

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

2018-19 Grant Application



NC DEPARTMENT
OF NATURAL AND
CULTURAL RESOURCES

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

September 2018	Announcement The NC Division of Parks and Recreation sends an announcement package to inform local governments about the availability of PARTF matching grants and how to apply. A digital copy of the PARTF application is available at the division web site.
October 3, 2018 (9 a.m. - 12 p.m.)	Application Workshop The PARTF staff conducts a workshop for local governments to explain the application process and requirements. The workshop is presented via webinar and a recording will be available afterwards. Participation is recommended, but is not required.
April 1, 2019	Application Review Deadline Complete the application early, at least four weeks before the deadline (April 1, 2019) and contact your RRS regional consultant for a technical review to ensure that your application is complete.
May 1, 2019	Application Deadline Applications are due by 5:00 p.m. See page 5 for options to drop off or mail an application.
Late Summer/Fall 2019	Selecting Grant Recipients Meeting of the Parks and Recreation Authority to select grant recipients. The meeting date and location will be announced on the NC Division of Parks and Recreation website when it is available

PARTF Funding Cycle 2018-19

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 or their charter to acquire land and develop recreation facilities for public use.

- **Eligible Projects:** PARTF grants can be used to acquire land for a public park as well as build or renovate recreational or support facilities. 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 all or part of the match. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match.
- **Site Control:** The applicant must have legal control of the park property where 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.
- **Incomplete and ineligible applications** will not be considered for funding. *Only information received or post marked by **May 1, 2019** will be accepted.* Mailed applications must include a tracking number.

- The **Application Checklist** (page 6/7) 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 project description/ justification page
 - the application's ranking based on the PARTF scoring system
 - the geographic distribution of funds across North Carolina
 - the population of the applicant
 - 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:** Copies of the application and other guidance for local governments are available on the NC Division of Parks and Recreation website: www.ncparks.gov/partf.

Requirements and Resources

Assistance for Completing the Application

- Your proposed 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 (DPR) provides technical assistance to local governments through a contract with Recreation Resources Service (RRS) at N.C. State University. Contact your [regional consultant](#) to discuss the PARTF project you are proposing.
- Attend the workshop to learn about the PARTF application. The workshop will be held via webinar at 9:00 a.m. on October 3, 2018. [Register](#) via the RRS web site.
- Complete the application at least four weeks before the deadline (April 1, 2019), and contact your RRS regional consultant for a review to ensure that your application is complete.
- If you're planning a greenway project, contact your RRS consultant early in the application process.

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:** The PARTF office 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

- **Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying [wetlands](#). Contact them as early as possible.
- **Floodplains:** [www.ncfloodmaps.com](#) 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:** The [State Historic Preservation Office](#) can assist in identifying historical and archaeological resources.

Projects on School Property

- **Eligible Facilities:** Only recreational facilities not generally provided at schools are eligible.
- **Co-sponsored Applications:** A local government may apply for a grant to fund public recreational facilities on property owned by a public school administrative unit. A county or incorporated municipality must serve as the primary sponsor of the project and the school system applies as a secondary sponsor.
- **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. The PARTF staff must approve the agreement before an application can be considered for funding. Contact your RRS regional consultant to receive a sample of a joint-use agreement and to discuss the proposed project.

DOT, FERC & FEMA Permitting for Facilities

- Because of potential delays, if your project includes a bridge, dam or other facility that requires a DOT, FERC or FEMA permit, it is strongly recommended that the local government obtain the approved permit before applying for PARTF.

Submitting Your Application

- There are two methods to submit your PARTF application.
 1. Paper only (checklist on page 6).
 2. Digital and paper (checklist on page 7).
 - One complete paper copy of the application and accompanying digital PDF copies, submitted on a flash drive.
 - The paper copy is the official copy of the application.
- Only application packets postmarked or received by May 1, 2019 will be accepted at one of the official drop off locations noted on the following link: [PARTF drop off locations](#)

If You Receive a Grant

- **When to Start:** To receive PARTF grant funds, a grantee must sign a contract *before* beginning a PARTF project. There are two exceptions. Some planning costs (page 12) can be incurred before applying. Also, the DPR can approve a waiver allowing an applicant to acquire land before a grant is approved (page 17).
- **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 (page 12).
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit bills 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 the PARTF Project:** A local government has three years to complete a PARTF project, as specified in the contract.

