

NORTH CAROLINA PARKS AND RECREATION TRUST FUND (PART F)

2022 Accessibility For Parks (AFP) Grant Program



Environmental Sustainability: To assist the N.C. Department of Natural and Cultural Resources in being good stewards of the environment, please print your application documentation double-sided on 30% post-consumer recycled paper.

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Parks and Recreation Trust Fund (PARTF) Accessibility for Parks (AFP) Grants

Introduction

The Accessibility for Parks (AFP) grant program provides \$10 million for parks and recreation grants to benefit children and/or veterans with disabilities in North Carolina. Local governments, including some public authorities, are eligible to apply for the matching grants. The program is administered through the N.C. Division of Parks and Recreation and the N.C. Parks and Recreation Trust Fund.

The matching grants can be used to build special facilities or adapt existing facilities that meet the unique needs of children and/or veterans with physical and developmental disabilities. Local governments can request a maximum of \$500,000 with each application and must match the grant with at least one dollar of local funds for every five dollars in grant funds.

Schedule

March 2022	Announcement The N.C. Division of Parks and Recreation (DPR) announces the schedule for the grant program.
Spring 2022	Instructional Video The PARTF program posts the AFP Application Video Guide online to explain the application process and requirements. Viewing is strongly recommended but is not required. RRS regional consultants are available for additional technical assistance.
September 15, 2022	Application Review Deadline Local governments may submit their draft applications to their RRS regional consultant for a technical review to ensure that the application is complete.
November 1, 2022	Application Deadline Applications are due. See page 5 for details on how to submit.
Spring 2023	Selecting Grant Recipients The Parks and Recreation Authority meets to select grant recipients. The meeting date and location will be announced on the N.C. Division of Parks and Recreation website when it is available.

Accessibility for Parks (AFP) Grant Program Requirements and Resources

- **Grant Funds Available:** Ten million dollars.
- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible to apply. Public authorities, as defined by GS 159-7, are also eligible if they are authorized to develop recreation facilities for public use.
- **Eligible Projects:** Grants can be used to build special recreational facilities or adapt existing facilities in parks that meet the unique needs of children and/or veterans with physical and developmental disabilities. A project must be located on a park single site. Land acquisition projects are not eligible.
- **Maximum Request:** Applicants can request a maximum of \$500,000 with each application. PARTF grant recipients with an active project may not request AFP funds for the project.
- **Local Match:** An applicant must match the grant with at least one dollar of local funds for every five dollars in grant funds. The grantee is required to provide all matching funds within the three-year grant period. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match
- **Site Control:** The applicant must have legal control of the park property where the park facilities will be located.
- **Public Use:** Park areas and recreational facilities must be open and accessible to the public at large with no restrictions such as membership.
- **Application Deadline:** *Only information received, or postmarked by 5:00 p.m. on **November 1, 2022**, will be accepted.* Mailed applications must include a tracking number.
- The **Application Checklist** (page 6) contains the list of documents needed for a complete application.
- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects grant recipients. The factors that the Authority members consider include the following:
 - the applicant's project description/ justification page
 - the application's ranking based on the scoring system
 - the geographic distribution of funds
 - the population of the applicant
 - the grant funds the applicant is requesting
 - the grant funds available
 - the administration of previous grants.

Assistance for Completing the Application

- Your AFP project should be the result of a planning process that reflects the public's preferences. Read the entire application and understand how each application is evaluated. Start early to assemble all items on the checklist for submitting a complete application.
- The Division of Parks and Recreation provides technical assistance to local governments through the Recreation Resources Service (RRS) at N.C. State University. Contact your [regional consultants](#) to discuss your application or project.
- View the "AFP Application Video Guide" [instructional video](#) presented by the PARTF program. The video will be available via the RRS website in Spring 2022.
- Complete the application at least six weeks before the deadline (September 15, 2022) and contact your RRS regional consultant for a review of your application for completeness.
- If you are planning a greenway project, contact your RRS consultant as soon as possible.

Requirements and Resources Continued

Accessibility in Public Parks

- **Making Facilities Accessible:** All park facilities funded by AFP must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application.
 - [About ADA Standards](#)
 - [Guidelines for Recreation Facilities](#) (Chapter 10)
 - [Guidelines for Outdoor Developed Area](#) (such as trails, picnic areas, camping)
- **Universal Design:** The design of products and environments to be usable by all people, to the greatest extent possible, without adaptation or specialized design.
- **National Park Service:**
 - [Accessibility & Universal Design Standards](#)
- **America Society of Landscape Architects:**
 - [Parks and Plazas](#)
 - [Playgrounds](#)
 - [Gardens](#)
- **National Center on Accessibility -**
 - [Designing for Inclusive Play: Applying Principles of Universal Design to the Playground.](#)

Completing the Environmental Review

- Contact these agencies as early as possible.
- **Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying [wetlands](#).
- **Floodplains:** [flood.nc.gov](#) has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.
- **Cultural Resources:** North Carolina's [State Historic Preservation Office](#) can assist in identifying historical and archaeological resources.

