

NORTH CAROLINA
PARKS AND RECREATION TRUST FUND (PARTF)

2024 Application Guide



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Parks and Recreation Trust Fund (PARTF) Annual Grant Cycle Schedule

November 1, 2024 **Announcement**
The NC Division of Parks and Recreation (DPR) announces the availability of PARTF matching grants to local governments.

March 14, 2025 **Application to 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.

May 1, 2025 **Application Deadline**
Applications must be submitted online in WebGrants no later than 5:00 pm EST on May 1, 2025

August 22, 2025 **Selecting Grant Recipients**
The Parks and Recreation Authority meets to select grant recipients on August 22, 2025, in the Nature Research Center in Raleigh, NC. A virtual link to stream the meeting will be made available on the Division's [website](#).

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 NC 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 submitted online via WebGrants by 5pm EST on May 1, 2025, will be accepted. No paper applications will be accepted.

Applicants are strongly encouraged to begin their online application as soon as possible. Do not wait until May 1 to begin entering your application as technical assistance will be limited. All required elements must be included within the application. Attachments stored in the organization profile or emailed will be not considered.

- The **Application Checklist** 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 population.
- › 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 NC Division of Parks and Recreation [website](#).

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 guide and understand how each application is evaluated. Start early to assemble all items for submitting a complete application.
- The Division of Parks and Recreation provides technical assistance to local governments through the Recreation Resources Service (RRS) at NC State University. Contact your [regional consultants](#) to discuss your application or project.
- Complete the application at least six weeks before the deadline (March 14, 2025) 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.
- Templates are included in this application guides. Applicants should utilize these templates and attach the completed copies where appropriate within the online application.

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) and consider purchasing playground equipment and playground surfacing that meets the latest American Society for Testing and Materials (ASTM) standards for public playgrounds.
- **Place Utility Lines Underground:** All utility lines funded with a grant from PARTF must be placed underground.
- **Native Plant Policy:** the landscaping of all PARTF-funded projects, must only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the U.S. Department of Agriculture has classified as native to North Carolina. The "Southeastern United States" following counties in Florida: Bay Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington. The following non-native plants shall be exempted from this requirement:
 - › Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
 - › Non-native turf grass; and
 - › Non-native seeds and plants where the primary purpose is: crop cultivation;
 - › scientific research;
 - › botanical or historical gardens; or
 - › plantings for wildlife.

To Help Complete the Environmental Review

Contact these agencies as early as possible. Please include any correspondence or information from these agencies in your application in the application supporting documentation section.

- **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.
- 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 application online. Applications must be in “submitted” status by 5 pm on May 1, 2025, to be considered. Late submissions will not be allowed.

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 can be incurred before applying.
 - › DPR can approve a waiver allowing an applicant to acquire land before a grant is approved.
- **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.
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project.
- **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.

Checklist to Submit a Complete Application

Required Application Elements

When attaching a file in WebGrants, use the following naming convention:

File Type_Applicant

Ex: Application Certification_NCDPR or SiteControlCertification_NCDPR

1. Application Information

- a. Project Contact Information
- b. Project Information
- c. Certification & Approval by Local Governing Board (Application Certification)
- d. Project Description & Justification
- e. Completed Self-Scoring

2. Site Information

- a. List of Facilities
- b. Site Plan
- c. Site Control (For development projects)
 - › Must attach Attorney's Certification of Site Control (Site Control Certification)
- d. Site Operations & Maintenance
- e. Site Suitability
- f. First Park (If Applicable)
- g. Land Acquisition & List of Properties to be Acquired (For projects including acquisition)

3. Project Costs

- a. Project Costs
- b. Acquisition, Contingency, & Planning Costs
- c. Source of Matching Funds

4. Environmental Review

Documents for the Scoring System

5. Planning

- a. Master Plan
- b. Comprehensive Systemwide Plan for Parks and Recreation (Comp plan)
- c. Capital Improvement Plan

6. Public Involvement

- a. Recreational Needs Survey
- b. Group Presentations
- c. Support from Parks & Recreation Board
- d. Public Meeting

Optional Attachments

7. Community Letters of Support (Letter of Support)

Beginning Your Application in WebGrants - General Information

To start a new application for this opportunity, Click the “Start New Application” button to start a new application. If the “Copy Existing Application” button appears, you may copy data from an existing application.

Enter your application title first. We recommend your application title include the park or trail name. Ideally, you would use the same name for the application on the general information form and the project on the project information form.