Checklist to Submit a Complete Paper Application

Use this checklist to ensure that all required documents as well as the correct number of copies for each document are included with your application. Paper clip, do not staple, the copies of each item on the checklist together. Keep a copy of the application for your files. Planning documents will be returned to the applicant. **Alternatively, a digital application may be submitted, see page 7 for details.**

Applicant: _____ **Project's Title:** _____

Required for All Applications	Page Reference	Number of Copies	Included ✓
1. Checklist for Submitting a Complete Application	6	2	
2. Applicant's Basic Facts and Assurances	8	3	
3. Description and Justification for the Project	9	20	
4. Site Plan: for projects to construct or renovate facilities OR Conceptual Plan: for land acquisition only projects	9-11	20	
5. Project Costs	12-13	5	
6. Source of Matching Funds	15	3	
7. Site Vicinity Map	16	4	
8. Scoring System	23-30	3	
Required for Projects to Construct or Renovate Facilities			
9. Attorney's Certification of Site Control (Does not apply if the site will be acquired with this PARTF project)	14	If applicable, 2	
10. Environmental Review	21-22	3	
11. Local Government & School Joint-Use Agreement (Only applies to facilities located on school property)	4	If applicable, 2	
Required for Projects to Acquire Property (including acquisition that have an active waiver)			
12. Acquisition Form	19	2	
13. Appraisal, Property Tax Value or estimate by an appraiser	18	2	
14. Legal Description of the Land	20	2	
15. History of Conveyance (for donated land)	18	If applicable, 2	
Documents for the Scoring System			
16. Master Plan for the Park	23 & 31	If available, 3	
17. Parks and Recreation Systemwide Plan for the Jurisdiction	24 & 32	If available, 3	
18. Capital Improvement Plan for Parks and Recreation	24 & 33	If available, 3	
19. Documentation of Surveys or Public Involvement	25 & 33	If available, 3	
20. Local Board Minutes or Resolution Adopting Planning Documents	23-26	If available, 3	

Checklist to Submit a Complete Digital Application

Use this checklist to ensure that to ensure that all required documents as well as the correct number of paper copies for each document are included with your digital application. Paper clip, do not staple, the copies of each item on the checklist together. Keep a copy of the application for your files. Planning documents will be returned to the applicant. **Digital applications will be accepted only as a flash drive. All digital applications must be in PDF format and MUST ACCOMPANY PAPER COPIES as per the guidelines in the table below.**

Applicant: _____ Project's Title: _____

Required for All Applications (File Name)	Page Reference	Number of Copies		Included ✓
		Paper	Digital	
1. Checklist for Submitting a Complete Application (Checklist)	7	1	1 PDF copy of each separate file submitted on one flash drive with the listed file name	
2. Applicant's Basic Facts and Assurances (Basic Facts)	8	1		
3. Description and Justification for the Project (Justification)	9	20		
4. Site Plan: for projects to construct or renovate facilities (Site plan) OR Conceptual Plan: for land acquisition only projects (Site plan)	9-11	20		
5. Project Costs (Project costs)	12-13	1		
6. Source of Matching Funds (Matching funds)	15	1		
7. Site Vicinity Map (Site vicinity)	16	1		
8. Scoring System (Scoring system)	23-30	1		
Required for Projects to Construct or Renovate Facilities				
9. Attorney's Certification of Site Control (Site Control) Does not apply if the site will be acquired with this PARTF project	14	If applicable, 1		
10. Environmental Review (ENV Review)	21-22	1		
11. Local Government & School Joint-Use Agreement (Joint use) Only applies to facilities located on school property	4	If applicable, 1		
Required for Projects to Acquire Property (including acquisition with a waiver)				
12. Acquisition Form (Acquisition form)	19	1		
13. Appraisal, Property Tax Value or estimate by an appraiser (Land value)	18	1		
14. Legal Description of the Land (Land description)	20	1		
15. History of Conveyance for donated land (Conveyance)	18	If applicable, 1		
Documents for the Scoring System				
16. Master Plan for the Park (Master Plan)	23 & 31	If available, 3*		
17. Parks and Recreation Systemwide Plan for the Jurisdiction (Comp plan)	24 & 32	If available, 3*		
18. Capital Improvement Plan for Parks and Recreation (CIP)	24 & 33	If available, 1		
19. Documentation of Surveys or Public Involvement (Public Meeting), (Survey), (Civic Groups), (Advisory board)	25 & 33	If available, 1		
20. Local Board Minutes or Resolution Adopting of Planning Documents	23-26	If available, 1		

*If #16 and #17 are available digitally, submission of the digital copy and one hard copy of each will suffice.