Sites Funded by the Land and Water Conservation Fund (LWCF)

- Reference these [lists of North Carolina's LWCF projects](#) to determine if your proposed project site has previously received LWCF funding.
- If this is an LWCF site, list the LWCF grant number on the Basic Facts and Assurances page. (page 7)
- Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#).

Projects on School Property

- **Site Control:** The local government must have site control with a lease or easement.
- **Eligible Facilities:** Only recreational facilities not generally provided at schools are eligible.
- **Joint-Use Agreement:** A local government and a school system must include an executed joint-use agreement with their application. The agreement describes how the school site will be used for public recreation. PARTF must approve the agreement before the application can be considered. Contact your RRS regional consultant to receive a sample agreement.

DOT, FERC & FEMA Permitting for Facilities

- **For any project requiring a DOT, FERC, or FEMA permit,** DPR strongly recommends that a local government obtain the approved permit before applying. Examples include bridges and dams.

Utility Lines Underground

- All utility lines funded with a grant from AFP must be placed underground.

Requirements and Resources Continued

Submitting your Application

- Submit one complete paper copy of the application as well as a flash drive containing the digital files in PDF format. Use the “Checklist to Submit a Complete Application.” (page 6)
- The paper copy is the official copy of the application. Label the flash drive with name of the local government applying.
- Only application packets postmarked or received by November 1, 2022, will be accepted.

Applications may be:

1. Mailed to:
North Carolina Division of Parks and Recreation
Attention: AFP Program
1615 Mail Service Center
Raleigh, NC 27699-1615
**Mailed applications must include a tracking number.*
2. Delivered no later than 5:00 p.m.:
North Carolina Division of Parks and Recreation
Nature Research Center, 2nd Floor
121 West Jones Street
Raleigh, NC 27603

If You Receive a Grant

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a AFP grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project (page 11).
- **Starting the Project:** A grantee must sign a contract *before* beginning any components of an AFP project. There is one exception – planning costs incurred prior to the contract.
- **Reimbursements:** AFP grants are paid as reimbursements of documented expenses. Grantees may submit invoices for reimbursement on a quarterly basis. The AFP program will reimburse grantees for up to 83.3 percent of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each AFP project to inspect the progress as well as the financial records. All grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the AFP Project:** A grantee has three years from the date specified in the contract to complete a project.

Checklist to Submit a Complete Application

A complete application consists of a paper copy and a digital copy. This checklist indicates the documents to be submitted. Include all required documents. Complete and submit the checklist with your application.

- **Paper copy:** Paper clip the pages and copies of each item on the checklist together. *Do not use staples.*
- **Digital copy:** Submit a flash drive with individual files for the documents on the checklist. Use PDF format. Label the flash drive with the local government name. Use the file names shown in the table below.
- Keep a copy of the application for your files.

Applicant: _____	Project Title: _____			
Required for All Applicants <i>Use the file name shown for each item</i>	Page Reference	Number of Required Copies		Included ✓
		Paper	Digital	
1. Checklist for Submitting a Complete Application (Checklist)	6	1	1	
2. Applicant's Basic Facts and Assurances (Basic facts)	7	1	1	
3. Description and Justification for the Project (Justification)	8	15	1	
4. Site Plan (Site Plan)	8-10	15	1	
5. Project Costs (Project costs)	11-13	1	1	
6. Attorney's Certification of Site Control (Site control)	14	1	1	
7. Site Vicinity Map (Site vicinity)	15	1	1	
8. Source of Matching Funds (Matching funds)	16	1	1	
9. Environmental Review (ENV review)	17-18	1	1	
10. Scoring System (Scoring system)	19-23	1	1	
11. Local Government & School Joint-Use Agreement (Joint use)	4	1 <i>if applicable</i>	1 <i>if applicable</i>	
Documents for the Scoring System				
12. Master Plan for the Park (Master plan)	19	1 <i>if available</i>	1	
13. Comprehensive Systemwide Plan for Parks and Recreation (Comp plan)	19	1 <i>if available</i>	1	
14. Capital Improvement Plan for Parks and Recreation (CIP)	20	1 <i>if available</i>	1	
15. Documentation of Surveys or Public Involvement (Public meeting), (Survey), (Civic Groups), (Advisory board)	20-23	1 <i>if available</i>	1	

Instructions for submitting digital copies: Applicant must submit a single flash drive that includes each file as a separate PDF. Each file should be named like the (file name) denoted on the checklist.

