

PSE Approval Actions and Schedule for 2015																						
Steps	Action	Responsible	Status	Schedule																		
				week 1	week 2	week 3	week 4	week 5	week 6	week 7	week 8	week 9	week 10	week 11	week 12	week 13	week 14	week 15	week 16	week 17	week 18	week 19
				29-Dec	5-Jan	12-Jan	19-Jan	26-Jan	2-Feb	9-Feb	16-Feb	23-Feb	2-Mar	9-Mar	16-Mar	23-Mar	30-Mar	6-Apr	13-Apr	20-Apr	27-Apr	4-May
1	Discuss possible PSE request with Executive Officer (this should be done as soon as possible)	PSE																				
2	Provide PSE with worksheet, application, fee calculators, cost recovery agreement, PSE agreement, and PSE Checklist	HA																				
3	Submit letter request with initial draft application and final environmental review documents to Habitat Agency for review. Include cost recovery agreement and deposit: \$5,000	PSE																				
4	Review application and provide comments on draft application	HA																				
5	Update and submit revised application based on Habitat Agency comments. (This includes final site design.)	PSE																				
6	Review application and provide comments on application, or finalize. If additional information required, return to step 4.	HA																				
7	Draft memo to Co-Permittees for review and comment.(recommendation to advance to Wildlife Agencies)	HA																				
Fixed Schedule																						
8	Submit final memo on application to Wildlife Agencies for review and recommendation (recommendation for approval)	HA																				
9	Provide written recommendation on application to Habitat Agency	WAs																				
10	File CDFW NED paperwork	HA																				
11	Prepare PSE agreement for signature	HA																				
12	Review & sign PSE agreement	PSE																				
13	Post PSE application to website and notice in newspaper 30 days prior to Implementation Board meeting	HA																				
14	Assemble PSE documents for Implementation Board meeting	HA																				
15	Complete Staff report for Implementation Board Meeting (1 week prior to distribution)	HA																				
16	Distribute Implementation Board packet (1 week before Board Meeting)	HA																				
17	Obtain Implementation Board approvals	HA																				
18	Sign PSE agreement	HA																				
19	File NOD paperwork with County; include CDFW NED paperwork	HA																				
20	Pay Habitat Plan fees, PSE fee, and balance of cost recovery charge	PSE																				
21	Issue Certificate of Inclusion	HA																				
22	Complete additional reporting, if required per certificate of inclusion	PSE																				
TBD, will be consistent with construction schedule											TBD, will be consistent with construction schedule											
Note: If a project needs a Section 7 permit or Regional Board permit, additional time may be needed to complete the PSE approval process.																						
PSE: Participating Special Entity, HA: Habitat Agency, WAs: Wildlife Agencies, CDFW: California Department of Fish & Wildlife, NED: No Effects Determination, NOD: Notice of Determination																						

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			11-May	18-May	25-May	1-Jun	8-Jun	15-Jun	22-Jun	29-Jun	6-Jul	13-Jul	20-Jul	27-Jul	3-Aug	10-Aug	17-Aug	24-Aug	31-Aug	7-Sep	14-Sep
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			21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	26-Oct	2-Nov	9-Nov	16-Nov	23-Nov	30-Nov	7-Dec	14-Dec	21-Dec	28-Dec
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