

PARTF Scoring System for Grants

The members of the N.C. Parks and Recreation Authority use the PARTF scoring system as one of several tools to select grant recipients. Please provide all of the information requested for each item. Attach a separate page if more space is needed to address any item. Before beginning, please refer to the "Definition of Terms" beginning on page 28. A team of PARTF staff and regional consultants will evaluate each application based on the scoring system and make the final decision about the applicant's score.

Preparing an application for a PARTF grant is more than simply completing the application form. Creating a proposal for a high quality park and recreation project requires adequate time to collect public input, review the results, and then properly plan for the project. You should also allow time to prepare the support documents that are vital in the evaluation of your application.

The planning and public involvement process has many benefits including:

- New recreational opportunities can be based on community preferences
- New parks can be located to respond to current deficiencies and future demands
- Recreational facilities can be built to meet the expectations of park visitors and minimize harm to the environment and
- PARTF funds can be used more efficiently.

PARTF Scoring System for Grants
Applicant:
Project:
A. Planning: (20 possible points)
<p>1. Site Specific Master Plan for the park and/or greenway system Master Plan(10 points)</p> <ul style="list-style-type: none"> ○ This item does not apply for applications proposing only land acquisition ○ Please refer to pages 29-30 for the required components of the plan <p>a. <input type="checkbox"/> The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.</p> <p style="margin-left: 40px;">Date the plan was produced: _____ (9 points)</p> <p>or</p> <p>b. <input type="checkbox"/> The applicant has a master plan created or revised within the past six years to ten years for the project site and the project conforms to the plan.</p> <p style="margin-left: 40px;">Date the plan was produced: _____ (4 points)</p> <p>c. <input type="checkbox"/> The local governing board has adopted the master plan.</p> <p style="margin-left: 40px;">Date the plan was adopted/accepted : _____ (1 point)</p> <p>Documentation Required:</p> <ol style="list-style-type: none"> 1. Three copies of the park master plan or greenway system plan. 2. Three copies of the local governing board's meeting minutes or resolution as documentation of the adoption or acceptance. 3. List the page number(s) and tab or highlight where the project is referenced in the plan.

2. Comprehensive systemwide parks and recreation plan for the local government's jurisdiction (7 points)

- Please refer to page 30 for the required components of the plan

- a. The applicant has a Comprehensive Systemwide Parks and Recreation Plan and the project conforms to the plan.

Date the plan was produced: _____ (6 points)

- b. The local governing board has adopted the systemwide plan.

Date the plan was adopted/accepted: _____ (1 point)

Documentation Required:

1. Three copies of the comprehensive systemwide parks and recreation plan produced or revised in the past 10 years.
2. Three copies of the local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance.
3. List the page number(s) and tab or highlight where the project is referenced in the plan.

3. 3-5 year capital improvement plan for parks and recreation (3 points)

- Please refer to page 30 for the required components of the plan

- The applicant has a 3-5 year parks and recreation plan or a capital improvements plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted/accepted: _____ (3 points)

Documentation Required:

1. Three copies of the capital improvement plan.
2. Three copies of the local governing board's meeting minutes or resolution as documentation of their adoption or acceptance as a part of the local government's budget process.
3. List the page number(s) and tab or highlight where the project is referenced in the plan.

**B. Level of public involvement in developing and supporting the project:
(15 possible points)**

1. Public meetings (5 points):

- The applicant conducted a public meeting(s) exclusively for discussing the project and obtaining comments. The public supported the project.

Date of the meeting(s): _____

Documentation Required:

1. Provide a title page that gives the name of applicant, the name of the project and identifies the document as "Public Meetings."
2. Three copies of the newspaper advertisement or a document describing the other means used to widely advertise the meeting.
3. Three copies of the minutes, including the discussion of the project, who was present and public comments.

2. Recreational needs survey (5 points):

- Please refer to page 31 for the required components of the survey

The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.
The survey was conducted during the past ten years.

Documentation Required:

1. Three (3) copies of the following information about the survey
 - Questionnaire
 - Results of the survey
 - Describe how the survey was distributed. Give the date(s) of distribution and the number of surveys distributed. Include a description of the respondents to insure that there are enough and that they are representative of the population in the local government's jurisdiction.
 - Describe how the results of the survey show that the citizens support the project.
2. Include a title page that gives the name of applicant, the name of the project and identifies the document as "Survey of Recreational Needs."

3. Support from civic (non-governmental) groups (3 points):

The applicant presented the project to two or more local groups (Ex: civic groups, neighborhood associations, youth organizations, advisory boards - excludes recreation, etc.) and received support for the project.

Documentation Required:

1. Include a title page that gives the applicant's name, the project's name and identifies the document as "Presentations to Local Groups."
2. Three (3) copies of the agenda, minutes or other documentation from the groups that confirm the dates of the meetings and the presentations given by the applicant.

Note: support letters do not count as presentations.