If multiple people in your organization will be working on the application, the individual originating the application must add the additional contacts in the application general information.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID:	1386
Program Area:	PARTF - Parks and Recreation Trust Fund
Funding Opportunity:	1170-TEST Parks and Recreation Trust Fund Grant (PARTF)
Application Stage:	Final Application
Application Status:	Editing
Application Title:	<input type="text" value="Test Application 24-25"/>
Primary Contact:	<input type="text" value="Test Tester"/>
Organization:	<input type="text" value="BaseLine Organization"/>

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts:	<input type="text" value="Additional Applicants"/>
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Individuals must be associated with your organization to be added to the application. If an external consultant is editing or completing your application, please email grants@ncparks.gov to request the selected individuals be added to your organization.

Project Contact Information

The Project Contact Information section includes the contact information for the local government grant contact, the local government manager, and the chief elected official.

The local government grant contact must be an employee of the sponsoring government. If awarded, all communication regarding the grant contract and grant milestones will be sent to this individual.

Your Recreation Resources Service consultant is an excellent resource for putting together a PARTF application. We highly recommend that applicants contact their consultant for guidance and support.

Find your consultant's contact information here: <https://rrs.cnr.ncsu.edu/offices-staff/>.

Project Information

This section should include the name of your project, which if awarded, will become the name of the grant. We recommend using the name of the park or trail. Please note that the project name may be published or shared publicly.

Additionally, please provide the project address as well as the latitude & longitude if known.

If your project is an LWCF-funded park, please list the grant number. Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#).

Project Description and Justification

The project description and justification will be provided to the Parks and Recreation Authority members.

Project Description – Describe your project in 3-5 sentences. Be concise and discerning, including the recreation facilities to be added or renovated as well as any land acquired with PARTF assistance. Please note that the project description may be published or shared publicly.

Project Justification – Explain why the project is needed and how it will impact your community. Be concise and discerning with information, covering key components and background, if needed. Narratives are limited in word length as noted within the application form.

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 every one dollar of grant funds will be available within three years of submitting the application. 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.

PARTF Scoring System for Grants

The members of the NC 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. Before beginning, refer to the “Definitions” section 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

Applicant: _____ Project Name: _____

A. Planning: (20 possible points)

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

- This item does not apply for applications proposing only land acquisition
- Please refer to the definitions 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 the definitions 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 the definitions 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.

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. A document describing the means used to widely advertise the meeting, such as newspaper advertisements, Facebook, websites, and community announcements. Widely advertised means advertised through more than one source.
2. 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 the definitions 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.

Note: To receive points for the survey, the following must be demonstrated in the provided documentation:

- The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction.
- The results should include at least three of the following demographics (age, gender, education level, race, ethnicity, household income or household size) to ensure that they are representative of the population in the jurisdiction.

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. The agenda and/or correspondence or other documentation from the groups that confirm the meeting dates and the presentations given by the applicant.
2. The documentation must demonstrate the project was supported by the group to receive points.

Note: Letters expressing support for the project do not count as presentations.

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. 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 (¼ 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. 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 describe how the proposed development would be limited or cause a safety hazard for users:

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?

List of Recreational Facilities and Support Facilities

Applicants should list the facilities provided in this project here. Click on 'Add Entry' for each new facility you wish to add. To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Recreational facilities can be new facilities, like facilities (adding a second or similar facility to something already on site), or renovated facilities. 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 ¼ 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.

Renovation is defined as 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.

Support facilities are also eligible. 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.

Site Plan

Attach a one-page color-coded site plan. The attachment should be titled, "Site Plan Applicant Name."

Use the examples on the following pages as a guide. Include the items and color coding listed below.

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 PARTF 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

