

NORTH CAROLINA  
PARKS AND RECREATION TRUST FUND (PARTF)

# 2024 Grant Application



**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)  
Annual Grant Cycle Schedule**

<b>November 1, 2023</b>	<b>Announcement</b> The N.C. Division of Parks and Recreation (DPR) announces the availability of PARTF matching grants to local governments.
<b>March 15, 2024</b>	<b>Application Review Deadline</b> Local governments may submit their draft applications to their RRS regional consultant for a technical review to ensure that the application is complete.
<b>May 1, 2024</b>	<b>Application Deadline</b> Applications are due, either via paper submission or online in WebGrants.
<b>Late Summer/Early Fall 2024</b>	<b>Selecting Grant Recipients</b> 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 <a href="#">website</a> .

# PARTF Funding Cycle 2023-2024

## Requirements and Resources

### Program Summary

- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible for PARTF grants. Two or more local governments may apply jointly with one serving as the primary sponsor.

Public authorities, as defined by GS 159-7, are also eligible if they are authorized by N.C. general statutes to acquire land and develop recreation facilities for public use.

- **Eligible Projects:** PARTF grants can be used to acquire land as well as build or renovate facilities for a public park. A project must be located on a single park site.
- **Maximum Request:** Applicants can request a maximum of \$500,000 with each application. PARTF grant recipients with an active project may not request additional funds to complete the project.
- **Dollar-for-Dollar Match:** An applicant must match the grant at least dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as matching funds. 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. The grantee is required to provide all matching funds within the three-year grant period.
- **Site Control:** The applicant must have legal control of the park property where PARTF facilities will be located.
- **Public Use:** Park areas and facilities must be open and accessible to the public with no restrictions such as membership. Property acquired with PARTF assistance must be dedicated forever for public recreational use.

Facilities built or renovated with a PARTF grant are to be used for public recreation for at least 25 years. These facilities are not eligible for additional PARTF assistance during this time.

- **Incomplete and Ineligible Applications** will not be considered for funding. *Only information received or postmarked by **May 1, 2024** 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.
- **Evaluation of Applications:** The PARTF staff evaluates each application. The evaluation includes the PARTF scoring system, an on-site inspection, and a review of the applicant's previous grants.
- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects PARTF grant recipients. The factors that the Authority members consider include the following:
  - the applicant's description/ justification for the project
  - the application's ranking based on the PARTF scoring system
  - the geographic distribution of grants across North Carolina
  - the distribution of grants to local governments with small, medium, and large populations
  - the applicant's administration of previous grants
  - the amount of PARTF funds that the applicant is requesting
  - the amount of PARTF funds available
- **Additional Information** is available on the [N.C. Division of Parks and Recreation website](#).

# Requirements and Resources

## Assistance for Completing the Application

- Your PARTF 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.
- Learn more about completing a successful PARTF application by viewing the "PARTF Application Video Guide" [instructional video](#) presented by the PARTF program.
- Complete the application at least six weeks before the deadline (March 15, 2024) 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.

## To Help Plan Facilities for Public Recreation

- **Making Facilities Accessible:** All facilities funded by PARTF 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. For design guidelines, go to:

[ADA Standard - index](#)  
[About ADA Standards](#)  
[Guidelines for Recreation Facilities](#)

- **Playground Safety Guidelines:** PARTF encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for [Public Playground Safety](#) (publication #325).
- **Place Utility Lines Underground:** All utility lines funded with a grant from PARTF must be placed underground.

## To Help Complete 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:** <https://fris.nc.gov/fris/Home.aspx?ST=NC> 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. (page7)
- 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

- **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, PARTF strongly recommends that a local government obtain the approved permit before applying. Examples include bridges and dams.

## 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 or the online WebGrants application are the official copy of the application. Label the flash drive with name of the local government applying.
- For paper submissions, only application packets postmarked or received by May 1, 2024, will be accepted.
  - Applications may be:
    1. Mailed to:  
NC Division of Parks and Recreation  
Attention: PARTF Program  
1615 Mail Service Center  
Raleigh, NC 27699-1615

*Mailed applications must include a tracking number.*

    2. Delivered no later than 5 p.m. May 1 to:  
NC Division of Parks and Recreation,  
Nature Research Center, 2<sup>nd</sup> Floor  
121 West Jones Street  
Raleigh, NC 27603
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project (page 11).
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit invoices for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each PARTF project to inspect the progress as well as the financial records. All PARTF grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing a PARTF Project:** A local government has three years to complete a PARTF project, as specified in the contract.