N.C. Parks and Recreation Trust Fund (PARTF): 2018-19 Basic Facts and Assurances

Local Government Name:	County:
Federal Employer I.D. Number: 56-	
Local Government Contact Person for the Grant: Name: Mr./Ms. Title: Organization: Mailing Address: City/State/Zip: Telephone: E-mail: (must be an employee of the sponsoring local government)	Local Government Manager: Name: Mr./Ms. Title: Mailing Address: City/State/Zip: Telephone: E-mail:
Chief Elected Official: Name: Mr./Ms. Title: Mailing Address: City/State/Zip:	Type of project: <input type="checkbox"/> Land Acquisition Only <input type="checkbox"/> Development Only (construction or renovation) <input type="checkbox"/> Land Acquisition and Development
Site Control (check all that apply): <input type="checkbox"/> Owned by local government <input type="checkbox"/> To be obtained with this land acquisition project <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Easement <input type="checkbox"/> Owned by school board	Costs rounded to nearest dollar: PARTF funds requested: \$ _____ .00 Local government's matching funds: \$ _____ .00 Total cost of project \$ _____ .00
Recreation Resources Service (RRS) regional consultant:	
Project Title:	
Brief description of the proposed project:	
<p style="text-align: center;">Approval by local governing board</p> <p>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 for PARTF funding has been voted on and approved by the local governing board on the date noted here.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date Adopted by the local governing board</p>	<p style="text-align: center;">Chief Elected Official:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Print or Type Name and Title)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signature)</p> <p>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.</p>

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

Description and Justification for the Project

Submit 20 copies of a **one-page** project description / justification page with following two 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.

Include the following titles:

Description and Justification for the (insert the project name)

Local Government: (insert the local government name)

Formatting:

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

Site Plan

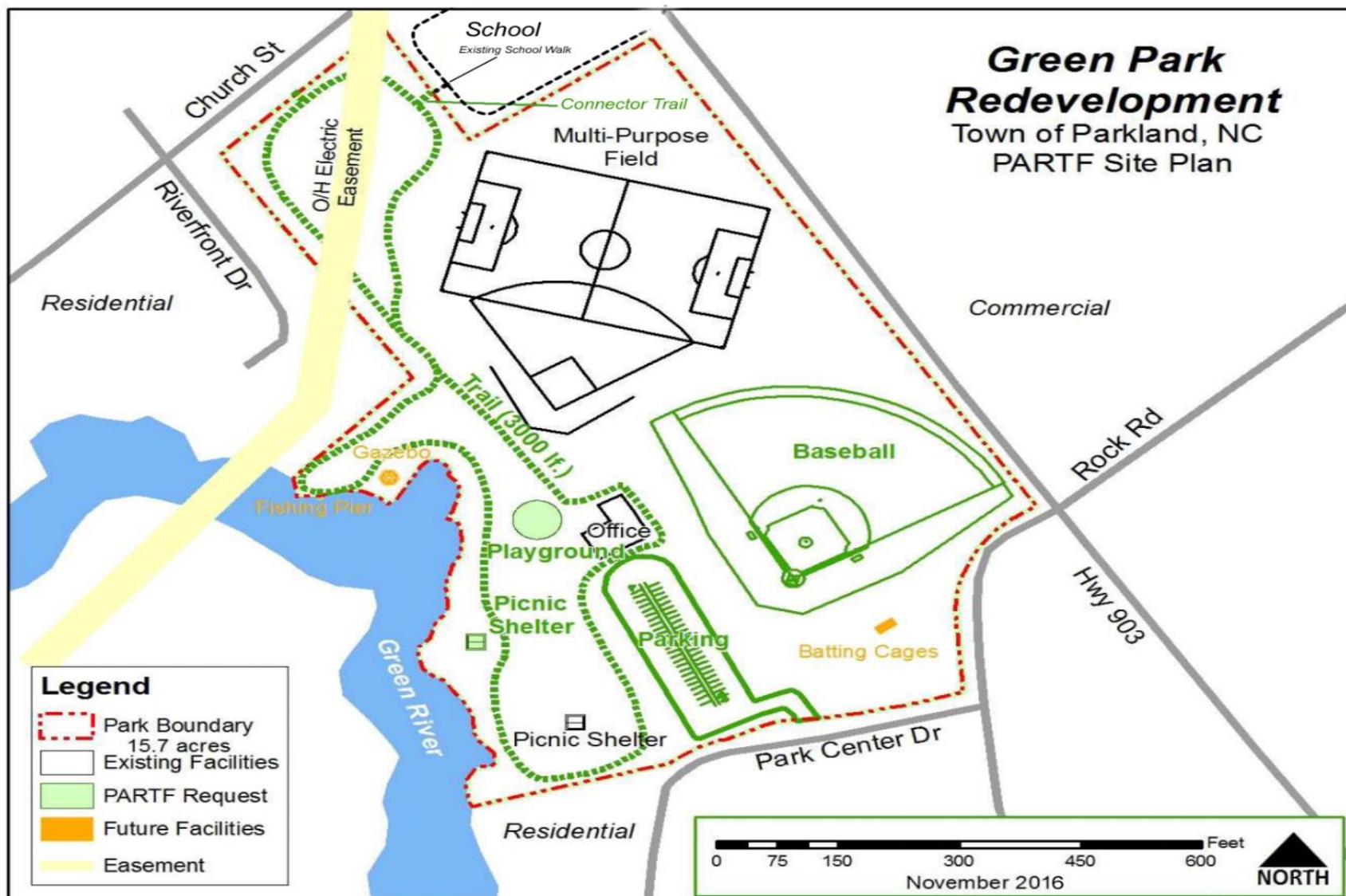
Submit 20 copies on a one-page color-coded site plan. The site plan is a very important part of the application because the Parks and Recreation Authority members will review it. Use the example below as a guide for the one-page site plan, including the listed items and color coding. Use either 8½"x11" or 11"x17" paper. Also include 20 copies of a floor plan if your project includes a community center or similar large buildings to be used for recreation.

