

DOCUMENTATION STANDARDS FOR PREPARATION PLANS

Preparation plans should contain the following information and discrete sections:

1. **Introduction and Background**

2. **Anticipated planning issues and management concerns** - These issues are identified by BLM staff and managers based on their knowledge of the planning area and its users. Planning issues may be based on:

- a. contacts or correspondence with users, adjoining Districts, and interested public (including other agencies).
- b. Ongoing consultation, advisory council meetings, interagency and intergovernmental coordination, and informal sessions with users and interested public. Preplanning does not involve public notices or public participation activities since they are specifically provided for in the RMP and NEPA processes and key preplanning results are publicly reviewed during scoping.
- c. Staff and management knowledge of resource uses, users, conditions, needs, and trends.

3. **Preliminary planning criteria** - Planning criteria are the constraints or ground rules that guide and direct the development of the plan. They ensure that plans are tailored to the identified issues and ensure that unnecessary data collection and analyses are avoided. They focus on the decisions to be made in the plan and achieve the following:

- a. Provide an early, tentative basis for inventory and data collection needs.
- b. Enable the manager and staff to develop a preliminary planning base map delineating geographic analysis units.
- c. Stimulate the development of planning criteria during public participation.

4. **Data and GIS Needs, including data inventory** are identified. Managers of planning efforts are encouraged to use existing data compiled by other Federal agencies; tribal, state and local governments; and private organizations, if applicable, to address assessment questions. Regardless of its source, sufficient metadata (data about data) should be provided to clearly determine the quality of the data, along with any limitations associated with its use. To define the information required to support each individual planning effort, each preplan should address:

- a. Identification of Issues to be addressed by the plan, Management Concerns and Preliminary Planning Criteria.
- b. Create a list of currently available data (list by Theme, data elements, and explain how that data will support the plan in dealing with the anticipated issues and planning requirements.
- c. Identify the anticipated gaps in available data required to deal with the anticipated issues, as well as the planning and analysis requirements.
- d. Create a data inventory and collection activity plan; work months, personnel involved, costs and time frames involved, for the establishment of integrated, automated, geospatial data for filling in the gaps.

5. **Participants in the Process**
 - a. Describe and list roles, responsibilities and authorities
 - b. Provide team lists (including management team, core team, interdisciplinary and support teams)

6. **Format and Process for the Plan**
 - a. General steps and format
 - b. Alternative formulation
 1. Identify preliminary plan alternatives that focus on resolving anticipated issues and reflect the preliminary planning criteria.
 2. Describe alternatives in terms of goals and objectives rather than specific resource allocations and management strategies associated with each alternative.
 - c. Internal review of the plan.
 - d. Form of input from the I.D. Team and reviewers.

7. **Plan Preparation Schedule** - The schedule provides estimated time frames for the completion of the required plan components. It identifies:
 - a.. All planning actions (43 CFR 1610.4) and support actions expected to be done either consecutively or concurrently
 - b. Target completion dates for each action
 - c. Time periods needed for preparation and award of contracts, if any and preparation costs required for use in the AWP.

8. **A public participation plan** is prepared as part of the preplan. Every effort should be made to assure meaningful public involvement throughout the process. It includes
 - a.. Goals and objectives of public participation.
 - b. A description of the public known to be interested or affected and any contributions they may make or information they may need during the planning process and the involvement techniques most appropriate.
 - c. Target dates and other pertinent details for public participation activities, notices, and availability of printed information.
 - d. Provisions for updating the plan, as necessary, during plan preparation.
 - e. A description of how the results of public participation activities will be summarized, analyzed, documented, and used by the line manager in making decisions in the plan.
 - f. Internet technology that will be used to provide information to the public and/or solicit comments.

9. **Budget** The Budget includes all costs associated with development of the plan including, data needs collection, contracting costs, BLM staff work months, Federal Register notices, DOC vehicle, travel and support costs. It should address the level of funding provided by the Field or State Office, as well as increased funding needs.