



PARTF Application  
Workshop  
2018-19 Grant  
Cycle

Presented by  
Recreation Resources Service

NC STATE College of Natural Resources  
RRS RECREATION RESOURCES SERVICE

Images: A blue sky with clouds, a small green seedling growing from brown soil, and blue water with ripples.

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**Workshop Agenda**

- Introduction/PARTF Overview
- Funding Schedule
- Requirements and Resources
- Application Components
- Land Acquisition
- PARTF Scoring System
- PARTF Definitions

North Carolina Parks & Recreation Trust Fund

Image: A map of North Carolina with a tree and the text 'North Carolina Parks & Recreation Trust Fund' overlaid.

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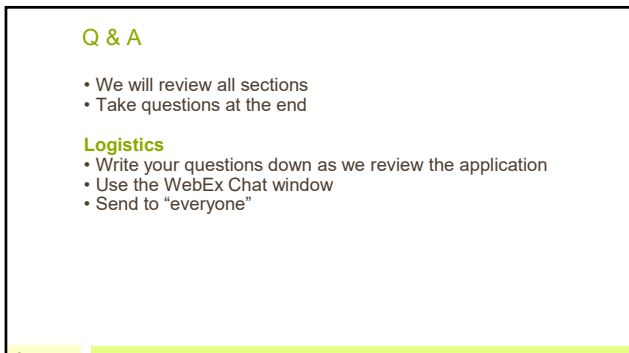
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**Q & A**

- We will review all sections
- Take questions at the end

**Logistics**

- Write your questions down as we review the application
- Use the WebEx Chat window
- Send to "everyone"

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**PARTF Primer**

**3 Step Guide to Developing a Competitive Application**

1. Plan a Successful Project
2. Begin your application early
3. Work with your RRS consultant throughout the process



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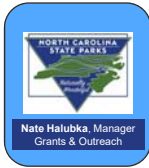
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**Grant Program Contacts**





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Eastern Region



**Charlynn Smith, Ph.D.**  
RRS Director



**Judy Francis, AICP**  
Western Region

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**PARTF Overview**

- Funding appropriated by the General Assembly
- On Friday August 24<sup>th</sup>, the Authority awarded **27 grants** totaling **\$6.7 million**
- Funding amount for 2018-19 dependent on state budget
- If nothing changes, the appropriated amount for local governments next year will be approximately \$6 million



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**Funding Schedule**

- September 2018 – DPR sends letters to inform local government about the funding schedule
- October 3, 2018 – PARTF staff conducts a workshop for local governments to explain the application process and requirements
- May 1, 2019 - Applications due by 5:00pm to the **applicant's regional consultant at RRS. Must be received OR postmarked by the deadline.**
- Late Summer 2019 - Meeting of the Parks and Recreation Authority to select grant recipients



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**PARTF Program Summary**

- Eligible Applicants: Counties and incorporated municipalities – joint applications are eligible
- Eligible Projects: Land Acquisition and/or development on **single site**
- Maximum Request: \$500,000
- Dollar-for-Dollar Match
  - **Appraised value of donated land can be used as sponsor's match**
  - **Value of in-kind services (labor or volunteer work) CANNOT be used as part of the match**



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**Program Summary**

- **Public Use**
  - Property acquired with PARTF must be dedicated forever for public recreational use
  - Facilities built or renovated with a PARTF grant must be used for public recreational use for 25 years
- **Ineligible Applications** - things to double check, site control, basic facts and assurance
- **Evaluation of Applications**
  - Projects evaluated by PARTF Staff scoring teams
  - Scoring system
  - Pre-award Inspection
  - Previous grant administration



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### Program Summary

Selecting Recipients  
– Factors Considered by the Park Authority

1. Project Description and Justification
2. Applicants Ranking based on the PARTF Scoring System
3. Geographic distribution of funds
4. The population of the applicant
5. Previous grant administration
6. The amount of funds requested
7. The amount of funds available

**NOTE:** a few minor updates from last year's application, we will review those details today



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### Geographic Distribution



The Park Authority uses the NC Prosperity Zones to evaluate geographic distribution of grant awards.