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

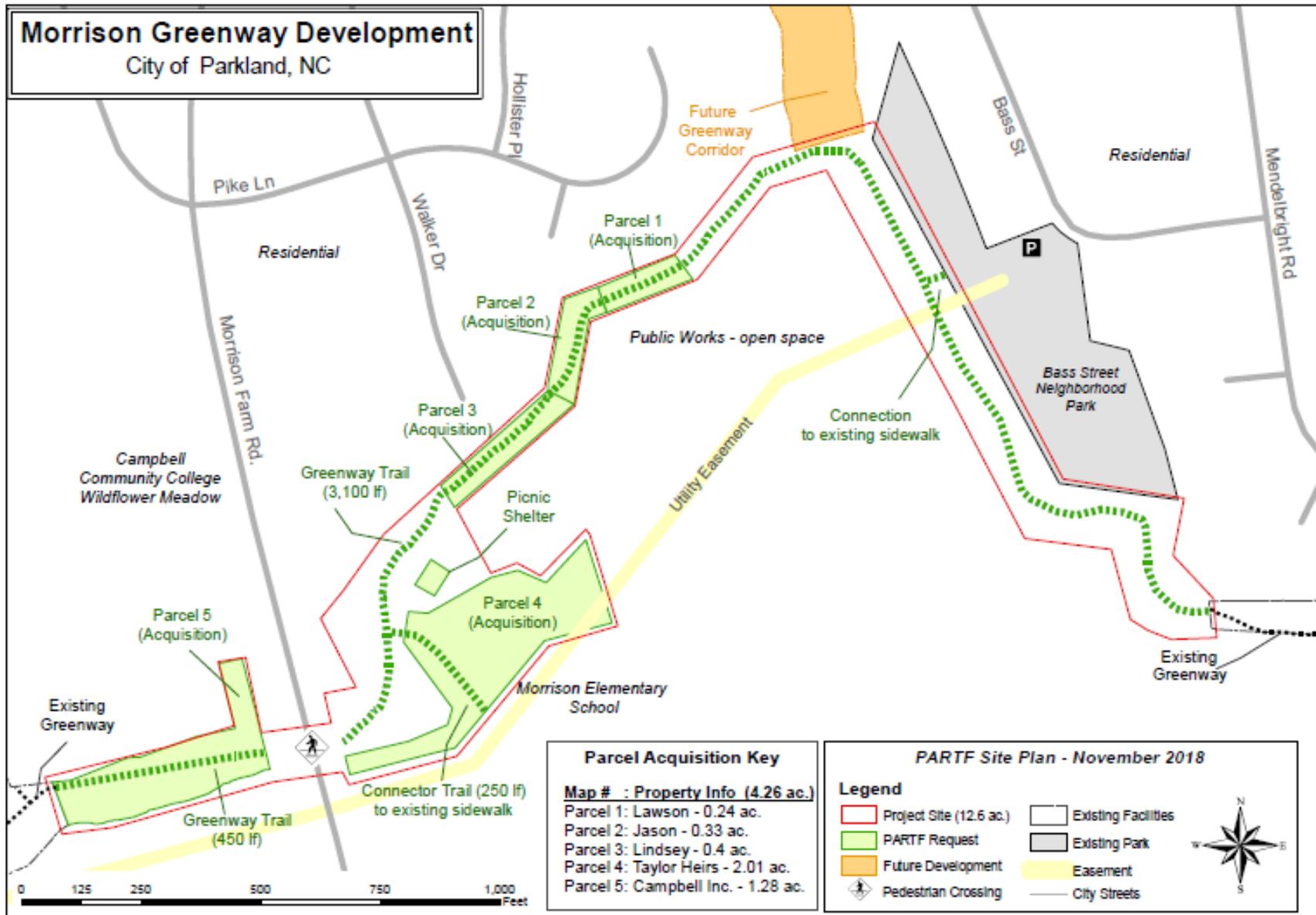
Print the site plan using landscape orientation if possible. Include the following items and color-codes on the site plan for both non-linear and linear parks:

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

Example site plan of a non-linear park



Example site plan of a linear park



Project Costs

- **Project costs submitted in the application will become the budget for the project.** List all project elements proposed for funding 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 use its own funds to make up the difference.

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. Assume the project may be completed three years after the grantee signs a contract with the state.
- **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 amount 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.

Costs to Acquire Land

- **Value of the Land:** Use an appraisal or the assessed property tax value for the land that you are planning to buy or that will be donated to the local government (page 18).
- **Bargain Sale:** If the landowner is willing to see 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, 2017 (two years before the application deadline) and before the end date for the PARTF contract. Remember to include these costs in the Project Costs for the project and to keep copies of the invoices to submit for reimbursement.

Project Costs *(continued)*

Use the format below to show the costs of the project. As in the sample below, include the title of the project, the name of the local government and the date the document was prepared.

Project Costs Green Park Redevelopment - Town of Parkland April 2019

Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Picnic Shelter (2 grills, 4 tables, and 2 trash receptacles) and 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
Little League 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% of the cost to build or renovate)	5%		\$37,000
Value of Land to be Purchased or Donated			
Land Acquisition (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% of the cost of the project)	10%	\$74,000	\$74,000
Total Project Cost			\$924,000
Total PARTF Grant Request			\$400,000
Total Local Match			\$524,000

Attorney's Certification of Site Control for Development Projects

Local Government: _____ **Project Name:** _____

Instructions: 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, 2019. 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.

1. TYPE OF SITE CONTROL: Indicate the type(s) of control the applicant has for the project site.	
TYPE OF CONTROL	Check all that apply
<input type="checkbox"/> Fee Simple Title	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> Lease (25 years or longer)	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:	
<input type="checkbox"/> No limitations, conditions or encumbrances	
a) For property owned or to be owned by the local government, describe all easements or encumbrances. b) Describe 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 is will be on one contiguous site.	
NAME (Printed/Typed) _____	
TITLE _____	
SIGNATURE _____	Date _____

Sources of the Applicant's Matching Funds

Use the format below to show the sources of your matching funds. Please 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.

Applicant: _____ **Project's Title:** _____

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	\$ 56,400	Value of Donated Property	Pending PARTF Grant Approval
State Grant*	\$ 100,000	Clean Water Management Trust Fund	Pending DNCR Approval by September, 2019
Total Matching Funds	\$574,970		