## If You Receive a Grant

- **When to Start:** To receive PARTF grant funds, a grantee must sign a contract *before* beginning a PARTF project. Two exceptions:
  - Some planning costs (page 11) can be incurred before applying.
  - DPR can approve a waiver allowing an applicant to acquire land before a grant is approved (page 16).
- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.

## 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 Name:** \_\_\_\_\_

Required for All Applications Use the (file name) shown for each item.	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	1	1	
4. Site Plan: for projects to construct or renovate facilities (Site plan) OR Conceptual Plan: for land acquisition only projects (Site plan)	8-10	1	1	
5. Project Costs (Project costs)	11-12	1	1	
6. Source of Matching Funds (Matching funds)	15	1	1	
7. Site Vicinity Map (Site vicinity)	17	1	1	
8. Scoring System (Scoring system)	24-29	1	1	
<b>Required for Projects to Construct or Renovate Facilities</b>				
9. Attorney's Certification of Site Control (Site control)	14	If applicable, 1		
10. Environmental Review (ENV review)	22-23	1	1	
11. Local Government & School Joint-Use Agreement (Joint use)	4	If applicable, 1		
<b>Required for Projects to Acquire Property (including acquisition with a waiver)</b>				
12. Acquisition Form (Acquisition form)	20	1	1	
13. Appraisal, Property Tax Value or estimate by an appraiser (Land value)	18	1	1	
14. Legal Description of the Land (Land description)	21	1	1	
15. History of Ownership for donated land (Ownership)	18	If applicable, 1		
<b>Documents for the Scoring System</b>				
16. Master Plan for the Park (Master plan)	22 & 30	If available, 1		
17. Parks and Recreation Systemwide Plan for the Jurisdiction (Comp plan)	23 & 31	If available, 1		
18. Capital Improvement Plan for Parks and Recreation (CIP)	23 & 31	If available, 1		
19. Documentation of Surveys or Public Involvement (Public meeting), (Survey), (Civic Groups), (Advisory board)	24 & 32	If available, 1		
20. Local Board Minutes or Resolution Adopting of Planning Documents (Adoption)	22-25	If available, 1		



## N.C. Parks and Recreation Trust Fund (PARTF): 2023-2024 Basic Facts and Assurances

<b>Local Government Name:</b>	<b>County:</b>
<b>Federal Employer I.D. Number:</b> 56-	
<b>Local Government Contact Person for the Grant:</b> Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. Title: Organization: Mailing Address: City/State/Zip: Telephone: E-mail: (must be an employee of the sponsoring local government)	<b>Local Government Manager:</b> Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. Title: Mailing Address: City/State/Zip: Telephone: E-mail:
<b>Chief Elected Official:</b> Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. Title: Mailing Address: City/State/Zip:	<b>Type of Project:</b> <input type="checkbox"/> Land Acquisition Only <input type="checkbox"/> Development Only (construction or renovation) <input type="checkbox"/> Land Acquisition and Development
<b>Site Control (check all that apply):</b> <input type="checkbox"/> Owned by local government <input type="checkbox"/> To be obtained with this land acquisition project <input type="checkbox"/> Has been obtained for this land acquisition project using an approved waiver that expires on this date: _____ <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Easement <input type="checkbox"/> Owned by school board	<b>Costs rounded to nearest dollar:</b>  PARTF 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](#)?  yes  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 dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.

**Chief Elected Official**

(Print or Type Name and Title)

(Signature)

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.

**This form must be complete in its entirety for your application to be considered**

## Project Description and Justification

Submit 1 copy of a one-page document with the following titles and sections.

**Titles:** Description and Justification for the (insert the project name) Project  
Local Government: (insert the local government name)

**Sections:**

- **Description** - Briefly identify the recreational facilities to be built and/or the park land to be acquired with PARTF assistance. 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 benefit your community.

**Format:**

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

## Site Plan

Submit 1 copy 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 1 copy of a floor plan if your project includes a community center or similar large building to be used for recreation.

