

## SAM—STATEWIDE PLANNING

### STEPS TO PLANNING PROCESS

(Revised 2/93)

1106

1. Each preparing agency must submit an Early Notice of Plan Preparation to OPR for each plan it will prepare. The Early Notice should be sent to OPR by February 1 of the calendar year in which the plan is to be prepared. If an agency learns that it must prepare a State plan after February 1st, it must submit the Early Notice within 30 days. For an example of the format and content of the Early Notice, see AF-1 in the Appendix at the end of this Chapter.
2. [OPR](#) distributes the Early Notice of Plan Preparation to consulting agencies identified as having programs or interests related to the plan.
3. If there is sufficient interest, OPR in cooperation with the preparing agency, sets up an early consultation meeting. The meeting takes place prior to writing the draft plan.

During the meeting, the preparing agency must give an overview of the contents of the proposed plan. Consulting agencies and OPR may:

- a. Present issues that the plan should address.
  - b. Identify duplication and overlap in clients and programs.
  - c. Follow-up on previous years' comments on the plan.
4. After the preparing agency writes the draft plan, it must send copies to OPR. The exact number needed is set by OPR based on response to the Early Notice of Plan Preparation. OPR must get its copies at least 45 days before the final plan is presented to the approving or funding Federal or State organization.
  5. OPR sends copies of the draft State plan to consulting agencies. These agencies are asked to review the plan. They are also asked to comment on how well it reflects the recommendations and comments made during the early consultation meeting. OPR performs a similar analysis.
  6. OPR sends the preparing agency the written comments and recommendations, including OPR's own, on the draft State plan within 30 days after they are received from the last responding agency.
  7. If the comments warrant, OPR will set up a meeting between the preparing and consulting agencies, or itself. The meeting is scheduled during the 30-day draft plan review period. The purpose of the meeting is to discuss changes to the plan. Any unresolved issues to be followed up in next year's planning process are also discussed.

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(Continued)

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1106 (Cont. 1)

8. OPR sends a copy of the comments to the responsible Cabinet level agency for the department preparing the plan with a copy of the comments. When appropriate, OPR also provides issues of an interdepartmental nature for agency or Cabinet level resolution.
9. When plans fall within the [E.O. 12372](#) process, [OPR](#) sends a letter to the preparing agency when the review requirements are complete.
10. The preparing agency sends OPR at least two copies of the final plan. One copy goes to the State Library and one copy goes to each of the consulting agencies.
11. OPR recognizes that delays in finalizing Federal regulations can reduce the time available to prepare State plans. For this reason, the early consultation meeting can occur before Federal regulations are finalized. When regulations are delayed, OPR's State Plan Coordinator should be contacted to work out a new time schedule.

Any of the steps listed above may be changed by mutual agreement of OPR and the preparing agency. Time periods can be lengthened or shortened. Change is done on a case-by-case basis. Modification of the process is based on:

1. The time needed to ensure proper interagency consultation.
2. The interest stated by other consulting agencies.
3. Shortened Federal time lines.