

<b>Planning Process Self Certification Form (Form #222)</b>		
Use this form to certify that the need for your projects have been determined through an appropriate planning process. Provide the completed form with the subject plans (on CD-ROM) and adoption documentation to RCO.		
<b>Name and adoption date of documents submitted in fulfillment of this requirement:</b>		
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▶		
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Check or Initial Each to Certify Completion	Plan Element Certification	Document and Page Number Location of Information
	<b>1. Goals, objectives:</b> The attached plan supports our project with broad statements of intent (goals) <i>and</i> measures that describe when these intents will be attained (objectives). Goals may include a higher level of service.	
	<b>2. Inventory:</b> The plan includes a description of the service area's facilities, lands, programs, and their condition. <i>(This may be done in a quantitative format, or in a qualitative/narrative format.)</i>	
	<b>3. Public involvement:</b> The planning process gave the public ample opportunity to be involved in plan development and adoption.	
	<b>4a. Demand and need analysis:</b> In the plans: <ul style="list-style-type: none"> <li>• An analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc., and explains why these actions are needed.</li> <li>• The process used in developing the analysis assessed community desires for parks, recreation, open space, and/or habitat, as appropriate, in a manner appropriate for the service area (personal observation, informal talks, formal survey(s), workshops, etc.).</li> </ul>	
	<b>4b. Level of Service assessment (optional):</b> An assessment of the criterion appropriate to your community. Possibly establish a higher level of service as a plan goal (above).	
	<b>5. Capital Improvement Program:</b> The plans includes a capital improvement/facility program that lists land acquisition, development, and renovation projects by year of anticipated implementation; include funding source. The program includes any capital project submitted to RCFB for funding.	
	<b>6. Adoption:</b> The plans and process has received formal governing body approval <i>(that is, city/county department head, district ranger, regional manager/ supervisor, etc., as appropriate)</i> . Attach resolution, letter, or other adoption instrument.	

I certify that this information is true and complete to the best of my knowledge,

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_