**For land acquisition only projects**, submit a conceptual site plan displaying proposed future development. All future development is displayed in orange.

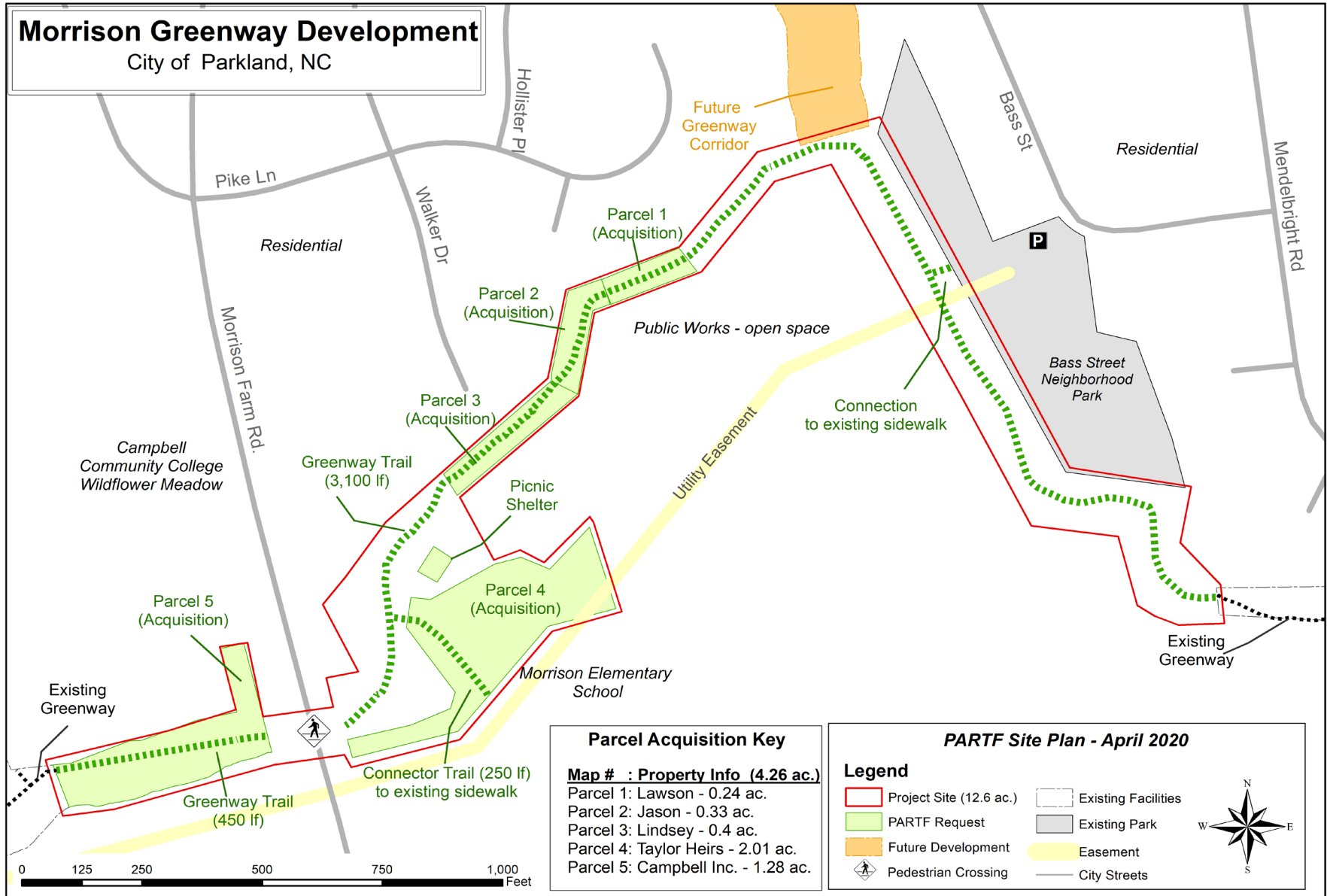
Include the following items and color-codes on the site plan for both non-linear and linear parks:

- |  |   |
|--|---|
| ● Title: Name of project and applicant   | ● Future facilities: orange                                 |
| ● Acreage  | ● Utility easements (power, sewer, and water lines): yellow |
| ● Elements of the proposed PARTF project: light green. Include land to be acquired, recreational and support facilities. | ● Entrance and access roads to the site                     |
| ● Known streams, lakes, and wetlands   | ● Names of adjacent roads                                   |
| ● Park boundaries: red for existing boundaries/ green for new land to be acquired  | ● Uses of adjacent property                                 |
| ● Existing facilities: white   | ● 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 \$50,000, 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.

