

## Components of the Preparation Plan

To be used in conjunction with the Land Use Planning Handbook – Appendix F-1

### Initial Components

Does the plan identify the purpose and need statement?

Does the plan include a planning area description?

### Anticipated Planning Issues

Are they identified in the plan?

Are the issues effectively organized? (..by topic)

Do they line up with the purpose and need?

Make sure they reflect external issues and are the “drivers” of the plan

### Management Concerns

Are they identified in the plan?

Are the concerns effectively organized? (i.e. by resource topic)

Make sure they concern internal issues

### Planning Criteria

Are they included in the plan?

Stock Criteria (*examples*)

- Consistency with local plans to the extent possible
- Consistency with existing laws
- Recognizing valid and existing rights
- Decisions will not be determined solely by economic value
- Public input process
- Quantity and quality of non-commodity resource values
- Analyzes environmental effects
- Recognizing social and economic values
- Considers public welfare and safety
- Considers future needs and demands for existing or potential resource commodities and values
- Recognizes past and present use and public and adjacent lands

Do the criteria adhere to Appendix C of the Land Use Planning Handbook?

Make sure criteria are not overlapping

Does the plan show what decisions may or may not be carried forward?

<b>Document Format</b>
Does the document identify a format for the internal and external presentation of the process, information, and decisions, including presentation on the internet?
<b>Data and GIS Needs</b>
Does the plan identify information or data needed to resolve or address identified issues, management concerns, planning criteria and outstanding questions or to perform the requisite analysis?
Does the plan identify what data you have versus what data you need to address planning issues?
Does the data required correspond to the planning issues/management concerns?
Does the plan explain the reasoning for data gaps (such as changes in resources or high costs of obtaining the information)?
Does the plan establish a data inventory and collection activity plan which includes: <ul style="list-style-type: none"> <li>• data standards</li> <li>• work-month costs</li> <li>• staffing and skill requirements</li> <li>• estimated time-frames needed to establish an integrated, automated geospatial database for filling in data gaps</li> </ul>
Does the plan prioritize data needs?
How do the data needs compare to costs of obtaining data?
<b>Participants in the Process</b>
Does the plan describe and list roles and responsibilities of those involved in the plan
Does the plan identify who has authority over the plan and planning process and who will enforce the schedule?
Does the plan describe the relationship between the field office, state office and Washington office?
Does the plan provide team lists with names?
<b>Process for the Plan</b>
Does the plan identify the general steps and format of the planning process?
Does the plan identify preliminary plan alternative themes that focus on resolving anticipated issues and reflect the preliminary planning criteria in order to create a broad range of alternatives?
Does the plan account for internal review of the plan
<b>Schedule</b>
Does the schedule have a satisfactory general time scale (approx 4 years)?
Does the schedule include all the necessary actions shown either consecutively or concurrently?
Does the schedule include target dates for each action?

Are the target dates specific enough (identified by quarters at minimum or months of the year)?
Does the schedule include correct time periods for critical paths? <ul style="list-style-type: none"> <li>○ FR notices (approx 8 weeks) <ul style="list-style-type: none"> <li>▪ Make sure they coincide with the releases</li> </ul> </li> <li>○ Protest (30 days for letters &amp; 90 working days for resolution)</li> <li>○ Governor's Consistency Review (60 days)</li> <li>○ Comment (90 <i>calendar</i> days)</li> </ul>
Does the schedule include appropriate time periods for more flexible target actions? <ul style="list-style-type: none"> <li>- Rules of thumb <ul style="list-style-type: none"> <li>○ Approx 1 year for scoping and AMS</li> <li>○ Draft by year 2</li> <li>○ 8-10 months for development of the PRMP</li> </ul> </li> </ul>
Does the schedule agree with the budget?
<b>Public Participation Plan</b>
Does the plan establish a communication process for direct communication with the public?
Does the plan articulate a system for public involvement in the planning process?
Does the plan ensure wide distribution of relevant information?
Does the plan account for the staffing and technology needs to support public involvement and communication through use of the internet and other media?
Does the plan list members/groups of the public known to be interested or affected by the plan?
Does the plan list collaborative parties?
Does the plan include target dates and other pertinent details for public participation activities, notices, and availability of printed information?
<b>Budget</b>
Does the budget cover the following? <ul style="list-style-type: none"> <li>● data needs collection</li> <li>● contracting cost</li> <li>● Federal Register notices</li> <li>● vehicle</li> <li>● travel</li> </ul>
Does the plan appropriately limit the usage of one-time funds for staff work months?
Is the budget limited to plan development actions only?
Are each of the contracting costs broken down into project level actions and are they reasonable?
Overall, are the actions in the budget and the costs associated with them justifiable?
Is the overall budget reasonable for the type of plan (EIS, EIS with energy focus, EA ect.[ <i>see Group A Report</i> ])?