



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

<b>Title: Coordinate and Deliver Planning Assistance</b>	<b>Process Number</b>
<i>Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)</i>	_____ <b>P.3.1</b> _____

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Receive a request for technical planning assistance to a Beneficiary.
<b>1.2 Process Overview</b>	<p>DOI emphasizes that the optimal approach to plan development is that the project be initiated and led by a beneficiary, especially for wide-area plans such as Integrated Resource Management Plans (IRMP).</p> <p>A Staff Planner receives a request from a beneficiary for technical planning assistance. He/she understands the requestor's support requirements, determines the resource skills needed and secures the subject matter expertise necessary to deliver the assistance requested. DOI may:</p> <ul style="list-style-type: none"> <li>• Provide technical planning assistance and/or identifies and provides specific subject matter expertise to support the development of a macro-level plan.</li> <li>• Enter into a memorandum of understanding with a beneficiary, BIA and any other participating agencies to define roles.</li> <li>• Assist in a plan revision due to a change that affects the viability of an existing plan.</li> </ul> <p>The Planner may also receive a request for participation in a beneficiary outreach event. He/she provides topics for inclusion and coordinates subject matter experts' participation during the event. When the event is over, the Planner ensures that planning-related action items are completed and captures lessons learned for consideration in organizing future outreach events.</p>
<b>1.3 Stops With</b>	Planning assistance provided that meets the need of the beneficiary. Support for a beneficiary outreach event has been provided.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 4: Land and natural resources management that maximizes return while meeting beneficiary desires
Objective 4.1 Land and natural resource asset plans and stewardship strategies: Develop land and natural resource asset plans and stewardship strategies.



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<b>Goal/Objective</b>
Objective 4.2 Preservation and protection of land and natural resource assets: Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.
Objective 4.3 Land and natural resource asset business management: Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
The beneficiary provides their intent, need and requirements in requesting technical assistance when developing the plan.

**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*

*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*

*All individual roles that contribute, in a significant manner, should be identified.*

<b>Organization</b>	<b>Office</b>	<b>Role</b>	<b>Contribution</b>
Tribes	Tribal Office		Request planning assistance. Assemble the planning team. Request the budget. Document and maintain the plan.
BIA	Regional Office Agency/Field Office		Coordinate planning subject matter experts for participation in a planning project or beneficiary outreach event. Provide topics for inclusion in a beneficiary outreach event.
Fish & Wildlife Services	State Office		Serve as a subject matter expert. Provide a biological opinion.



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Organization	Office	Role	Contribution
Park Service	Regional Office		Serve as a subject matter expert.
BIA	Regional Office Agency/Field Office		Serve as a subject matter expert.
BLM	State Office		Serve as a subject matter expert.
Minerals Management Service	Denver Office		Serve as a subject matter expert.
BIA Div. of Energy and Mineral Resources	Central Office		Serve as a subject matter expert.
BIA Roads	Regional Office		Serve as a subject matter expert.
BIA Office of Economic Development	Regional Office		Serve as a subject matter expert.
DOI National Business Center	Office of Appraisal Services		Serve as a subject matter expert in land and natural resources valuation.
Office of Surface Mining	Regional Office		Serve as a subject matter expert in coal reclamation and environmental mitigation.
Bureau of Reclamation	State Office		Serve as a subject matter expert (water lines).

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution or control of this process.*

External Organization	Contribution
Army Corp of Engineers	Identify areas within the plan's boundaries that will require 404 (jurisdictional waters) and 401 (water quality) clearances.
State Historic Preservation	Identify areas of historic significance within the plan's boundaries.
Environmental Protection Agency	Issue air and water quality permits.



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External Organization	Contribution
	Sign environmental clearances.
Indian Health Services	Perform percolation tests. Issue permits for community sewer and drinking water systems.
Federal Emergency Management Agency	Issue flood plain maps.
<p>Any governmental agency designed to coordinate with individual Indians or tribes, such as</p> <ul style="list-style-type: none"> <li>Housing &amp; Urban Development</li> <li>Farm Service Agency</li> <li>Veterans' Administration</li> <li>Small Business Administration</li> <li>State school and public land departments</li> <li>State oil, gas and mining departments</li> <li>State environmental quality departments</li> <li>County zoning and planning departments</li> <li>USDA Forest Service (grasslands and forests)</li> <li>Natural Resource Conservation Service (soil and vegetation surveys, range inventories)</li> <li>Federal, state and tribal transportation departments</li> <li>Federal Emergency Management Administration (flood plain maps)</li> <li>Office of Historical Accounting (probate plans)</li> <li>Federal Communications Commission (telecommunications plan)</li> </ul>	Serve as a subject matter expert and may provide some project cost sharing.
Subject matter consultants or contractors	If required expertise is not available, pieces or all of the wide-area planning function could be contracted, for example, to a university or private industry.



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**5. Event(s)** *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
A beneficiary requests wide-area planning assistance.	.	
The cumulative results of land and natural resources use are inconsistent with the plan.	Requires a plan review and may result in a revision or new plan.	
An acquisition, disposal or change in use of the land and/or natural resources is anticipated or has occurred.	Requires a plan review and may result in a revision or new plan.	
An existing plan no longer complies with legal requirements or the beneficiary's intention.	Requires a plan review and may result in a revision or new plan.	

**6. Inputs and Outputs.** *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*

**6.1 Inputs**

Input	Description
Existing or previous plans	A beneficiary has already developed a comprehensive land use plan.
Plan context	Beneficiary land use intent and plan purpose, scope and progress.
Templates	Example reports and standard language.
Environmental documents	Existing environmental assessments, environmental impact statements, biological opinions, Endangered Species Act, 404 permits, archaeological clearances, and paleontological clearances.
Funding	Funding is available to the beneficiary to be used in development of a plan.

**6.2 Outputs**



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<b>Output</b>	<b>Description</b>
Planning assistance	Consultation and advice.



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**7. Fiduciary and Legal Obligations and Controls**

**7.1 Obligations**

*Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.*

Obligation	Source	Business Impact
See Schedule 1 Attached		

**7.2 Controls**

*Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).*

Control	Reason	Description
None		

**8. Mechanisms (Systems of Record)**

*Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

System Name	Support
Skills inventory	Personnel data including staff competencies, location and availability to help establish a planning team with the appropriate expertise.
Geo referenced data with overlays	The ability to drape aerial photography, digital elevation models, or satellite imagery resource data over survey measurements and boundary lines. Ability to manipulate and retrieve GIS functionality.
Integrated data	Trust integrated data, including links to county and tribal sources.

**9. Inter-Process Relationships**

*Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

**9.1 Predecessors.**

*Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
B.2.4	BRDM: Transfer Request	Receive a request from a beneficiary for technical assistance in developing a wide-area plan.



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Process No.	Name	Condition of Relationship
P.1.4	Transmit Determination	Data from an approved wide-area valuation will be included in the development of the beneficiary-developed plan.
U.3.4	LNRUM: Provide Land Use Technical Assistance	Provide subject matter expertise to fill the beneficiary's planning support request.

**9.2 Successors.** *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
B.5.1	BRDM: Conduct Outreach Activity	Provide topics for inclusion in the activity. Participate in the outreach event.
B.5.2	Post Outreach Activity	Participate in action items and lessons learned review.
P.3.2	Approve the Plan	When the plan is completed, the beneficiary may submit the plan for DOI approval/concurrence
B.3	Communicate Information	Advise beneficiary of deficiencies or adequacy of the document.

**10. Comments** *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Recommendation	Federal grant money should be made available to beneficiaries that are willing to develop wide-area plans.