Table 3.6. Getting Started Questionnaire to be used early in HCP development.

Sample HCP "Getting Started" Questionnaire	
HCP name:	
Items for the Service and applicant to answer together	
Has the Service given an HCP 101 presentation to the applicant? If so, did it answer the applicant's key questions?	
What are the applicant's broad goals for the HCP?	
What are the general goals of the Service for the HCP?	
What is the general area the plan will cover?	
What species are being considered for coverage?	
What types of activities may have effects on species?	
What types of conservation activities are being considered?	
What key existing data, or plans can help inform development of this plan? (e.g. political, economic, social, environmental, climatic, etc.)	
What key information may be needed, but is unavailable?	
What is known about the species and area in relation to climate change effects?	
Is the plan area likely to provide refugia or movement corridors for species vulnerable to climate change effects that are either within the plan area, or that might now exist outside the plan area?	
Has a simple checklist of the specific information needs of the Service to complete the BO, make findings, and issue permits been developed and attached to this questionnaire?	
What is a reasonable timeframe for this plan to be completed?	
Has a rough timeline been created for key milestones of the plan development?	
Has a dispute resolution process been developed and attached to this planning agreement?	
In addition to the ESA permit being sought, are there other Federal permits or regulatory processes that need to be considered?	
Has a rough budget for preparation of the HCP been developed and attached to this questionnaire?	
Has the Service informed the applicant about funding opportunities (including section 6)?	
Who are the key stakeholders that should be included in the development process?	

How will key stakeholders be included in the development process?	
Who are the key stakeholder experts who can be brought in to help develop the conservation strategy?	
How will plan development be funded?	
How might plan implementation be funded?	
What permit duration is being sought?	
Who and how will data be managed that is developed for this plan?	
Has a data sharing plan been developed between the applicant and the Service?	
How will interim decisions be memorialized?	
How will legal counsel be involved in the process?	
How will decisions be documented clearly?	
For the applicant to answer	
Who will be the applicant's primary project manager and point of contact? How much time will he/she commit?	
Who will be the decision makers for the applicant?	
How will elected officials and senior managers be involved in plan development?	
How will the applicant staff be involved in development of the HCP?	
For the Service to answer	
Who will be the decision makers for the Service?	
Who is the primary liaison for working and communicating with the applicant?	
When multiple field offices or regions of the Services are involved, how will these different offices and regions interact?	
How and when will senior managers be involved in plan development?	
How will the Service staff be involved in the development of the HCP and NEPA?	
What workload management arrangements and decisions need to be made to accommodate field staff time for working on the HCP and NEPA?	

Should the questionnaire be signed?
The Service and applicant must work together to decide if there is value in making the 'Getting Started Questionnaire' (or similar form) more formal by having it signed by both parties. Signing the document may be useful in more complex plans where commitments and process agreements are particularly important.

When to fill out the questionnaire?
Once the need for an HCP has been determined, the Service and applicant should consider filling in the 'Getting Started Questionnaire.'

How can the questionnaire help with NEPA scoping?
For HCPs where NEPA scoping through the Federal Register is warranted, completion of the questionnaire may be a good time to initiate scoping with the public. The information in the questionnaire and timing of its completion would be useful to initiate public scoping.