Accessibility for Parks (AFP) Grant Program: 2022 Basic Facts and Assurances

Local Government Name: _____	
Federal Employee I.D. Number: 56-_____ County: _____	
Local Government Contact Person for Grant* Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Title: _____ Organization: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ E-mail: _____ <i>*must be an employee of the sponsoring local government.</i>	Local Government Manager Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Title: _____ Organization: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ E-mail: _____
Chief Elected Official Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Title: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____	Type of Project: <input type="checkbox"/> Primarily children with disabilities <input type="checkbox"/> Primarily Veterans with disabilities <input type="checkbox"/> Children with disabilities and veterans with disabilities <i>Please use the "Description and Justification for this Project" to explain how the project will serve the intended groups.</i>
Site Control (check all that apply): <input type="checkbox"/> Owned by local government. <input type="checkbox"/> Leased by the local government for 25 years or more <input type="checkbox"/> Easement <input type="checkbox"/> Owned by school board	Costs rounded to nearest dollar: AFP funds requested: \$ _____ .00 Local government's matching funds: \$ _____ .00 Total cost of project: \$ _____ .00
Recreation Resources Service (RRS) regional consultant: _____	
Project Name: _____	
Is this an LWCF-funded park on these lists of NC projects ? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, list the grant number(s): _____	
Certification and Approval by Local Governing Board I hereby certify the information contained in the attached application is true and correct and the required one dollar of matching funds for five dollars of grant funds will be available within three years of submitting this application. This application has been approved by the local governing board.	
Chief Elected Official: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Print or Type Name Title Signature </div>	
<i>If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.</i>	

THIS FORM MUST BE COMPLETE IN ITS ENTIRETY FOR YOUR APPLICATION TO BE CONSIDERED

Description and Justification for the Project

Submit 15 copies of a one-page document with the following titles and sections.

Include the following titles:

- Description and Justification for the *(insert the project name)* Project
- Local government *(insert the local government name)*
- Population Served *(insert either "Primarily children with disabilities, or Primarily veterans with disabilities, or Children with disabilities and veterans with disabilities)*

Include the following two sections on the page:

- **Description:** Describe the recreational facilities or adaptation of existing facilities that meet the unique needs of children with physical and developmental disabilities and / or veterans with physical and developmental disabilities. Also include a description of the park or greenway where the project will be located.
- **Justification:** explain why the project is needed and how it will enable children with disabilities and / or veterans with disabilities to participate in recreational and sporting activities, regardless of their abilities. Highlight any features that incorporate universal design. Also describe any programs that will be offered to assist people with disabilities to use these facilities.

Formatting:

- › One side of an 8½"x11" sheet of paper
- › One-inch left margin
- › Font: 10-point font or larger

Site Plan

Submit 15 copies on a one-page color-coded site plan.

Use the examples on the following pages as a guide. Include the items and color coding listed below. Use either 8½"x11" or 11"x17" paper using landscape orientation if possible. Do not use card stock or similar paper. Also include 15 copies of a floor plan if your project includes a community center or similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings.