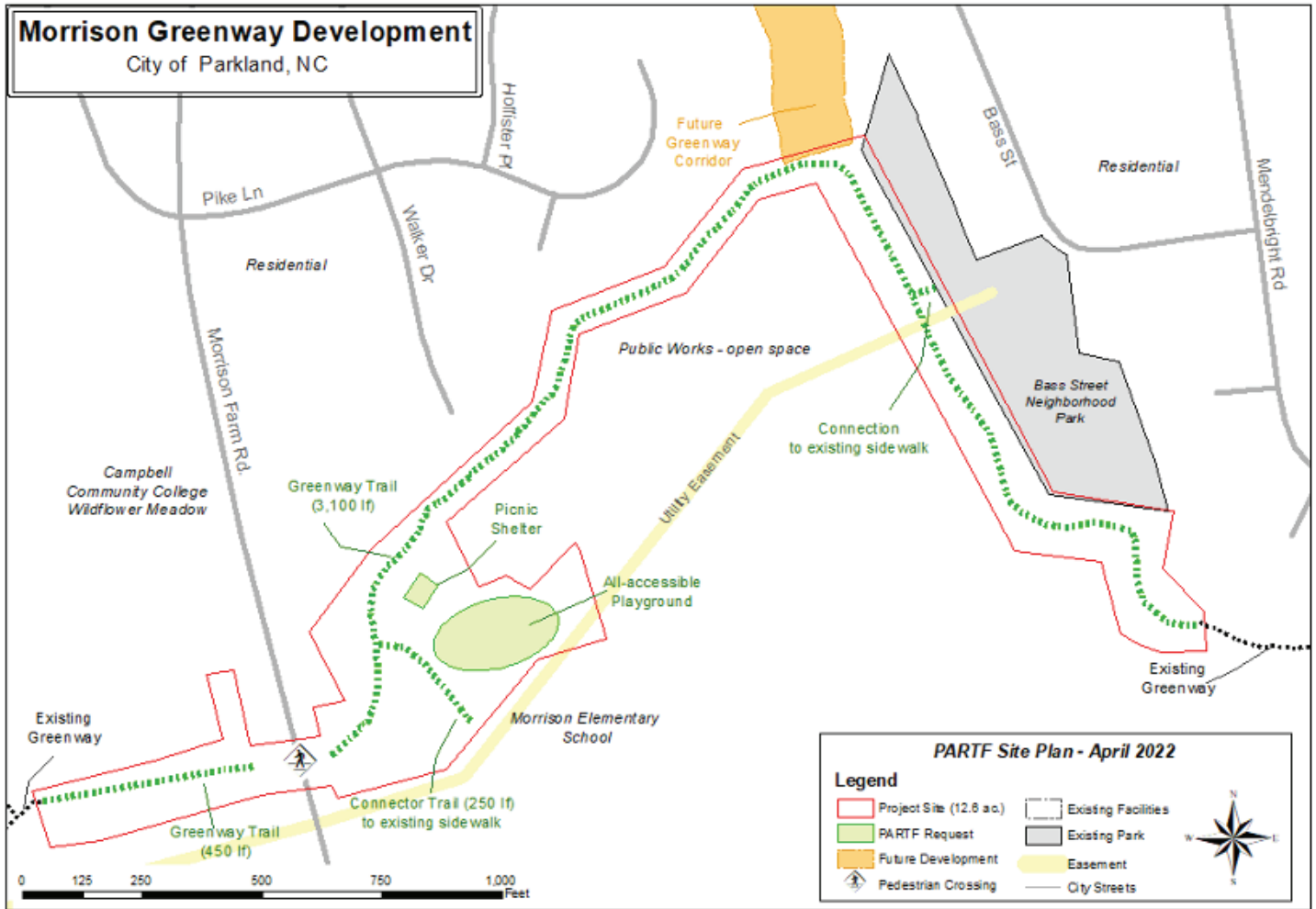
Attach a floor plan if your project includes a community center or similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings.

The site plan will be provided to the Parks & Recreation Authority.

Example site plan of a non-linear park



Example site plan of a linear park



Attorney's Certification of Site Control

Local Government: _____ Project Name: _____

Instructions: Review the Site Plan for the project. 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, 2025. 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 – <i>Check all that apply</i>	
<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 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.	
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. The proposed project will be on one contiguous site.	
Name: <i>(Printed/typed)</i> : _____	
Title: _____	
Signature: _____	Date: _____

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.
- **Native Plant Policy:** the landscaping of all PARTF-funded projects, must only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States. Please plan accordingly in estimating 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. 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, 2023 (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.

Project Costs – Sample

Applicant: Town of Parkland

Project Name: Green Park Redevelopment

Project Elements <i>(Include specific units — sizes, numbers, lengths, etc. — for each item.)</i>	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	\$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
Cost to Build or Renovate:			\$740,000
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$50,000 of the cost to build, whichever is less)	5%		\$37,000
Land Value (indicate purchase or donation)			
Land Acquisition <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Donation	5 acres	\$14,600	\$73,000
Planning and Incidental Land Acquisition Costs			
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
Total Project Cost:			\$924,000
Total PARTF Grant Request:			\$400,000
Total Local Match:			\$524,000

Sources of the Applicant's Matching Funds

Below is an example of how 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
	\$ 402,570	Town's Budget or Capital Improvement Plan (CIP)	Town's Approved CIP
Fee Simple Land Donation	\$ 56,000	Value of Donated Property	Pending PARTF Grant Approval
State Grant	\$ 100,000	NC Land and Water Fund	Pending DNCR Approval by December 2025
Total Matching Funds:	\$524,000		

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
- Estimated value of the property according to an appraisal or the county property tax value
- Legal description of the land and conceptual site plan
- 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 NC 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 NC 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 Project Costs form, 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.
- In the Project Description and Project Justification, 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 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. Applicant must submit a conceptual site plan to show the proposed development.

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. 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.