### Land Acquisition

- **Land Values:** Use an appraisal completed using the [Universal Standard of Professional Appraisal Practices](#) (USPAP) or the assessed property tax value for land to be acquired, either by purchase or donation (page 19). PARTF grant recipients will be required to submit a USPAP appraisal.
- **Bargain Sale:** If the landowner is willing to sell property for less than the appraised value, the difference is a donation. The appraised value of the land should be included in the Project Costs. Contact your regional consultant if your project includes a bargain sale.

### Planning and Incidental 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.
- **Land Acquisition Costs:** Appraisals, title searches, surveys, and attorneys' fees can be included as incidental costs.
- **Limit on Planning and Incidental Land Acquisition Costs:** The sum of planning costs, incidental land acquisition costs, and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less.

### Eligible Planning or Incidental Costs

- These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and to keep copies of the invoices to submit for reimbursement.

## Sample

### Project Costs

**Applicant: Town of Parkland**

**Project Name: Green Park Redevelopment**

Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)	Unit	Unit Cost	Total Item Cost
<b>Building and/or Renovating Costs</b>			
Picnic Shelter (2 grills, 4 tables, and 2 trash receptacles) and Rest Room Renovation - 20 x 30 feet	Lump Sum	\$147,000	\$147,000
Playground (play structure and accessible surfacing)	Lump Sum	\$80,200	\$80,200
Walking Trail - 6 feet wide, trail with 1 bench	1,500 linear ft.	\$32 / linear foot	\$48,000
Ballfield with irrigation, dugouts, fencing, and benches	Lump Sum	\$239,000	\$239,000
Accessible Routes (paved, 6 feet wide)	400 linear ft.	\$45 / linear foot	\$18,000
Parking Lot - paved for 45 cars	Lump Sum	\$72,800	\$72,800
Site Preparation (clearing, grading, and erosion control)	4 acres	\$23,750	\$95,000
Utilities	Lump Sum	\$40,000	\$40,000
<b>Cost to Build or Renovate</b>			<b>\$740,000</b>
<b>Contingency for the Cost of Building / Renovating</b>			
Contingency (not to exceed 5% or \$50,000 of the cost to build, whichever is less)	5%		\$37,000
<b>Land Value – (Indicate Purchase or Donation)</b>			
Land Acquisition <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Donation	5 acres	\$14,600	\$73,000
<b>Planning and Incidental Land Acquisition Costs</b>			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% or \$200,000 of the cost of the project, whichever is less)	8%	\$74,000	\$74,000
<b>Total Project Cost</b>			<b>\$924,000</b>
<b>Total PARTF Grant Request</b>			<b>\$400,000</b>
<b>Total Local Match</b>			<b>\$524,000</b>

## 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
<b>Building and/or Renovating Costs</b>			
<b>Cost to Build or Renovate</b>			
<b>Contingency for the Cost of Building / Renovating</b>			
Contingency (not to exceed 5% of the cost to build or renovate or \$50,000 - whichever is less)			
<b>Land Value – (Indicate Purchase or Donation)</b>			
Land Acquisition - <input type="checkbox"/> Purchase <input type="checkbox"/> Donation			
<b>Planning and Incidental Land Acquisition Costs</b>			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project or \$200,000 - whichever is less)			
<b>Total Project Cost</b>			
<b>Total PARTF Grant Request</b>			
<b>Total Local Match</b>			

## Attorney's Certification of Site Control for Development Projects

**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 May 1, 2024. The project must be located on a single contiguous site. Please contact your regional consultant about linear parks and greenways.

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

Exception: This certification is not required for applications only proposing land acquisition or applications proposing to acquire the site of a proposed development project.