Name of the Organization	Date of the Presentation	Meeting agenda or letter from the organization included in the application?

4. Support from a parks and recreation board (2 points):

The applicant presented the project to the parks and recreation advisory board or a similarly appointed, non elected group, and received a motion of support for the project.
Date of the meeting(s): _____

Documentation Required:

1. Include a title page that gives the name of the applicant, the project and identifies the document as "Presentation to Advisory Board."
2. Three copies of the minutes from the meeting that include support for the project.

- C. Public recreational facilities provided by the project: (45 possible points)**
(Does not apply for applications proposing land acquisition only.)
- Please refer to page 28 for examples of recreational facilities

- 1. The local government will be building its first public park on property that it owns. (20 points)** Yes No

Explain:

- 2. New, like or renovated facilities to be provided: (Maximum 30 points)**
A maximum of 30 total points will be awarded for the sum of 2a, 2b and 2c.

- a. The project will provide (check one):

- 3 or more types of new recreational facilities (20 points)
- 2 types of new recreational facilities (15 points)
- 1 type of new recreational facility (10 points)

List the new types of recreational facilities:

- b. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- 3 or more types of recreational facilities (12 points)
- 2 types of recreational facilities (8 points)
- 1 type of recreational facility (4 points)

List the types of recreational facilities:

- c. The project will provide major renovation of (check one):

- 3 or more types of recreational facilities (8 points)
- 2 types of recreational facilities (6 points)
- 1 type of recreational facility (4 points)

List the recreational facilities to be renovated and why each renovation is needed:

- 3. The project will provide a trail or greenway (1/4 mile or longer/must be accessible) that links to existing recreation area(s), school(s), downtown businesses, and/or communities located outside of the park. (5 points)**

- Yes No

Site plan must show trail linkage (see Page 14). Also, please identify by name and location the existing trail and areas to be linked by the proposed trail:

D. The Suitability of the Site for the Proposed Project. (5 possible points)

1. The site is suited for the proposed development with minimal adverse impact to the environment. (1 point)
2. The location of the site enhances the park and the public's access to the park. Describe how the location of the site will enhance the park and the public's access to the park. (1 point)
3. The site is enhanced by the adjacent property uses. Describe the uses of the adjacent property and how they will enhance the park. (1 point)
4. The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located. (1 point)
5. The site is free of restrictive easements, overhead power lines, or other intrusions that would limit the proposed development or cause a safety hazard for users. (1 point)

The applicant must adequately address each of the five criteria:

E. The applicant's commitment to operating and maintaining the project. (15 possible points)

1. The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)
2. The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)
3. The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)
4. An organized volunteer group, such as a civic group or youth sports association, will operate and maintain the site. (2 points)

Provide the name of the organization that will operate and maintain the site:

If the applicant is not going to operate the site with full-time staff, (see #3 & #4), describe how and when the site will be open to the general public.

F. Land Acquisition (if applicable) (15 possible points)

1. If not purchased at this time, a significant natural, cultural, recreational, scenic or highly-threatened resource will be used for other purposes. (15 points)
2. The site is an excellent natural and/or recreational resource. (10 points)
3. The site is an average natural and/or recreational resource. (5 points)

Describe in detail why the site's resources should receive 5, 10, or 15 points:

Definitions

1. **Recreational Facility:** The following list provides examples of projects that will qualify as new types of recreational facilities or areas.

A. **Examples of Recreational Facilities and Areas:**

- Adult and youth sports facilities including tennis courts, soccer fields, ballfields, running tracks, volleyball courts and basketball courts.
- Fishing and boating facilities including man-made lakes or ponds, docks, launching ramps, piers, overlooks/observation facilities, and marinas.
- Swimming facilities including swimming pools, spray-grounds, wave-making pools, wading pools, and swim beaches.
- Trails within a park with a minimum continuous length of 1/4 mile including nature trails, hiking trails, bicycling trails, parcourses, and equestrian trails.
- Greenways - linear open spaces connecting parks or other public areas that are 1/4 mile or longer and usually contain a multi-purpose trail.
- Camping facilities including cabins, group camps, and tent and trailer campgrounds.
- Picnic facilities including picnic shelters with tables and grills, or picnic areas with groups of tables, grills and trash receptacles.
- Indoor recreational facilities including: recreation centers, fitness centers, multi-purpose rooms, arts and crafts centers, nature centers, weight rooms, aquatic centers, handball courts, gymnasiums, and community centers. One building may include more than one recreational facility. For example, a new recreation center could contain a gymnasium, a weight room, and a multi-purpose room.
- Playgrounds (for children ages 6-12) and tot lots (for children ages 2-5).
- Amphitheaters.
- Large designated open areas with landscaping, benches, and walkways intended for recreational activities such as sunbathing, relaxing with family and friends, informal picnics and games.

