

SAM—STATEWIDE PLANNING

GENERAL POLICY

(Revised and Renumbered From 1102 4/92)

1100

The State Plan Preparation and Review Process provide guidance to State agencies who must prepare State plans. This Chapter applies to all agencies, including those designated as a single State agency for receipt of Federal funds.

Objective. State plans should present a clearly defined, uniform policy that directs all State administered programs. The planning process described below is not meant to duplicate or replace the coordination between departments that is normally achieved at the Cabinet level. The objective of this process is to promote:

1. State policies that guide spending.
2. Uniform programs and policies in areas that affect more than one agency.
3. The use of the same population projections and demographic data that is provided by the State's Demographic Research Unit.
4. Oversight in the use of Federal funds.
5. Consultation between agencies when the programs of one agency may impact the programs of other agencies.
6. Uniform policies when more than one agency serves the same client group.
7. Interaction between agencies with similar programs where there is the possibility that they can help one another deliver services.
8. The avoidance of duplicated effort among State agencies.
9. The receipt of Federal funds.
10. The use of Federal funds to achieve State policies while avoiding increased State expenditures.
11. The use of Federal funds and regulations in keeping with State policies.
12. Human and social services that prevent dependence on public assistance, and foster self-sufficiency and independence whenever possible.

(Continued)

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1100 (Cont. 1)

13. Providing the Department of Finance ([DOF](#)) with timely planning and program data. This will help Finance better evaluate the cost-effectiveness of State planning programs.
14. Providing the Office of Planning and Research ([OPR](#)) with timely planning and program data. This will help OPR better evaluate the effectiveness, coordination, and consistency of State planning programs in meeting Statewide goals and objectives.

Procedure. All State agencies that are required by legislative or executive mandate to prepare a State plan must comply with the planning process review procedures described below. The State plan does not need to be statewide in scope. If more than one plan is prepared to fulfill State or Federal requirements, then each plan is subject to the review process.

All State agencies that prepare a State plan must:

1. Submit an Early Notice of Plan Preparation to the Office of Planning and Research (OPR) by February 1 of the year that the plan is prepared.
2. Participate in an early consultation meeting sponsored by OPR. The meeting is held to discuss the concerns and recommendations of agencies, and interested parties regarding the proposed plan.
3. Submit to OPR the number of copies of the draft plan which they request. OPR distributes the copies to State agencies, interested parties, and appropriate regional planning bodies.
4. Respond to the comments that come out of the plan review process.