<b>1. TYPE OF SITE CONTROL:</b> Indicate the type(s) of control the applicant has for the project site.	
TYPE OF CONTROL	Check all that apply
<input type="checkbox"/> <b>Fee Simple Title</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> <b>Lease (25 years or longer)</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> <b>Easement</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<b>2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:</b>	
<input type="checkbox"/> No limitations, conditions, or encumbrances <input type="checkbox"/> Limitations, conditions, or encumbrances 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.	
<b>3. ATTORNEY'S CERTIFICATION</b>	
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. The proposed project will be on one contiguous site.	
NAME (Printed/Typed) _____	
TITLE _____	
SIGNATURE _____ Date _____	



## 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.

### Sample

## Sources of the Applicants Matching Funds

**Applicant: Town of Parkland**

**Project Name: Green Park Redevelopment**

Type of Matching Funds	Amount of Funds	Funding Source	Availability
Cash	\$ 16,000	Private Donation	In Hand
	\$ 402,570	Town’s Budget or Capital Improvement Plan (CIP)	Town’s Approved CIP
Fee Simple Land Donation	\$ 56,400	Value of Donated Property	Pending PARTF Grant Approval
State Grant*	\$ 100,000	NC Land and Water Fund	Pending DNCR Approval by September 2023
Total Matching Funds	\$574,970		

\*PARTF allows other state and federal funding to be used as local match.

## Sources of the Applicant's Matching Funds

Applicant: \_\_\_\_\_ Project Name: \_\_\_\_\_

Type of Matching Funds	Amount of Funds	Funding Source	Availability
<b>Total Matching Funds</b>			

## Site Vicinity Map

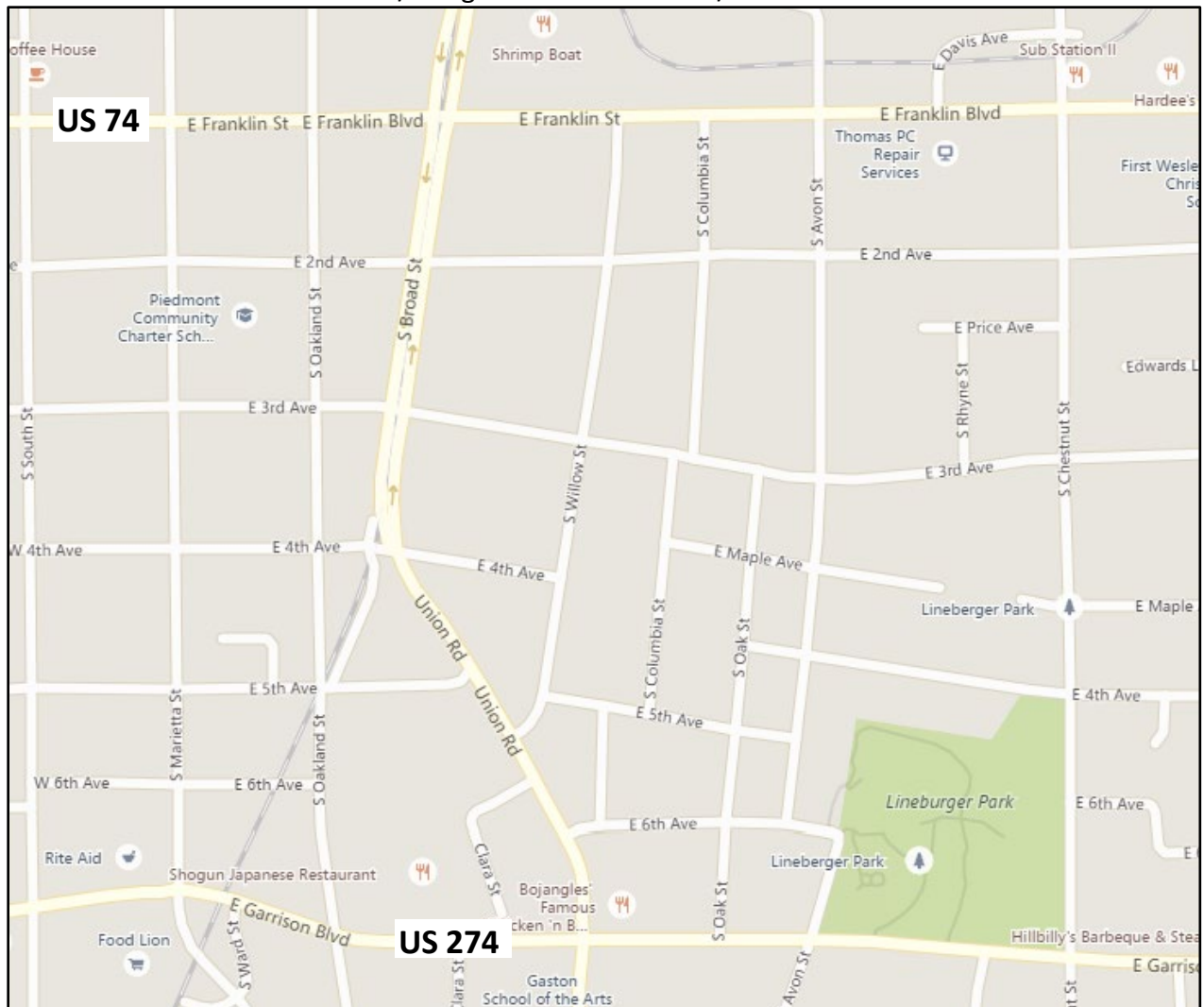
Please provide 1 copy of an 8½" x 11" map showing the location of the proposed project. Include the following items on the map:

