

Self-Certification Form

Self Certification Form

Fill out the information on the first three lines. On the fourth line indicate if you are seeking eligibility for recreation grants, conservation grants, or both recreation and conservation grants.

Initial each plan element that will be provided to RCO with this form. In the right column, enter information that will enable RCO staff to quickly locate each item initialed.

Certify the accuracy of the information on the form by completing the signature line and submit all material to RCO according to the submission requirements for final plans.

Planning Eligibility Self-Certification Form

Use this form to certify that the need for any grant projects have been developed through an appropriate planning process. Provide the completed form with the subject plans and adoption documentation to RCO via e-mail or other means of electronic access (i.e. Web link, Box.com, etc.).

Organization Name:

Contact Name:

Adoption Date of Submitted Documents:

Seeking Eligibility for: Recreation Grants Conservation Grants Both

Initial Each to Certify Completion	Plan Element Certification	Document and Page Number Location of Information
	<p>1. Goals, objectives: 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.</p>	
	<p>2. Inventory: 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></p>	
	<p>3. Public involvement: The planning process gave the public ample opportunity to be involved in plan development and adoption.</p>	
	<p>4a. Demand and need analysis: In the plans:</p> <ul style="list-style-type: none"> • An analysis defines priorities, as appropriate, for acquisition, development, preservation, enhancement, management, etc., and explains why these actions are needed. • 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.). 	
	<p>4b. Level of Service assessment (optional): An assessment of the criterion appropriate to your community. Possibly establish a higher level of service as a plan goal (above).</p>	
	<p>5. Capital Improvement Program: The plan 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 the Recreation and Conservation Funding Board for funding.</p>	
	<p>6. Adoption: The plan 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 signed resolution, letter, or other adoption instrument.</p>	

Certification Signature

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

Print/Type Name: _____

Signature (Hand Written or Digital): _____

Title: _____

Date: _____