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### Requirements and Resources

Pages 3-8



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**Resources and Requirements – Page 3-8**

- Accessibility Assistance
- Environmental Review Assistance
- Planning Assistance
- PARTF Administrative Rules
- Projects on School Property
- Checklist to Submit a Complete Paper Application
- Checklist to Submit a Complete Digital Application **NEW**
- Basic Facts and Assurances

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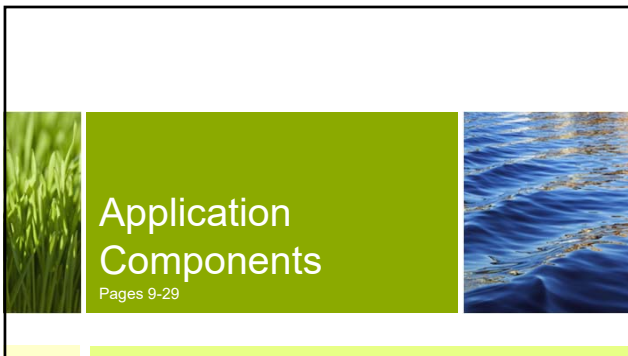
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**Application Components**  
Pages 9-29

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**Application Components**

**Project Description and Justification**



**Tip**

Communicate to the Authority why your community needs these facilities or land.

Also, why does your community need PARTF assistance?

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**Application Components**

**Proof of Site Control**

1. Park Boundary Map
2. Attorneys Certification of Site Control

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**Application Components**

**Project Costs**

1. **Tip:** List all items proposed for funding and the estimated cost for each item on the form on page 13
2. **Tip:** Add 25% to your each line item. Inflation over the 3 year project period.
3. **Tip:** Round off all project costs to the dollar. Do not show cents.

DOCUMENT LAND ACQUISITION *EVEN* IF IT IS BEING DONATED OR SOLD AT A DISCOUNT

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**Application Components**

**Costs Continued**

**Costs to Build or Renovate Facilities**

4. **Tip:** Spend more time on getting good cost estimates
5. **Tip:** Include specific units - Size of picnic shelter, number of camping sites, length and width of trails, paved or gravel parking lots. If building a new community center or renovating an old one, then you must submit a floor plan of the building.
6. **Tip:** Contingency is 5% of the construction or renovation cost only.

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**Application Components**  
**Costs Continued -**  
**Costs to Build or Renovate Facilities—**



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**Application Components**  
**Costs Continued**  
**Costs to Acquire Land**

- 1. Tip:** You need to determine what the land is worth before you begin negotiations for purchase.
- 2. Tip:** Use an appraisal from a NC certified residential or commercial appraiser.
- 3. Tip:** Or you can get an idea of the value by researching the assessed property tax value. *Caution: Usually the assessed property tax value is less than an appraisal value.*

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**Application Components**  
**Planning and Incidental Costs**

Planning costs **are eligible** if they are incurred within two years of the application deadline

- 1. Tip:** Appraisals, title searches, surveys and attorneys' fees can be included when associated with land acquisition.
- 2. Tip:** The sum of planning costs, incidental land acquisition costs and costs of preparing the application **CANNOT** exceed 20% of the total cost of the project or \$200,000 whichever is less.

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**Application Components**

Cost Estimates

- Include Project Title
- Name of Local Government
- Date the document was prepared



A cartoon illustration of a person with spiky hair and an orange shirt reaching up towards two green dollar bills floating in the air. The bills are enclosed in quotation marks. The background is blue. A small vertical copyright notice is on the left side of the illustration.

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**Application Components**

**Source of Applicants Matching Funds**

- Demonstrates the applicants ability to fund the project
- PARTF allows other state and federal funding to be used as a local match

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**Application Components**

**Site Plan**

- Number of Copies
- Color-coding
- Checklist of Requirements



Two site plan maps are shown. The top map is titled 'Example site plan of a river bank park' and shows a park area with a river, buildings, and a legend. The bottom map is titled 'Example site plan of a library park' and shows a park area with a library, buildings, and a legend.