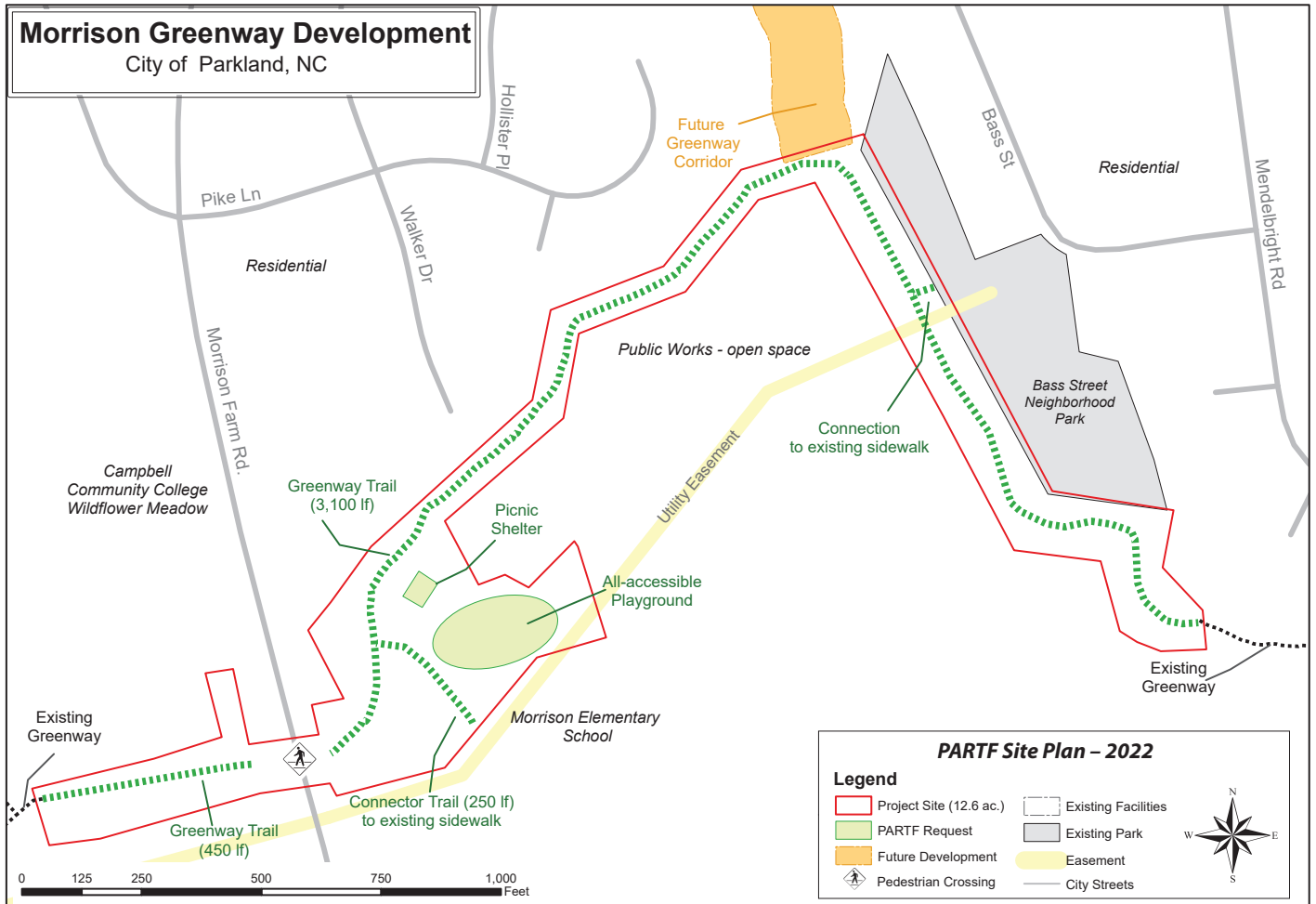
Include the following items and color-codes on the site plan for both non-linear and linear parks:

- Title: Name of project and applicant
- Acreage
- Elements of the proposed AFP project: light green. Include recreational and support facilities.
- Known streams, lakes, and wetlands
- Park boundaries: red for existing boundaries
- Existing facilities: white
- Future facilities: orange
- Utility easements (power, sewer, and water lines): yellow
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

Example site plan of a non-linear park



Example site plan of a linear park



Project Costs

- **Project costs submitted in the application will become the grant's budget.** List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for items such as grading, utilities, and planning. Round project costs to the dollar.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to cover the increased costs.

Costs to Build or Renovate Facilities

- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Consider the impact of inflation.** Construction may be delayed as permitting and planning are completed. Construction costs can increase in the interim.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **Contingency:** A contingency of five percent of the total cost to build or renovate a project (up to \$30,000, whichever is less) may be included.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.

Planning Costs

- **Planning Costs:** For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans and system-wide plans are not eligible for reimbursement.
- **Limit on Planning Costs:** The sum of planning costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$120,000, whichever is less.

Eligible Planning Costs

- These costs are eligible if they are incurred after November 1, 2020 (two years before the application deadline) and before the end date for the AFP contract. Include these costs in the Project Costs for the project and to keep copies of the invoices to submit for reimbursement.

Project Costs Continued

Project Costs

Applicant: Town of Parkland	Project Name: Green Park Redevelopment	April 2022	
Project Elements (Include specific units — sizes, numbers, lengths, etc. — for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Picnic Shelter (2 grills, 4 tables, and 2 trash receptacles) and restroom Renovation – 20 x 30 feet	Lump Sum	\$115,000	\$115,000
Playground (play structure, swings, slides, accessible surfacing and shade structures)	Lump Sum	\$225,000	\$225,000
Walking Trail with trail linkage – 10 feet wide, paved trail with 3 benches	1,500 linear ft.	\$60/linear foot	\$90,000
Accessible routes (paved, 6 feet wide)	500 linear ft.	\$25/linear foot	\$12,500
Landscaping	Lump Sum	\$37,500	\$37,500
Utilities	Lump Sum	\$40,000	\$40,000
Cost to Build or Renovate:			\$520,000
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$30,000 of the cost to build, whichever is less)	5%	\$26,000	\$26,000
Planning and Costs			
Construction management, site planning, preliminary design, or the cost of preparing the application (not to exceed 20% or \$120,000 of the cost of the project, whichever is less)	10%	\$54,000	\$54,000
Total Project Cost:			\$600,000
Total AFP Grant Request			\$500,000
Total Local Match:			\$100,000

