

Preparation Plan



Objectives



- Describe the role and importance of a preparation plan.
- Describe the key contents of a preparation plan.
- Identify and discuss key processes in its preparation.
- Identify important information sources when developing a preparation plan.

Importance of the Preparation Plan

- It is the starting point for the planning effort.
- Clarifies direction of the planning process and initiates the collaboration.
- Establishes the foundation for the plan by identifying preliminary planning issues and preliminary planning criteria.
- Defines data and information that are needed to support the planning effort.

Importance of the Preparation Plan

- Identifies what skills are needed to address the planning issues.
- Defines work priorities and responsibilities of the planning team.
- Provides a schedule for plan completion.
- Establishes internal and external coordination for involved agencies.



Key Contents of the Preparation Plan

- Scope of the planning effort (including the plan boundary)
- Anticipated issues and management concerns
- Work priorities
- Roles and responsibilities of the planning team
- Internal and external coordination for involved agencies (public participation plan)



Key Contents of the Preparation Plan (Cont.)

- Preliminary budget.
- Planning schedule and steps of the planning process.

The preparation plan can form the basis for a statement of work if all or parts of the plan are to be completed by a contractor.

Anticipated Planning Issues and Management Concerns

- Anticipated issues and management concerns are initiated by the BLM field office staff and field office manager.
- Formal public participation activities, such as public meetings, are not yet considered at this stage.
- Preliminary issues are identified based on staff and managers' knowledge of the planning area and its users.
- Management concerns are generally program-specific and may not be externally generated or controversial, but still deserve consideration in the plan.

Roles and Responsibilities

- Develop a team list that includes the core interdisciplinary team, extended interdisciplinary team, and management team.
- List roles and responsibilities for each member of the team.
- Ensure that each team member fully understands their responsibilities.



Public Participation Plan

- Identify desired outcomes of the public participation process.
- Identify potential cooperating agencies.
- Identify and describe the interested and affected public.
- Identify and describe techniques to ensure meaningful participation by the public and cooperating agencies throughout the process.
- Describe how public participation will be documented and used.

Budget

- Identify costs associated with plan development including data gathering and management, BLM and contract staff, travel, public participation (scoping notices, scoping meetings, hearings, websites), publication, and any supporting costs.
- Address the level and sources of funding provided by the field or state office, as well as increased funding needs.



Schedule and Planning Process

- Provide an estimated schedule to complete the plan. Include general steps in the planning process and target completion dates.
- Include direct planning actions and support actions and note whether they are expected to be developed concurrently or consecutively.
- Allow for internal interdisciplinary team and management review, as well as reviews by the state office and Washington office, and any cooperating agency reviews.
- Include contractor selection and award if applicable.

Information Sources for Preparation Plan

- GIS and other data
- Interdisciplinary team knowledge and experience
- Land use plan evaluation
- Collaborative groups
- Analysis of the Management Situation
- Pertinent laws, regulations, and planning documents (preliminary planning criteria)



GIS and Other Data

- Create a list of available data and explain the importance of the data in addressing anticipated issues.
- Identify potential data gaps.
- Create a realistic strategy for acquiring critically needed data.
- Appendix G of the Land Use Planning Handbook further addresses data management.



Land Use Plan Evaluation

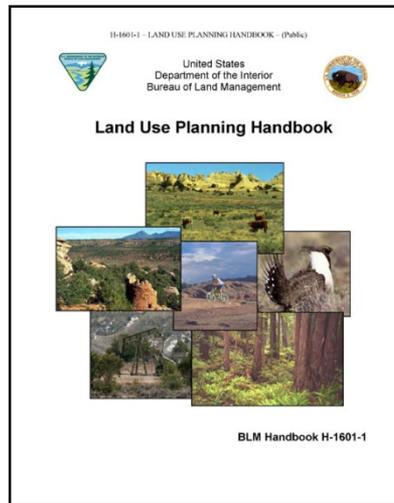
- Purpose: to assess role of existing plan decisions in achieving presently desirable conditions.
- Assess validity of decisions relative to NEPA requirements.
- Identify which plan decisions can be carried forward into new plan.
- Follow guidelines on page 33, Section V, of Planning Handbook (H-1601-1).

Preliminary Planning Criteria

- Planning criteria serve as functional sideboards to which all new planning decisions must conform.
- They include a compilation of pertinent laws, regulations, program guidance, and existing studies.
- Preliminary criteria are developed by the BLM interdisciplinary team and provided to the public for comment.
- The planning criteria are further refined as part of public and agency scoping.

Preliminary Planning Criteria (Cont.)

- These criteria provide the basis for data collection needs.
- They also guide the development of the plan by ensuring identified issues are addressed.
- BLM Planning Handbook, Appendix F-1, Section C.



Basic Sources of Planning Criteria

- FLPMA requirements
- BLM Planning Regulations (43 CFR 1610.4-2)
- Other federal environmental and resource management laws
- Cooperating agencies' planning criteria
- Collaborating groups' planning criteria

Remember to Identify Resources Needed to Prepare RMP and EIS

- Availability of BLM planning and technical staff
- Availability of cooperating agency staff
- Availability of funds for outsourcing:
 - Planning
 - Technical
 - Public outreach
 - Procedural