- Title of the project
- The name of the road a visitor uses to get to the park entrance
- The closest major highway/road
- 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

Lineburger Park  
632 Garrison Blvd.  
Gastonia, NC

Latitude / Longitude: 35°15'16.8"N / 81°10'19.7"W



# Land Acquisition Requirements

**The following requirements apply to land to be acquired by fee simple title, donation, or easement.**

**Items to Submit with the Application:**

- List of properties to be acquired (page 20)
- Estimated value of the property according to an appraisal or the county property tax value (see page 19 for more detail)
- Legal description of the land (page 21) and conceptual site plan (page 8)
- Five-year history of ownership (donated land only)

**Dedicated for Public Recreation:**

Property acquired fee simple via purchase with a grant from PARTF must have the following clause in the deed:

“This property was acquired with State financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to 07 NCAC 13K .0109 and a contractual requirement with the Fund, this Property shall in perpetuity (1) be used for, and only for, local park and recreation purposes for the use and benefit of the general public and (2) not be converted to uses that are other than public recreation (whether by sale, transfer, or in any other manner) without first obtaining approval from N.C. Department of Natural and Cultural Resources (NCDNCR) or its successor agency in accordance with the applicable rules.”

Donated property or easements acquired with a PARTF project will require a similar clause.

**When to Take Title to Land**

Grant recipients must sign a contract with the State before accepting title to land that will be acquired as part of a PARTF grant, either by purchase or donation.

**Is It Urgent? Request a Waiver**

If necessary, a local government can request permission to acquire land before receiving a grant. This request must be submitted and approved prior to acquiring land. DPR staff will

consider a written request that identifies the proposed site and explains why the property must be acquired early due to factors beyond its control.

In addition, the local government acknowledges that the waiver does not indicate any preferential treatment in grant selection.

If approved, a waiver is in effect for 24 months. The applicant needs to submit a PARTF application to acquire the land before the waiver expires; prior to application deadline if necessary.

**Applying for Land Acquisition with a Waiver:**

- On the “Basic Facts and Assurances” form, the “Type of Project” is land acquisition OR land acquisition with development.
- On the “Project Costs”, include the property acquired and its value.
- On the “Site Plan,” include the property and color-code it green as part of the PARTF project. Indicate future development in orange.
- Use the “Checklist to Submit a Complete Application” and include all the items required for projects to acquire property.
- On the “Description/Justification” page, do not include any reference to the waiver. Like other land acquisition, describe the land to be acquired, its significance, and why it should be acquired.
- The applicant is strongly encouraged to complete a USPAP appraisal (page 19) prior to closing.

Please discuss with your RRS consultant the requirements for reimbursements, prior to closing on the property that involved a waiver.

**Land Acquisition Only Projects**

A local government with land acquisition only projects must provide recreational facilities within five years. Provide 1 copy of a conceptual site plan to show the proposed development (page 8).

## Donated Land

A local government can use the appraised value of donated land as its matching funds for the grant. Requirements for land donations include:

- The donor of the land must be a private organization or individual.
- The applicant must provide a five-year history of ownership for the property.
- Land that is transferred to the applicant due to a statute or rule is not considered a donation.

