • Relevant EPA RAC members decide whether project should proceed to FPA development • Memo AA OR to RA recommending selection 	
		"Selection Letter" from RA sent to sponsor/stakeholders	
4	FPA Development		90-180 days
		** EPA provides contractor for neutral facilitation/process support for stakeholder start-up meeting if requested by sponsor or stakeholders	
		Stakeholder Team Start-up meeting with all participants	

	<p>Participants develop FPA and flexibility implementing mechanisms</p> <ul style="list-style-type: none"> • Drafts of FPA and flexibility implementing mechanism are circulated for review (Who drafts, the number of drafts, and how they are reviewed is to be determined by the stakeholder team at the kick off meeting and reflected in the schedule) • Within EPA, drafts are circulated according to EPA Team's internal communication plan. 	
	<p>Each stakeholder obtains final approval from their own organization</p> <p>Within EPA:</p> <ul style="list-style-type: none"> • Relevant RAC members concurrences on final FPA • Begin initial planning steps for signing ceremony • Coordinate with EPA-OR Communications staff to develop a communication plan 	
	<p>Publication of FR notice with proposed FPA and flexibility mechanism</p>	
	<p>EPA responds to public comments in consultation with all participants*</p>	
	<p>FPA (final) and implementing mechanism issued in FR (concurrent with Signing* Ceremony)</p>	
	<p>Implement communications plan</p>	
	<p>Signing ceremony (Concurrent with FRN on final FPA/ rule)</p>	

5	Implementation and Evaluation		Ongoing
		Implementation Phase	
		Evaluation phase to document results	
		Integration Phase	

*More guidance coming

**Recommended

1) Develop schedules in consultation with all team members

2) Model contains major or key steps in the process. You will need to tailor your schedule to your project. You will also need to add a number of specific steps that cannot be reflected in a general model. For example, the specific schedule for developing FPA drafts.

3) Remember to indicate who is responsible for each step, either on the schedule or in a more detailed responsibilities chart. (See page xx)

4) When issues arise that may delay the project:

- **Use the decision protocol as a guide for resolving the issue (elevate issues quickly)**
- **Set time frame for issue resolution**
- **Don't stop everything else, try to keep other aspects of the project on track while the issue is being resolved.**
- **Try to find ways to make up for lost time once the issue has been resolved.**