

DATE July 15, 2016

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THRU: Michelle Rizk, UA Chief Planning, Budget and Strategy Officer
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FROM: Margo Griffith & Jennifer Harris, Land Permit Team Facilitators
Faye Gallant & Julie Queen, Process Improvement & Training (PIT) Crew

RE: Land-It: Land Permitting Process Improvement & Transition Plan

On behalf of UA Statewide, UAF Research and UAF Administrative Services we would like to take this opportunity to formally thank the Land-It Team and communicate the land permitting process improvement project closure and transition plan. Your work is greatly appreciated and is important to UA and the users of this process.

This team was formed to clarify and streamline the permitting process from the research and administrative perspectives. As part of this project transition, it is important to note the “early releases” or “quick wins” we have seen as a result of this team. More results are expected; however, the following items have already been developed and can be implemented in the short term:

1. UA Land will no longer hold a permit submission for any UAF internal risk review by or notification to EHS&RM. UA will no longer hold any permit application under review by UAF EHS&RM - the review/notification will occur in parallel. If an application is deemed to be unallowable, the application can be retracted.
2. Coordination with State of Alaska DNR to bundle permits and issue permits for 10 years, rather than three years.
3. Create a web searchable permit status log to improve transparency for PIs- the mechanism has been created and will be implemented this summer.
4. Revise criteria for UAF risk review - developed decision tree to aid PIs in understanding when a permit requires review. Only those permits that meet the criteria outlined in the decision tree will need to be sent to UAF EHS&RM for review. UAF EHS&RM will use a “trust but verify” approach to ensuring permits are submitted for risk/environmental review, with an audit process. If submission is not occurring, the process may be adjusted.

In addition to these early releases, many of the recommendations in the Business Case were accepted by the project Steering Committee (VCs Burrell, Hinzman and VP Rizk) and are expected to make a positive difference to the land permitting process, upon implementation.

From this point forward, the UAF PIT Crew will transfer responsibility for implementing and communicating these solutions or additional process changes to the UA Land and UAF EHS&RM offices that manage these business processes, and the supervisors of these offices. Some of the Land-It team members and facilitators may be called on to assist with the implementations. The PIT Crew will work with UA Land, EHS&RM, and research units with permitting needs to gather data/feedback and report on results.

Recommendation	Responsible Lead	Target Completion	Outcomes	Status
1. UA Land will no longer hold a permit submission for any UAF internal risk review by or notification to EHS&RM.	UA Land & UAF EHS&RM	Summer 2016		In Progress
2. Invite State of Alaska and Bureau of Land Management to collaborate with UA in developing a cost and staffing reduction plan	UA Chief Strategy, Planning and Budget Officer; UAF VCR	Summer 2016	UAF VCR has held discussions with BLM and DNR. DNR is willing to bundle permits and issue 10 year permits rather than 3 year. UAF VCR will host DNR permitting workshop for researchers.	In Progress
3. Create a web searchable permit status log to improve transparency for PIs	UA Land Staff	Summer 2016	The team has created a simple google tracking sheet so that PIs can check the status of their permits quickly and without needing to call or email.	Sheet created-needs to be implemented and linked to website
4. Update website and/or create internal UA webpage that can be managed by UA Land and with greater functionality for permit processing	UA Land Staff	Summer 2016		Not yet started
5. Training and education	UA Land Staff	Summer/Fall 2016	A defined owner for these trainings, likely UA Land, should be identified to ensure development and delivery. Electronic resources/guidance should be posted to the improved website.	Not yet started
6. Revise criteria for UAF risk review - develop matrix/ decision tree resources to aid PIs in understanding when a permit requires review	UAF EHS&RM	Summer 2016	Redefined the scope of risk review, limiting this step to those activities that represent risk to the university, and clarifying where this step is purely informational (Appendix C).	Criteria have been revised; new process needs to be implemented/ communicated
7. Update checklist/intake form utilizing electronic workflows	UA Land Staff	Summer 2016	The updated process ensures all questions and information (that can only be provided by the PI) are captured at the intake stage with a high degree of accuracy and reduces back-and-forth routing. The updated process ensures a complete application is submitted from the beginning.	Checklist & Electronic routing form created. Needs to be posted online and communicated to PIs.
8. Staff/create an expert resource Permitting Coordinator position	TBD	TBD		On hold
9. Flag land permitting requirements on pre-award routing form, harmonize with post-award staff	UA Land/ UAF OGCA	Summer 2016	Often grants and contracts are signed very last minute and proactively scheduling this level of communication will ensure a smooth and successful application approval.	In process