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

Site Vicinity Map

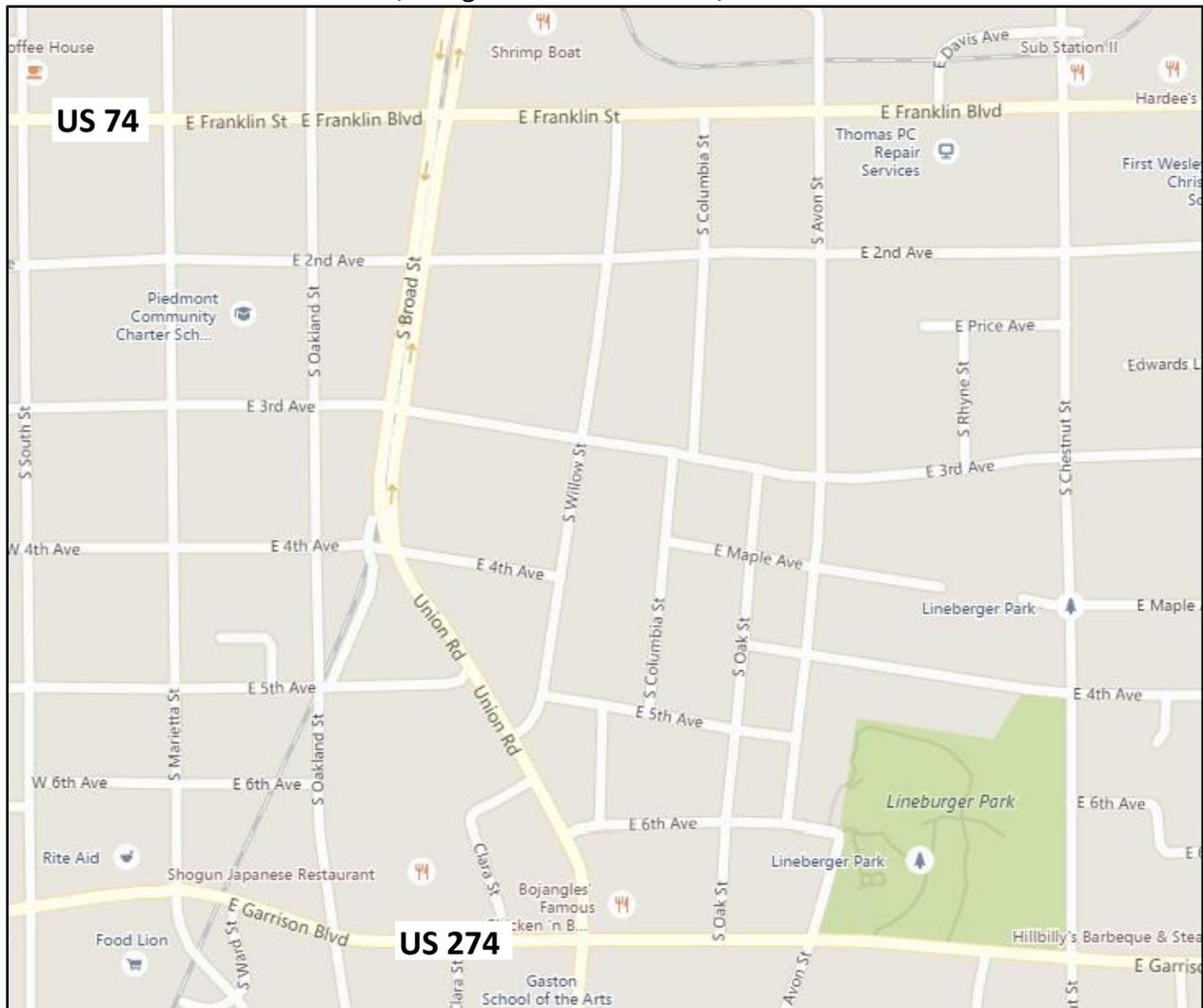
Please provide four copies of an 8½" x 11" map showing the location of the proposed project. Include the following items on the map:

- 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 or easement.

Items to Submit with the Application:

- List of properties to be acquired
- Estimated value of the property according to an appraisal, the county property tax value or other estimate by a licensed appraiser
- Legal description of the land such as a survey or plat map
- History of conveyance for donated land. (copies of deeds from last five years)

Dedicated for Public Recreation:

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

“The property was acquired with state financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to contractual requirements this property may not be converted to other than public recreation use (whether by transfer, sale, or any other means) without approval of NC Department of Natural and Cultural Resources”

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. The Division of Parks and Recreation staff will consider a written request that identifies the proposed site and explains why the property must be acquired early.

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 18 months. The local government must 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 either 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.
- Include all the items shown in the first column under the heading “Items to Submit with the Application”
- On the “Description /Justification” page, do not include any reference to the waiver. Like other land acquisition, describe the land to be acquired, it’s significance, and why it should be acquired.

Land Acquisition Only Projects

A local government proposing land acquisition only projects must plan to build recreational facilities within five years. Provide 20 copies of a conceptual site plan showing the proposed development using the instructions listed under “Site Plan”.

Donated Land

A local government can use the appraised value of donated land as all or as part of the dollar-for-dollar match for the grant. The donor of the land must be a private organization or individual. The applicant must provide a five-year history of conveyance 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 is proposing to sell land to the applicant 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 strongly encouraged to contact your 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

To obtain an accurate cost for acquiring property, applicants are encouraged to obtain an appraisal for each parcel. This includes property that may have been acquired prior to the application deadline using a PARTF waiver.

- Applicants may also use the assessed property value from their county real estate tax office. This value is not as accurate as an appraisal.
- Provide two copies of each estimate of land value used. For appraisals, provide the original and one copy.

- Accurate cost estimates are important. If the applicant underestimates a property's value, the applicant will need to pay the difference with local funds.
- If not provided with the application, grant recipients will be required to provide an appraisal to document the value of property to be acquired.
- All appraisals must be produced by a licensed appraiser who certifies that each appraisal was completed using the [Universal Standard of Professional Appraisal Practices](#).
- For property with a value more than \$500,000, 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 19).
- 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.
- Please identify the value of each of these improvements and describe how they will be used for the proposed park (page 19).