B. **Support facilities** are **not** recreational facilities: Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, fencing, landscaping, site preparation, bridges, utilities, sidewalks, stairways, drinking fountains, and maintenance buildings. Recreational programs, such as sports activities, classes or lessons, are not facilities.

2. **Renovation:** The extensive reconstruction of a facility to restore or improve its usefulness to its original purpose. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime. Renovating a recreational or non-recreational facility for a new recreation use would apply to new and/or like recreational facilities.

Definitions (continued)

3. Site Specific Master Plan for the Park or Greenway System Master Plan

Site Specific Master Plan for the Park: A long-range plan for one park that contains a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan document must adequately address all of the following items:

- Site analysis - Describe and evaluate the site's natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
- Recreational needs - Identify the recreational opportunities that the public prefers using meetings or a survey. Describe how the recreational opportunities being proposed by the master plan relate to existing recreational facilities and services in the jurisdiction (this may be a part of the system-wide comprehensive plan).
- Program description - Identify the main purposes of the park including a description of the how the local government will design the park to be used by the public.
- Physical needs - Identify the physical needs of the park's site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the PARTF application must be included in the master plan.
- Project costs for property acquisition and capital improvements, divided into phases if necessary. The cost information can be provided in a separate document that is submitted with the master plan.
- Site plans and illustrations depicting the boundaries of land to be acquired and the location of facilities.
- Public Involvement - Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.

Greenway System Master Plan - A long-range plan to develop a framework for building an integrated system of trails that will link citizens to the outdoors. A greenway system plan must adequately address all the following items:

- Vision, Goals and Objectives - The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in reference to recreation/fitness/health.
- Inventory Existing Data and Related Plans – the identification and mapping of existing natural resources, man-made features and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.
- Analyze Data and Develop/Map Proposed Greenway – review and analysis of all data collected to allow the local government to:
 - Identify potential greenway corridors,
 - Identify hubs/destinations that are either natural resource based or man-made (or a combination of the two) which should be part of the greenway system,
 - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
 - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.

- Mapping - the result of the above analysis is a map(s) and text to describe the proposed system. The map(s) should illustrate not only existing greenway system elements, but also the proposed greenway network envisioned by the local government.
- Action Plan – develop a specific action plan that will position the local government to move forward in realizing the proposed greenway system. The action plan should include:
 - A listing of action steps that set priorities,
 - Roles and responsibilities in implementing the plan,
 - Cost estimates, resources and potential funding options needed to address action steps, and
 - Greenway corridor segments identified as potential pilot projects.
- Public Involvement - A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the representatives of the jurisdiction's population; or a combination of these efforts. Please address the number of people who participated and who they represented for each level of public involvement used.
- Maintenance, Management and Operational Policies – address policies that will provide the basis for making decisions related to trail maintenance, management and security.
- The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.

4. **Comprehensive Systemwide Plan for Parks and Recreation:** A long-term plan that describes how a local government will address the recreational needs of the citizens in its jurisdiction. A systemwide plan document must adequately address all of the following items:

- Produced or revised within the past ten years.
- A description of the jurisdiction's residents and their preferences for recreational activities and facilities.
- An evaluation of existing recreational facilities and park land such as local and state parks, school facilities, the Y, churches, private sector, etc. to determine if the community's current and future recreational needs are being met.
- An estimate of the park land to be acquired and the recreational facilities to be developed to address shortfalls in current services.
- A detailed description of how the local government involved a broad range and representative number of its citizens as the plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the representatives of the jurisdiction's population; or a combination of these efforts. This description may be provided in a separate document if it is not included in the plan. Please address the number of people who participated and who they represented.

5. **Capital Improvement Plan / Three-to-Five Year Park and Recreation Plan:** A plan that lists all of the capital expenditures, and / or specifically all park and recreation projects, that a local government has approved for funding and scheduled for the near future. The plan is a component of the local government's regular budget cycle.

6. Survey of Recreational Needs: A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government can use the survey as one of the first steps in developing a master plan for a specific park or a system wide comprehensive park and recreation plan for the entire jurisdiction. Through the survey, citizens can give their preferences for different types of recreation and facilities. The local government uses the survey's results to establish recreational priorities for the jurisdiction.

The local government must distribute the questionnaire to a broad and representative sample of its citizens. The questionnaire can be distributed through the mail, door-to-door, person-to-person, by telephone, in focus groups and in public meetings.

The following key elements of the survey must be documented:

1. The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
2. The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction at a minimum of 10 percent (of distributed surveys).
3. The questions must be clear and unbiased.
4. The questions should not limit the citizens to choosing from a narrow list of recreational opportunities.
5. Copies of the same questionnaire must be distributed to everyone in the sample.
6. The results should include at least the following demographics age, gender, race, education, and ethnicity of the respondents to ensure that they are representative of the population in the jurisdiction.
7. The survey must have been conducted within the past ten years.
8. The survey must be conducted and results received before the local government begins planning the PARTF project.