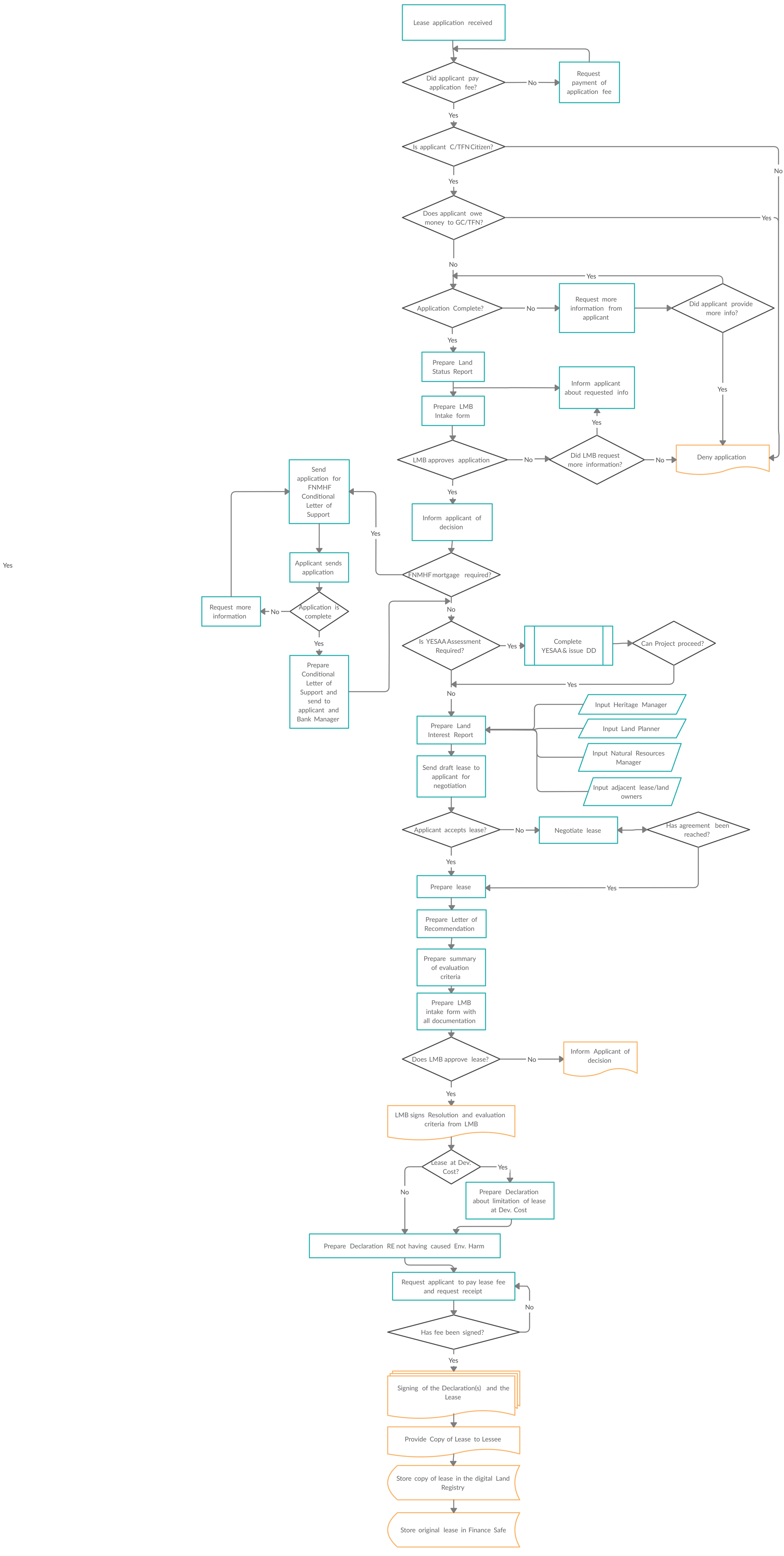
Lease application received
Did applicant pay application fee?
No
Request payment of application fee
Yes
Is applicant C/TFN Citizen?
No
Yes
Does applicant owe money to GC/TFN?
Yes
No
Yes
Application Complete?
No
Request more information from applicant
Did applicant provide more info?
Yes
Yes
Prepare Land Status Report
Inform applicant about requested info
Prepare LMB Intake form
Yes
LMB approves application
No
Did LMB request more information?
No
Deny application
Yes
Inform applicant of decision
Send application for FNMHF Conditional Letter of Support
Yes
Applicant sends application
FNMHF mortgage required?
Yes
Request more information
No
Application is complete
No
Yes
Is YESAA Assessment Required?
Yes
Complete YESAA & issue DD
Can Project proceed?
Yes
Prepare Conditional Letter of Support and send to applicant and Bank Manager
No
Input Heritage Manager
Input Land Planner
Input Natural Resources Manager
Input adjacent lease/land owners
Prepare Land Interest Report
Send draft lease to applicant for negotiation
Applicant accepts lease?
No
Negotiate lease
Has agreement been reached?
Yes
Prepare lease
Yes
Prepare Letter of Recommendation
Prepare summary of evaluation criteria
Prepare LMB intake form with all documentation
Does LMB approve lease?
No
Inform Applicant of decision
Yes
LMB signs Resolution and evaluation criteria from LMB
Lease at Dev. Cost?
Yes
No
Prepare Declaration about limitation of lease at Dev. Cost
Prepare Declaration RE not having caused Env. Harm
Request applicant to pay lease fee and request receipt
No
Has fee been signed?
Yes
Signing of the Declaration(s) and the Lease
Provide Copy of Lease to Lessee
Store copy of lease in the digital Land Registry
Store original lease in Finance Safe