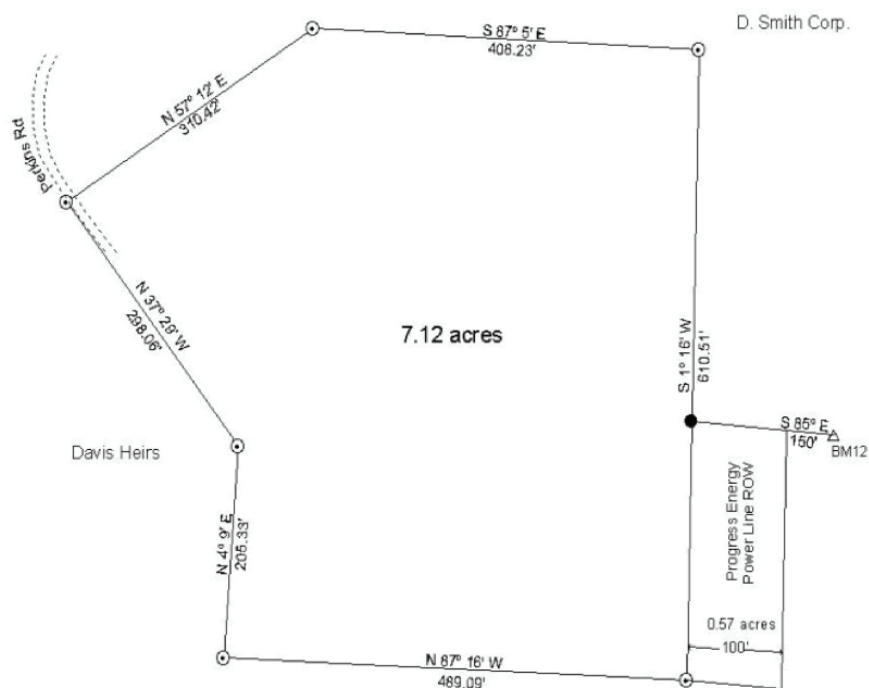
Legal Description of Property to be Acquired

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.

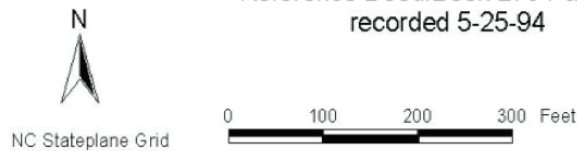
Include the following items as shown on the sample below:

- 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 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.



Reference Deed: Book 276 Page 643
recorded 5-25-94



Oak Leaf Park Property - Legal Description

Environmental Review

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.

Applicants should complete the Environmental Impact questions as well as attach a map from each of the provided resources.

A DPR Environmental Review Coordinator will review the questionnaire and attached maps in addition to the application site plan, description, justification, and budget. A checklist from this review will be provided to the grantee, if awarded, and grantees should contact the agencies indicated on the checklist for support before breaking ground.

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 ¼ mile including nature trails, hiking trails, bicycling trails, and equestrian trails.
- Greenways: linear open spaces connecting parks or other public areas that are ¼ 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/Three-to-Five Year Park and Recreation Plan: 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.

Recreation Resources Service

The RRS team is available to provide technical expertise to enhance recreation, parks and open space in your community. For Grant assistance, contact the regional consultant assigned to your County. Our staff has broad expertise in recreation and leisure services.

<https://rrs.cnr.ncsu.edu/offices-staff/>

go.ncsu.edu/rrs



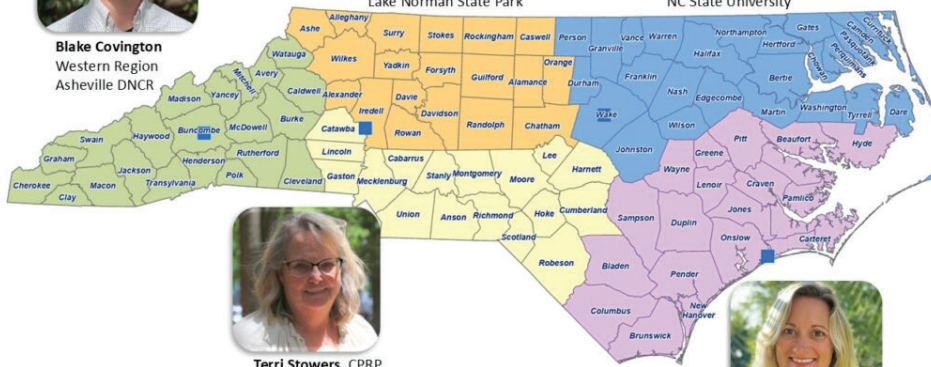
Blake Covington
Western Region
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Trey Fouché
Central North Region
Lake Norman State Park



Scott Payne
Northeast Region
NC State University



Terri Stowers, CPRP
Central South Region
Lake Norman State Park



Brittany Shipp, CPRP
Southeast Region
Hammocks Beach State Park

Meet The Team

RECREATION RESOURCES SERVICE



Statewide Team Support



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NC State University



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NC State University



Alex Godette
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