Project Costs Continued

Project Costs

Applicant: _____ Project Name: _____ Date Prepared: _____

Project Elements (Include specific units — sizes, numbers, lengths, etc. — for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Cost to Build or Renovate:			
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$30,000 of the cost to build, whichever is less)			
Planning Costs			
Construction management, site planning, preliminary design, or the cost of preparing the application (not to exceed 20% or \$120,000 of the cost of the project, whichever is less)			
Total Project Cost:			
Total AFP Grant Request:			
Total Local Match:			

Attorney's Certification of Site Control

Local Government: _____ Project Name: _____

Instructions: Review the Site Plan for the project (as described on pages 8-10). An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by November 1, 2022. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

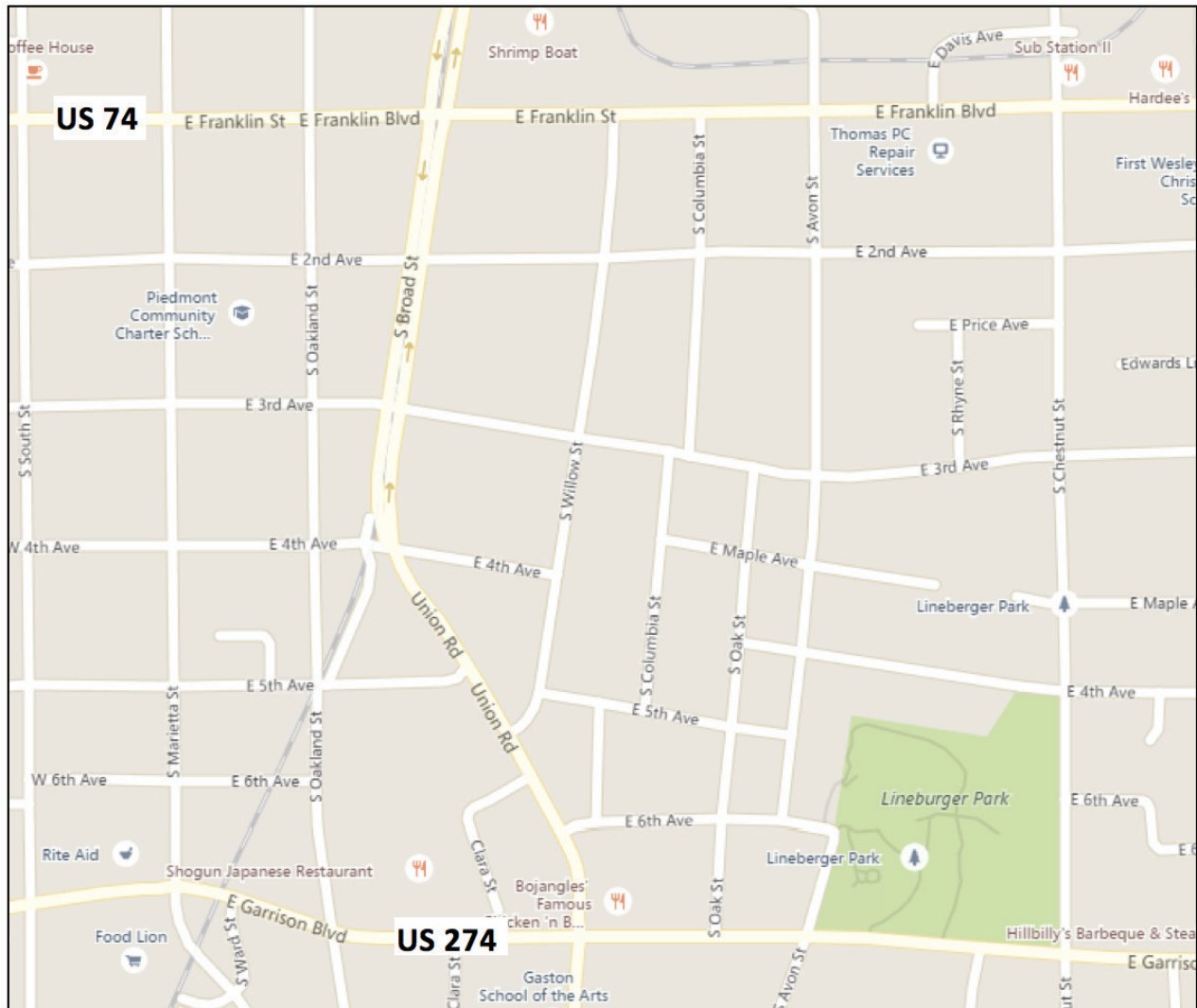
1. Type of Site Control: Indicate the type(s) of control the applicant has for the project site.	
Type of Control – Check all that apply	
<input type="checkbox"/> Fee Simple Title	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Lease (25 years or longer)	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
2. Limitations, Conditions or Encumbrances:	
<input type="checkbox"/> No limitations, conditions, or encumbrances <input type="checkbox"/> Limitations, conditions, or encumbrances <i>Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.</i>	
3. Attorney's Certification	
I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge.	
Name: <i>(Printed/typed)</i> : _____	
Title: _____	
Signature: _____	Date: _____