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**Application Components**

**Site Vicinity Map**

- Should be clear and easy to read
- **PLEASE include latitude and longitude**
- Include all other checklist items on page 7



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**PARTF  
Land Acquisition**

Pages 17-20

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**Acquisition Components**

**What to submit with your application – Page 17**



1. Estimated value of the property – appraisal, tax value
2. Legal description of the land – metes and bound map
3. Combined acquisition boundary map and conceptual site plan
4. List of properties to be acquired – see 19
5. History of conveyance if land is being donated

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Acquisition Components

Page 17



- Dedicated For Public Recreation
- When to Take Title to Land
- Is it Urgent
- Acquiring now and Building later?
- Donated Land

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Acquisition Components

Acquiring Land - Page 17



Land can be acquired by:

1. Fee simple purchase
2. Donation
3. Required donation
4. Bargain sale

It is very important to have accurate figures when acquiring land

To obtain accurate cost of the property, the applicant is encouraged to obtain an appraisal for each parcel

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Acquisition Components

Property Values and Requirements for Appraisals  
Page 18

- Accurate Costs
- Licensed Appraiser
- Existing Recreation Facilities or Facilities that will be used for recreation



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**Acquisition Components**  
**List of Properties to be acquired**



- Use as many forms to include each parcel to be acquired
- Print very neatly or type in accurately the parcel number, acreage, and values
- If bargain sale, explain under the form in the notes section.
- If acquiring recreational facilities, please explain below how they will be used for public recreation as part of this project

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**Acquisition Components**

Legal description of the land – Page 20



- Include all elements of legal description for all parcels
- Submit 20 copies of combined acquisition boundary map & conceptual site plan (*instructions for site plan on page 9*)

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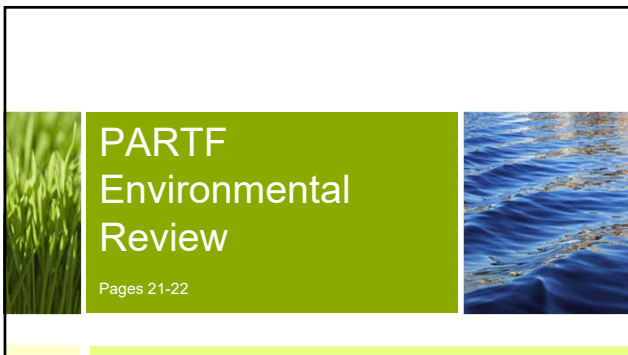
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**PARTF**  
**Environmental**  
**Review**

Pages 21-22

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### Environmental Review

Environmental Review - Pages 21-22

- Fill out review adequately and completely
- Use Resources identified on **Page 4** for assistance if needed in completing the environmental review

*If your project includes a **bridge, dam** or other **facility** that requires a **DOT, FERC** or **FEMA** permit, it is **strongly recommended** that the local government obtain the approved permit **before applying for PARTF**.*

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### PARTF Scoring System for Grants

Pages 23-29



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### Scoring System

- **Scoring system:** one of several tools used to select grant recipients.
- **Planning and public involvement:** processes important to the Authority as indicated by their comments.
  - *Expectation* is that higher dollar projects should score well on planning and public involvement.

**Planning and public involvement has many benefits:**

- Indicates community preferences for new recreation opportunities
- Responds to current deficiencies & future demands
- Minimizes harm to the environment
- Uses PARTF & other public funds more efficiently



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Scoring System - Planning

Please refer to pages 30-33 for the required components of the plans.

The project must conform to the plans and each recreation element must be in the plan to receive the planning points.

Do you want your consultants to love you?.....**Please highlight or tab where the project is referenced in the plan.**



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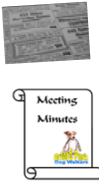
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Scoring System - Public Involvement

Public Meetings:  
***These meetings must be exclusively for discussing the PARTF project and obtaining comments (not the Site Specific Plan or Comprehensive System-wide Plan!)***

- **Documentation** (copy of ads, method of distribution, etc.) should show that the **meeting was widely advertised**.
- Meeting Minutes: show that the **public supports the project**.
  - *public comments were made in support of the project (negative comments are not necessarily bad!)*
- Indicate who **attended** the meeting



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Scoring System - Recreational Needs Survey

- Conducted in last 10 years
- Provide a **copy of survey instrument**
- Analysis of survey results including **demographics**
- **Distribution** details (On-line surveys)
- Explain how survey **results reflect** the demographics of **your community** and that they **support the project**

Please refer to 'Definitions' page 33 for the required components of the survey.