**Bargain Sale:** If a landowner agrees to sell property for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant. For projects involving bargain sales, applicants are encouraged to contact their regional consultant.

All the requirements for acquiring land by fee simple title also apply to acquiring land by donation or bargain sale.

## Property Values and Appraisals

When submitting a PARTF application, local governments can use an appraisal completed using the [Universal Standard of Professional Appraisal Practices](#) (USPAP) or the assessed property tax value for land to be acquired.

PARTF grant recipients will be required to submit a USPAP appraisal. This includes property acquired prior to the application deadline using a PARTF waiver.

- Accurate appraisals are important. Tax values are generally not as accurate or current as appraisals. If a local government underestimates a property's value for the PARTF application, it will need to cover the higher purchase price with local funds.
- A licensed appraiser must certify that each appraisal is completed using USPAP standards.
- For property with a value more than, \$750,000 two appraisals will be required if the grant is approved. The State Property Office will review the appraisals and determine the value of the property.
- Complete the table titled "List of Properties to be Acquired" to identify each parcel of land proposed for acquisition (page 20). Include the estimated value and proposed purchase price for each parcel.
- Are there existing capital improvements located on the property? If so, only those improvements that will be used for public park purposes can be included in the cost of the property to be reimbursed with a PARTF grant.

Identify the value of each of these improvements and describe how they will be used for the proposed park (page 20).



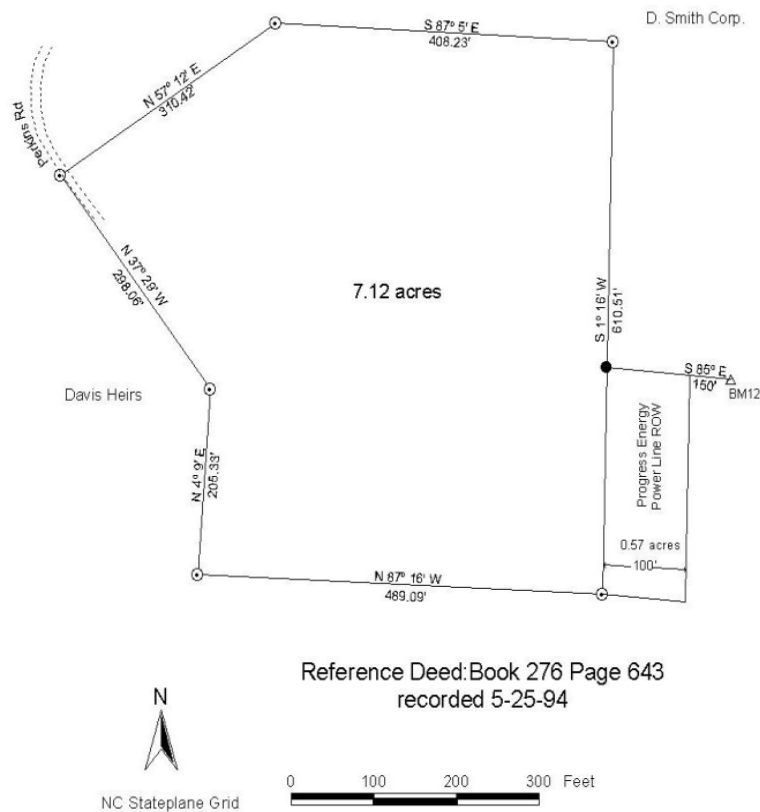
## Legal Description of Property to be Acquired

Applicants proposing to acquire property with a PARTF grant are required to submit a legal description of the property. Legal descriptions include surveys, plat maps, tax maps or other maps that include metes and bounds. Legal descriptions are needed for all parcels included on the "List of Properties to be Acquired" (page 20).

All legal descriptions should be submitted on a single 8½" x 11" page or an 11" x 17" page. Include the following items as shown on the sample below:

- Project name, acreage, north arrow, scale, date prepared
- Metes and bounds of the property
- Any easements or restrictions on the public use of the property
- Owner and/or uses of adjacent property
- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmarks
- Deed book number, page number, and date recorded

In addition to the legal description, applicants with acquisition-only projects must submit 15 copies of a conceptual plan showing the property to be acquired and future development for public recreation. Instructions for the conceptual plan are combined with the "Site Plan" instructions (page 8).