Site Vicinity Map

Please provide an 8½" x 11" map showing the location of the proposed project. Include the following items on the map:

- Title of the project
- The name of the road a visitor uses to get to the park entrance
- The location of the project in relation to the nearby towns or major roads
- Legible street names
- North arrow
- Physical address (such as a street address)
- Latitude/longitude coordinates of the central point in the site

Sample: Site Vicinity Map
Lineberger Park
632 Garrison Blvd., Gastonia, NC
Latitude / Longitude: 35°15'16.8"N / 81°10'19.7"W



Sources of the Applicant's Matching Funds

Use the format below to describe the sources of the applicant's matching funds. Indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval. Matching funds must be available during the three-year grant period.

Applicant: Town of Parkland

Project Name: Green Park Redevelopment

Sources of the Applicants Matching Funds			
Type of Matching Funds*	Amount of Funds	Funding Source	Availability
Cash	\$16,000	Private Donation	In Hand
Cash	\$84,000	Town's Budget or Capital Improvement Plan (CIP)	Town's Approved CIP
Total Matching Funds:	\$100,000		

**AFP allows other state and federal funding to be used as local match. PARTF grant recipients with an active project may not request AFP funds for the same project.*

Applicant: _____

Project Name: _____

Sources of the Applicants Matching Funds			
Type of Matching Funds*	Amount of Funds	Funding Source	Availability
Total Matching Funds:			

**AFP allows other state and federal funding to be used as local match. PARTF grant recipients with an active project may not request AFP funds for the same project.*

Environmental Review

Project Name _____

Local Government _____

All applicants who are proposing any development (roads, buildings, ball fields, etc.) with a AFP grant must provide the following information to help determine the proposed project's impact on the environment. Project design should minimize adverse impacts on the environmentally sensitive features of the site. Each item must be accurately and adequately addressed to allow the Department Natural and Cultural Resources to determine if the proposed project will comply with the requirements of the State Environmental Policy Act (SEPA).

- 1. Site Description:** Describe in detail the existing or proposed park property including the park acreage (for land and water), topography, streams, lakes, and any significant natural resources that are on or adjacent to the site. Attach a separate page if needed.

- 2. Past/Current Property Use:** What are the past and/or current uses of the property? Examples: Urban/developed, forest, agricultural, industrial site, landfill, water, or wetland. Attach a separate page if needed.
 - › **Important:** If the property has been contaminated (example: brownfield sites), all clean up actions must be completed before an AFP project can begin. Use this space to describe any clean up actions that are needed.

- 3. Wetlands:** Describe any wetland areas on the site including the acreage. See "Resources" on page 4 for help in identifying wetlands. Describe any disturbance of wetlands needed to develop the proposed project. Please state if no wetlands exist on the site. Attach a separate page if additional space is needed as well as a wetlands delineation map.

- 4. Floodplains:** Describe any floodplain areas within or adjacent to the site and delineate floodways. See the "Resources" section on page 4 for help in identifying floodplains. Please state if none exist. Attach a separate page if needed, especially for delineating 100-year floodways and floodplains.

- 5. Tree and wildlife species:** Describe the predominant tree and wildlife species on or adjacent to the site. Attach a separate page if needed.

- 6. Archaeological or historical sites:** List any known archaeological or historical sites within the project site or in the vicinity of the site. Has the area been surveyed by an archaeologist? If so, when and by whom? See "Resources" on page 4 for help in identifying cultural resources. Attach a separate page if needed.