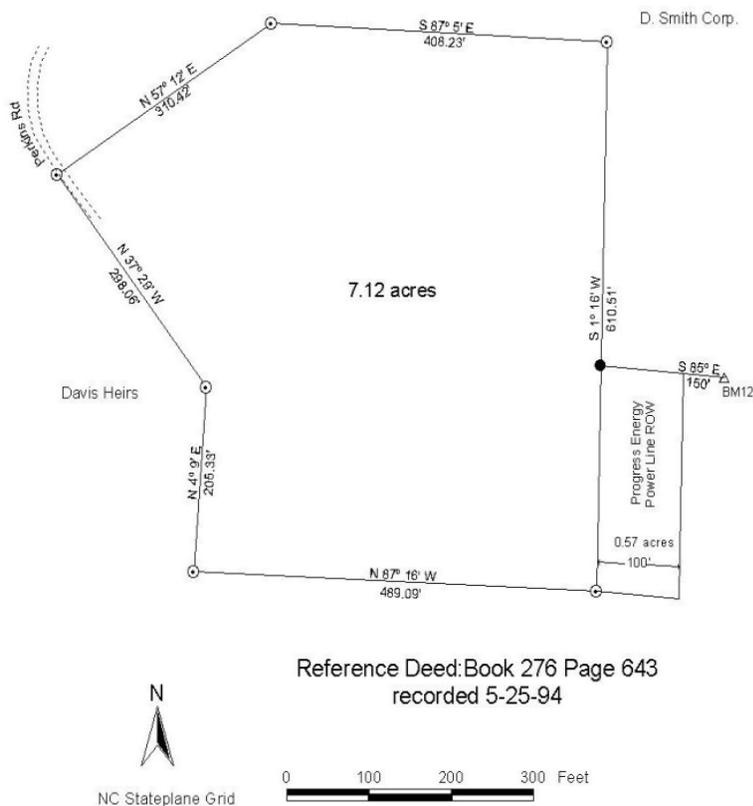
Legal Description of Property to be Acquired

Applicants proposing to acquire property with a PARTF grant are required to submit two copies of 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 19).

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 title, 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 20 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 on page 14.



Oak Leaf Park - Legal Description

Environmental Review

Project Name _____ Local Government _____

All applicants who are proposing any development (roads, buildings, ball fields) 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).

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/current uses of the property? Examples: Urban/developed, forest, agricultural, industrial site, landfill, water, or wetland. Attach a separate page if needed.

Also, if the property has been contaminated (examples: brownfield sites), all clean up actions must be completed before a PARTF project can begin. Use this space to describe any clean up actions that are needed.

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

4. **Floodplains:** Describe any floodplain areas within or adjacent to the site and delineate floodways. See the “Resources” section on page 3 for help in identifying floodplains. Please state if none exist. Attach a separate page if needed, especially for delineating 100 year floodways and floodplains.

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

<p>6. Archaeological or historical sites: List any known archaeological or historical sites within the project site or in the vicinity of the site. Has the area been surveyed by an archaeologist? If so, when and by whom? (See “Resources” on page 3 for help in identifying cultural resources). Attach a separate page if needed.</p>
<p>7. Existing Structures: List all existing recreational facilities and other structures on the site, regardless of their age. Indicate if any structure is more than 50 years old. Provide a photograph and pertinent historical information about the structure(s) which are 50 years or greater. Indicate whether any existing structure(s), regardless of age, will either be demolished or renovated for recreational use by the proposed project? Attach a separate page if needed.</p>
<p>8. Utilities: Describe any existing utility easements within the site; including the width and length. Also, describe the existing water, sewer, and road systems at the site. Describe any water, sewer, or road systems included in the proposed project. Attach a separate page if needed.</p>
<p>9. Ground Disturbance / Site Clearing: How many acres are to be disturbed and/or cleared for the proposed development? <p style="text-align: center;">_____ acres</p> </p>
<p>10. New Facilities: If a new indoor facility is proposed, how large is the facility’s footprint or square feet of ground covered? _____ square feet. Also, if a greenway or trail is proposed, include its approximate length _____ feet, width _____ feet and surface _____ (such as natural, gravel, paved, etc.)</p>
<p>11. Permits: List all permits that have been or will be applied for or received, such as erosion control, CAMA or U.S. Army Corps of Engineers permits. Attach a separate page if needed. Include a brief discussion and documentation of your interactions with permitting agencies.</p>

Some projects will require an additional evaluation called an “environmental assessment” if they are selected for funding. A project will usually need an environmental assessment if any of the following are proposed in the project:

- 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 or additional information is needed. The grantee must complete the environmental assessment before signing the PARTF contract and beginning the project.