**Oak Leaf Park Property - Legal Description**

## Environmental Review

Project Name \_\_\_\_\_ Local Government \_\_\_\_\_

**All applicants who are proposing any development** (roads, buildings, ball fields, etc.) with a PARTF 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).

Some projects will require an additional evaluation called an "environmental assessment" if they are selected for funding. For any project that meets *all three* of the following criteria, an environmental document must be prepared:

- An expenditure of \$10 million in funds provided by the state of North Carolina for a single project or action or related group of projects or action

**Or**

land-disturbing activity of equal to or greater than 10 acres of public lands resulting in substantial, permanent changes in the natural cover or topography of those lands (or waters)

- An action by a state agency, and
- Has a potential detrimental environmental effect upon natural resources, public health and safety, natural beauty, or historical or cultural elements, of the state's common inheritance.

The PARTF program will notify the applicant if an environmental assessment. If needed, the grantee must complete the environmental assessment before signing the PARTF contract and beginning the project.

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 (examples: brownfield sites), all cleanup actions must be completed before a PARTF contract is executed and the project can begin. Use this space to describe any cleanup actions that are in progress or proposed. The PARTF program recommends that local governments wait until cleanup is completed before applying.



3. **Wetlands:** Describe any wetland areas on the site including the acreage. Describe any disturbance of wetlands needed to develop the proposed project. Please state if no wetlands exist on the site. Attach a copy of a map of the park property from this website: <https://fwsprimary.wim.usgs.gov/wetlands/apps/wetlands-mapper/> Attach a separate page if additional space is needed as well.

4. **Streams on Site:** Attach a copy of a map of the park property from this website: <https://experience.arcgis.com/experience/7073e9122ab74588b8c48ded34c3df55?views=Stream-Details>

5. **Floodplains:** Describe any floodplain areas within or adjacent to the site and delineate floodways. Please state if none exist. Include a copy of a map of the park property from this website: <https://fris.nc.gov/fris/Home.aspx?ST=NC>. Attach a separate page if needed, especially for delineating 100-year floodways and floodplains.

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

7. **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? Include a copy of a map of the park property from this site: [NC HPOWEB 2.0](#). Attach a separate page if needed. Additional review will be required if ground disturbance will occur within study list or historic district (per HPOWEB), if federal funds will also be used, or if a 404 permit is needed.

8. **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.

9. **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.

10. **Ground Disturbance / Site Clearing:** How many acres are to be disturbed and/or cleared for the proposed development?

\_\_\_\_\_ acres

11. **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 and surface \_\_\_\_\_ (such as natural, gravel, paved, etc.)

12. **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.

If located in one of the following counties, contact your county field representative through the Division of Coastal Management to discuss CAMA permitting requirements: Beaufort, Bertie, Brunswick, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Tyrrell, or Washington.

## 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 the information requested for each item. Attach a separate page if more space is needed to address any item. Before beginning, refer to the “Definitions” section (page 31) describing the requirements for planning and public involvement documents. 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 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

<b>Applicant:</b>
<b>Project Name:</b>
<b>A. Planning: (20 possible points)</b>
<p><b>1. Master plan for a park and/or greenway system (10 points)</b></p> <ul style="list-style-type: none"> <li>• This item does not apply for applications proposing only land acquisition</li> <li>• Please refer to pages 32-33 for the required components of the plan</li> </ul> <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="padding-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="padding-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="padding-left: 40px;">Date the plan was adopted: _____ (1 point)</p> <p><b>Documentation Required:</b></p> <ol style="list-style-type: none"> <li>1. A park master plan or greenway system plan.</li> <li>2. A local governing board’s meeting minutes or resolution as documentation of the adoption.</li> <li>3. List the page number(s) and tab or highlight where the project is referenced in the plan.</li> </ol>

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

Please refer to page 33 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 33 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 PARTF 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 34 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 PARTF 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 PARTF 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)**

Not applicable to land acquisition only projects.

**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: (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) 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 (page 9-10). 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)**

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.**

**F. Land Acquisition (15 possible points)**

(Does not apply for applications proposing development only.)

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)

**\*Detailed explanation required.**

**What is the specific significant resource?**

**What is the specific potential threat?**

## 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 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 / 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

**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 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.

**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 PARTF project.