Environmental Review Continued

- 7. Existing Structures:** List all existing recreational facilities and other structures on the site, regardless of their age. Indicate if any structure is more than 50 years old. Provide a photograph and pertinent historical information about the structure(s) which are 50 years or greater. Indicate whether any existing structure(s), regardless of age, will either be demolished or renovated for recreational use by the proposed project? Attach a separate page if needed.
- 8. Utilities:** Describe any existing utility easements within the site; including the width and length. Also, describe the existing water, sewer, and road systems at the site. Describe any water, sewer, or road systems included in the proposed project. Attach a separate page if needed.
- 9. Ground Disturbance / Site Clearing:** How many acres are to be disturbed and/or cleared for the proposed development?
_____ acres
- 10. New Facilities:** If a new indoor facility is proposed, how large is the facility's footprint or square feet of ground covered?
_____ square feet.
Also, if a greenway or trail is proposed, include its approximate:
length _____ feet
width _____ feet
surface (such as natural, gravel, paved, etc.) _____
- 11. Permits:** List all permits that have been or will be applied for or received, such as erosion control, CAMA or U.S. Army Corps of Engineers permits. Attach a separate page if needed. Include a brief discussion and documentation of interactions with permitting agencies.

Scoring System

Applicant: _____ Project Name: _____

A. Planning: (20 possible points)

1. Master plan for a park and/or greenway system (10 points)

- Please refer to pages 24-25 for the required components of the plan

- a. 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.

Date the plan was produced: _____ (9 points)

OR

- b. 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.

Date the plan was produced: _____ (4 points)

- c. The local governing board has adopted the master plan.

Date the plan was adopted: _____ (1 point)

Documentation Required:

1. A park master plan or greenway system plan.
2. A local governing board's meeting minutes or resolution as documentation of the adoption.
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 25 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: _____ (1 point)

Documentation Required:

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

3. Capital improvement plan for parks and recreation (3 points)

Please refer to page 25 for the required components of the plan

- The applicant has a capital improvement plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted (required): _____ (3 points)

Documentation Required:

1. A capital improvement plan.
2. A local governing board's meeting minutes or resolution as documentation of their adoption 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.

Note: If the paper copy of the plan is too large, submit a paper copy of the relevant pages for the project and the entire plan in digital format.

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 AFP grant project and obtaining comments within the past 24 months. 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. A document describing the means used to widely advertise the meeting, such as newspaper advertisements, Facebook, websites, and community announcements.
3. The minutes, including the discussion of the project, who was present and public comments.

2. Recreational needs survey (5 points):

- The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.
- The survey must be conducted during the past ten years
 - Please refer to page 26 for the required components of the survey

Documentation Required:

1. The following information about the survey
 - Copy of the questionnaire
 - Results of the survey
 - Describe how the survey was distributed.
 - Give the date(s) of distribution and the number of surveys distributed.
 - Provide the number of respondents and demographic information that they are representative of 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 groups (3 points):

- The applicant presented the AFP grant project to two or more local groups and received support for the project within the last 24 months. (Examples: civic groups, neighborhood associations, youth organizations, non-governmental advisory boards, etc.)

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. The agenda and/or correspondence or other documentation from the groups that confirm the meeting dates and the presentations given by the applicant.

Note: Letters expressing support for the project 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 AFP Grant project to the parks and recreation advisory board or a similarly appointed, non-elected group, and received a motion of support for the project within the last 24 months.

Date of the meeting(s): _____

Documentation Required:

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

C. Public recreational facilities provided by the project: (45 possible points)

1. Facilities to be provided that will meet the needs of children with physical and developmental disabilities and / or veterans with physical and developmental disabilities and enable them to participate in recreational and sporting activities, regardless of their abilities: (30 points)

The project will provide (check one):

- 3 or more types of recreational facilities (30 points)
- 2 types of recreational facilities (20 points)
- 1 type of recreational facility (10 points)

List the new types of recreational facilities:

Explain how each facility will meet the needs described above:

2. Identify features of the facilities listed above that will offer accessible features that go beyond the minimum requirements and incorporate Universal Design (page 4).

a. The project provide will facilities that go beyond the minimum requirements (check one):

- 3 or more types of new recreational facilities (15 points)
- 2 types of new recreational facilities (10 points)
- 1 type of new recreational facility (5 points)

Explain how each facility will incorporate Universal Design:

D. The Suitability of the Site for the Proposed Project. (5 possible points) Explanations are needed below to be considered for each point.

1. **The site is suited for the proposed development with minimal adverse impact to the environment. (1 point)**

Please explain:

2. **The location of the site enhances the park and the public's access to the park. (1 point)**

Please explain:

3. **The site is enhanced by the adjacent property uses. (1 point)**

Please explain:

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)**

Please explain:

5. **The site is free of restrictive easements, overhead powerlines, or other intrusions (1 point):**

- Yes No*

*Please explain:

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 items #3 & #4), describe how and when the site will be open to the public.