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, please refer to the “Definition of Terms” beginning on page 30. A team of PARTF staff and regional consultants will evaluate each application based on the scoring system and make the final decision about the applicant’s score.

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

The planning and public involvement process has many benefits including:

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

PARTF Scoring System for Grants
Applicant:
Project:
A. Planning: (20 possible points)
<p>1. Site Specific Master Plan for the park and/or greenway system Master Plan (10 points)</p> <ul style="list-style-type: none"> • This item does not apply for applications proposing only land acquisition • Please refer to pages 31-33 for the required components of the plan <p>a. <input type="checkbox"/> The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.</p> <p style="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>Documentation Required (Number of copies needed – see pages 6 or 7):</p> <ol style="list-style-type: none"> 1. A park master plan or greenway system plan. 2. A local governing board’s meeting minutes or resolution as documentation of the adoption. 3. List the page number(s) and tab or highlight where the project is referenced in the plan.

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

Please refer to page 32 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 (Number of copies needed – see pages 6 or 7):

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. 3 to 5-year 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 3-5 year parks and recreation plan or 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 (Number of copies needed – see pages 6 or 7):

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 (Number of copies needed – see pages 6 or 7):

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 survey must be conducted during the past ten years
- Please refer to page 33 for the required components of the survey

- The results of a survey to determine the recreational needs in the applicant’s jurisdiction show that the citizens support the project.

- The survey must be conducted during the past ten years
- Please refer to page 33 for the required components of the survey

Documentation Required (Number of copies needed – see pages 6 or 7):

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. (Examples: civic groups, neighborhood associations, youth organizations, non-governmental advisory boards, etc.)

Documentation Required (Number of copies needed – see pages 6 or 7):

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, 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.
Date of the meeting(s): _____

Documentation Required (Number of copies needed – see pages 6 or 7):

1. Include a title page that gives the name of the applicant, the project 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 14-15). 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 #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)

***Required explanation in detail.**

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, 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 horse shoes, bocce, corn hole, and volleyball.
- Large designed open areas with landscaping, benches, and walkways intended for recreational activities such as relaxing with family and friends, picnics and lawn games.

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

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

3. Site Specific Master Plans

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

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

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

- Vision, Goals and Objectives - The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in reference to recreation/fitness/health.
- Inventory Existing Data and Related Plans – the identification and mapping of existing natural resources, man-made features and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.

- Analyze Data and Develop/Map Proposed Greenway – review and analysis of all data collected to allow the local government to:
 - Identify potential greenway corridors,
 - Identify hubs/destinations that are either natural resource based or man-made (or a combination of the two) which should be part of the greenway system,
 - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
 - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.
 - Mapping - the result of the above analysis is a map(s) and text to describe the proposed system. The map(s) should illustrate not only existing greenway system elements, but also the proposed greenway network envisioned by the local government.
 - Action Plan – develop a specific action plan that will position the local government to move forward in realizing the proposed greenway system. The action plan typically includes:
 - A listing of action steps that set priorities,
 - Roles and responsibilities in implementing the plan,
 - Cost estimates, resources and potential funding options needed to address action steps, and
 - Greenway corridor segments identified as potential pilot projects.
 - Public Involvement - A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the representatives of the jurisdiction’s population; or a combination of these efforts. Please address the number of people who participated and who they represented for each level of public involvement used.
 - Maintenance, Management and Operational Policies – address policies that will provide the basis for making decisions related to trail maintenance, management and security.
 - The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.
4. **Comprehensive Systemwide Plan for Parks and Recreation:** A long-term plan that describes how a local government will address the recreational needs of the citizens in its jurisdiction. A systemwide plan document must adequately address all of the following items:
- Produced or 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.

5. Capital Improvement Plan / Three-to-Five Year Park and Recreation Plan: A plan that lists all the capital expenditures, and / or specifically all park and recreation projects, that a local government has approved for funding and scheduled for the near future. The plan is 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 can use the survey as one of the first steps in developing a master plan for a specific park or a system wide comprehensive park and recreation plan for the entire jurisdiction. Through the survey, citizens can give their preferences for different types of recreation and facilities. The local government uses the survey's results to establish recreational priorities for the jurisdiction.

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

The following key elements of the survey must be documented:

1. The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
2. The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction at a minimum of 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.



RRS Regions

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