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Scoring System - Public Support

- **Civic Groups** - two or more
  - ✓ Dates of meeting & minutes or agenda.
  - Documents should **indicate** that there was a presentation of the PARTF project **and** the group expressed **support**.
- **Parks and Recreation Board**
  - ✓ Motion that the Board supported the project



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Scoring System – Recreation Facilities



Recreation Facilities

1. First Public Park – 20 points
2. New, Like or Renovated Facilities – Maximum of 30 points
3. Trail – ¼ mile or longer that connects to **existing** sidewalks / trails outside the park - 5 points

This connection **must be identified on your site plan** & connect to **existing** sidewalks or trails.

ALL ELEMENTS MUST BE IN PROJECT COSTS AND ON SITE PLAN. **REMINDER: BE CONSISTENT IN VERBIAGE**

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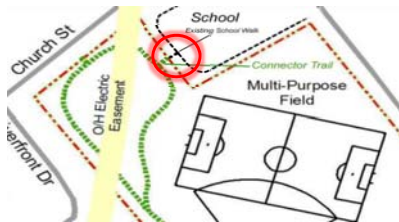
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Scoring System – Site Suitability

**Site Suitability**

- Address each criteria such that a person who has not seen the site can evaluate it based upon the information provided.
- **Provide explanation for all five questions:**
  1. Minimal adverse impact to the environment
  2. Location enhances the park **and** access to the park
  3. Enhanced by adjacent property uses
  4. Site accommodates proposed development
  5. Free of restrictive intrusions

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Scoring System – Site Suitability

**Site Suitability - Intrusions**

- The site is free of intrusions?
- What is the impact to proposed development?
- **Examples:** the presence of
  - restrictive easements
  - overhead powerlines,
  - sewer easements,
  - fire stations or police stations,
  - fuel tanks
  - railroad tracks.



*These items may not jeopardize your projects but their existence **must** be noted.*

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Scoring System

**Operating and Maintaining the Project**

- Provide the name of the organization

**Land Acquisition**

- Justify your score
- Talk to your consultant
- Every project starts out as average.  
*Any additional points must be justified*



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**Definitions**  
Pages 30-33

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**Definitions**

- Recreation Facilities and Areas
  - Trails – ¼ mile in length
  - Indoor Facilities
  - Court and lawn games
  - Open space
- Support Facilities
- Renovation



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**Definitions**

Plans

- Park Specific Master Plan
- Greenway System Plan
- Comprehensive Systemwide Plan
- Capital Improvement Plan
- Recreational Needs Survey



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**Recreational Needs Survey**

Summary of Public Input - *examples*

- Public Meetings
- Online Survey
- Mailed Survey
- Focus Groups

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**Recreational Needs Survey**

Reporting Methods Used - *example*

- Preference Survey mailed to a random sample of Anytown, NC households
- 5,000 households selected from a address listing

**Response Rate**

- 549 (10.98%) not delivered
- 3480 non-responses
- 971 usable responses of 4,451 deliverable addresses
- 20.81% of viable random households represented in the mailed survey results.

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**Recreational Needs Survey**

Do the results match your population? - *example*

- This example compares to age of the respondents.
- Age, gender, race, ethnicity
- US Census data – population demographics

Respondents were asked to provide age and gender for all individuals in the household. The age categories representing the 20-24 year olds are slightly under represented while 25 - 34 year olds are under represented by 7% (Table 3). The mean age is 35.25 (+ or - 1.1 at 99% confidence).

Table 5.4: Age Distribution of Individuals in Households for Respondent Households and 2000 Census

Age Group	Totals (n=2583)	Percentage	2000 Census Percentage
Under 5	203	7.84	8.1
5 to 9	229	8.85	8.8
10 to 14	219	8.46	8.0
15 to 19	152	6.03	5.9
20 to 24	72	2.78	4.9
25 to 34	746	9.89	16.9
35 to 44	559	21.60	21.8
45 to 54	392	15.15	14.1
55 to 64	750	9.66	6.3
65 to 74	151	5.83	3.1
75 to 84	85	3.29	1.7
85 +	15	0.6	0.3

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Resources and Requirements - Page 4

If you receive a grant...

- PARTF Grants Manual
- Signing the contract
- Project costs
- Starting the project
- Reimbursements
- Audits and Inspections
- Completing the PARTF Project
- Utility lines



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**NORTH CAROLINA  
PARKS AND RECREATION TRUST FUND (PARTF)**

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