Definitions

- 1. Recreational Facility:** The following list provides examples of projects that will qualify as 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, boardwalks, 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, 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 numerous 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 / Tot Lots: one or more areas with multiple play structures for children that are sometimes differentiated by the age of the child.
 - Amphitheaters
 - Court and lawn games: One or more areas with equipment for informal games such as horseshoes, bocce, corn hole, and volleyball.
 - 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.
- 3. Master Plan for a Park or Greenway System**
 - A. Master Plan for a Park:** A long-range plan for a park that includes 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 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.
 - Program description: Identify the main purposes of the park including a description of how the park is to be used by the public.
 - Physical needs: Identify the physical needs of the park 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 AFP 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.

- B. Master Plan for a Greenway System** - A long-range plan for building a system of natural corridors and 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 are maps and text to describe the proposed system. The maps should illustrate not only existing greenway system, but also the proposed greenway network envisioned by the local government.
 - Action Plan:
 - A listing of action steps that set priorities
 - Roles and responsibilities in implementing the plan
 - Cost estimates and other resources needed to address action steps
 - 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 surveys, public meetings, focus groups or a combination of these efforts.
 - 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 the following items:
- Produced or substantially 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, YMCA's, 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.
 - A local government may use a multi-jurisdictional comprehensive plan, such as a county-wide plan, if the plan satisfies all the above criteria for that local government.

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

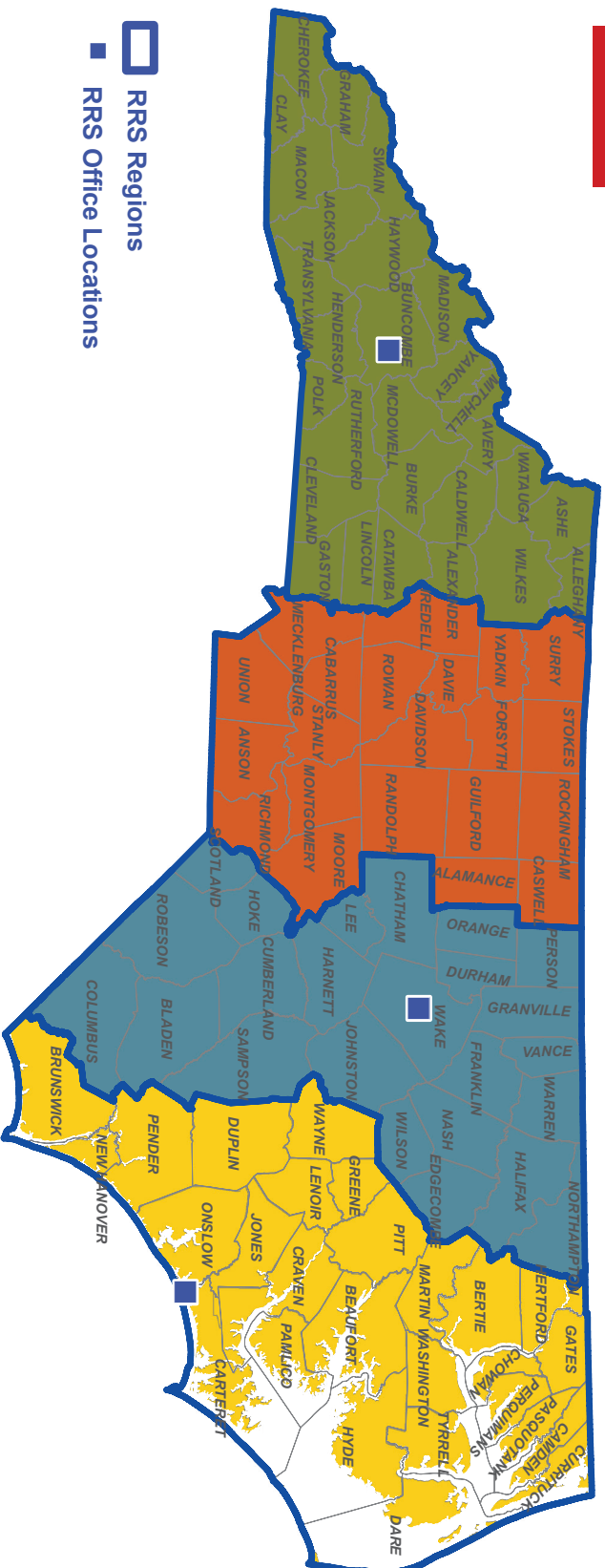
6. Survey of Recreational Needs: A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government typically uses the survey as one of the first steps in developing a master plan for a park or a comprehensive park and recreation plan for the entire 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, e-mail, door-to-door, and by telephone to this representative sample.

Self-selected surveys do not provide a random sample, or the number distributed, and may not be accepted for scoring purposes. Examples: online surveys or surveys to be picked up at a community center.

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 — ten 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 survey should include at least three of the following demographics to ensure a representative population of the jurisdiction: age, gender, education level, race, ethnicity, household income or household size.
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 AFP project.



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