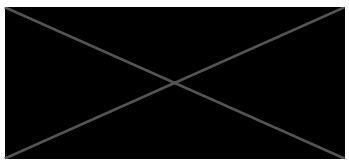
DRAFT Online Application System Workflow for CON - Future State



60 days

Applicant decides they will undertake a project requiring CON in [redacted]

Applicant POC creates a user account and reviews application process. This includes communication relating to the purpose of LOI, recommendation to submit, etc.

Online submission of letter of intent (this begins the new online application record) but letter is not published.

[redacted] contacts pre-applicant to arrange pre-application consultation discussion.

[redacted] makes entry into online application record documenting this event.

Applicant may skip LOI

Applicant begins online form for application. Multi-step 'wizard' helping ensure the applicant uses the correct form / fields based on their project. IF applicant did not submit LOI, this begins the application record.

Applicant completes application (potentially over multiple sessions), does a final review and submits. It is assigned a Matter #.

Multiple users - consider organization and user management

[redacted] is notified of new application submission (applicant also receives confirmation).

[redacted] conducts completeness review and flags incomplete items within the site.

10 days

Possible due date adjustment by [redacted] if requested by applicant.

Applicant responds to incomplete items and / or requests extension.

If applicant does not address incomplete items, [redacted] can send reminder and / or opt to change status (dismiss).

Formal review period

Once application is indeed completed, [redacted] dockets it, the number is updated, and it is published on the site. At this point the formal review and public comment period begins.

Publication may occur before docketing, and comments may be received at this point before docket

Interested party comments are submitted directly to site, but are not automatically published.

Insert new step: applicant replies to interested party comments.

A reviewer is assigned to assess the impact on interested parties.

Case is determined to NOT be contested (no valid comments)

Case is determined to be 'contested'. Interested party comments are published.

No public comments

Incorrect

Applicant responds to verified interested party comments.

[redacted] staff produce a recommendation for the [redacted]. When is it published?

During a [redacted] a final determination is made and a letter generated describing the decision.

[redacted] manually adds the letter and staff recommendation to the application record, updates the application status, triggering publication to the site and notification to the applicant.

For awarded CONs, Application goes into 'reporting' during which quarterly reporting is submitted by the applicant on a regular basis, to the system. [redacted]s notified of each submitted QR, and QRs are automatically published to the site. System tracks and notifies when a QR is overdue.

TBD whether QRs get published.

There is a process relating to documenting completion of the project - First Use Authorization - that effectively closes out the CON.

Also modification requests to awarded CONs. Applicant could potentially need to take action on an awarded CON to request a modification.