



Recreation Trails Program Grant

Trail Project Score Sheet

REF#

Total application
Score: _____
(100 points possible)
+ 10 bonus

Instructions: 1) Determine if you have a conflict of interest by completing the conflict of interest section below. 2) Review entire score sheet. 3) Read the entire application. 4) Score each section listed below.

PROJECT TITLE: _____ APPLICANT: _____

Do you have a conflict of interest?

If you have a conflict of interest because you are closely associated with the applicant or for another reason, **STOP! Do not** score the application. Please check the appropriate conflict of interest response, fill in the project title and applicant name, print and sign your name and submit the unfinished form. Thank you!

I DO have a conflict of interest _____

I DO NOT have a conflict of interest _____

REVIEWER'S PRINTED NAME: _____

REVIEWER'S SIGNATURE: _____

Last updated November 2012

SECTION I. Detailed Project Description: 20 points possible

Development, Maintenance, Winter Grooming, Trail Marking and Acquisition Projects	Points	Score
A. Evidence of permission from all property owners is included, access permission; easement is documented or a willingness to sell letter is provided. (PAGE 6 - ATTACHMENTS C, D, and E)	5	
B. Project Description – application contains a clear description of the proposed project including trail details, bridges and culverts, environmental restoration, trail reroutes, winter trail grooming, signage; where and how signs will be posted (compliance with signage guidelines) trail marking, and as much detail as necessary to understand the proposal. Equipment: application clearly identifies equipment needed to accomplish the proposed tasks, if the applicant currently owns the equipment or if equipment will be purchased or rented from an entity other than the applicant. PROJECT NARRATIVE PAGES 8 and 9	10	
C. Location – Vicinity and site-specific maps are included; clearly and legibly indicate the location of the project and identify landowners of all underlying property or where equipment will be used PAGE 10- ATTACHMENT G	5	

Comments:

Section Score _____ (20)

SECTION II. Timeline of Proposed Activities: 15 points possible

Timeline of Proposed Activities	Points	Score
A. Tasks Identified – application identified specific project task(s) and provided a timeline. (PAGE 11)	5	
B. Project is ready to be implemented. (PAGE 11)	5	
C. Task schedule is realistic and matches project description. Project Target Date – applicant provided realistic estimates of project start and end dates. (PAGE 11)	5	

Comments:

Section Score _____(15)

SAMPLE

SECTION III. Proposed Budget: 15 points possible

Proposed Budget	Points	Score
A. Budget table is understandable and legible. Categories are filled throughout the table. Totals are correct. If required, vendors are identified and three quotes have been obtained when equipment amounts exceed \$1000.00. (Budget Sheets on PAGES 13 and 14; BIDS should be provided as ATTACHMENT H)	4	
B. Sufficient explanation was proved to backup and justify budget expenditures. (Budget PAGES 12 and13; Project Funding PAGE 14)	3	
	2	
	2	
C. Administrative costs are 7% or less of the total grant request. (PAGE 12)	2	
D. Match is met? (Match = project total x 20%) (PAGES 13,14 and 15)	2	
E. Labor hours are consistent with the project description and are reasonable for location and project type. (PAGES 13 and 14)	2	
	2	
F. Supplies and equipment listed are consistent with the project description. (Budget PAGES 13 and 14; Project Narrative on PAGES 9 and 10)		

Comments:

Section Score _____(15)

SECTION IV. Public Benefit: 10 points possible (+10 Potential Bonus Points)

Public Benefit	Points	Score
A. Importance and needs are clearly described and benefits public. (Questions 1 and 2, PAGE 15)	2	
B. Types of users are provided. (Question 3, PAGE 15)	1	
C. Number of users provided. (Question 4, PAGE 16)	1	
D. Does the project provide new recreational opportunities? (Question 5, PAGE 16)	2	
E. Solves a recreational problem or connects a missing recreational link? (Question 6 and 7, PAGE 16)	2	
F. Is the project identified in SCORP and pertinent language is provided? (Question 8, PAGE 16)	2	
Bonus Points - Does the proposal provide opportunities for people who experience disabilities? (Question 9, PAGE 16) Please do not provide these bonus points unless clearly identified in question 9 the narrative and the budget.	5	
Bonus Points - ? Does the proposal provide opportunities for youth development? (Question 10, PAGE 17) Please do not provide these bonus points unless clearly identified in question 10 and the narrative.	5	

Comments:

Section Score _____(10)

Bonus Points _____(10)

SECTION V. Community Support: 25 points possible

Community Support	Points	Score
A. <u>Current</u> letters of support from potential project beneficiaries are included. (Support Letters = Attachments B)	7	
B. Project is included in or consistent with local land use plans, such as the Statewide Comprehensive Outdoor Recreation Plan (SCORP). If not in adopted plan, a letter or resolution of support is included from governing bodies. (SCORP Documentation Page 16, Question 8) – 2pt (Management Plan Documentation Page 17, "Community Support") – 4pt ea. (Governing Letters or Resolutions of Support = Attachments A and/or B) – 2pt ea.	8	
C. Public Notice is provided (2pts), listed posting dates and locations (1pt); applicant described any project support and/or opposition received from notice posting and plan(s) to address any opposition -OR- project specific public involvement process has been documented and is adequate (2pts). (Pages 17 and 18)	5	
D. Local community organizations, clubs and public agencies have given this project priority. (Shown through letters and resolutions of support and inclusion in management plans- page 17, Attachments A and B)	5	

Comments:

Section Score _____(25)

SECTION IV. Attachments: 15 points possible **ONLY ONE; A or B dependent on project type, NOT BOTH!**

A.

Sponsor Commitment and Project Funding, Sponsor Match and State Agency Review Checklist Attachments: <u>ONLY FOR GROUND DISTURBING PROJECTS:</u> Trail maintenance, new trail construction, installation of signage, etc) If the project is for not for ground disturbing activities, do not score using this section; continue scoring in the next section.	Points	Score
A. Organizational experience with similar projects; long term maintenance plan. (can come from previous grant experience, project narrative, or other)	5	
B. Sponsor match – applicant outlined the sponsor’s commitment to the proposed project. (Refer to Budget (Pages 13 and 14), Sponsor Match (Page 15), and Long-term Maintenance (Page 19))	5	
C. State Agency Review (SAR); did applicant complete the SAR checklist? Did they address requirements by local, state and federal agencies and attach documentation? (Pages 20 and 21)	5	

Comments:

Section Score _____(15)

B.

Sponsor Commitment and Project Funding, Sponsor Match and State Agency Review Checklist Attachments: <u>ONLY FOR NON-GROUND DISTURBING PROJECTS:</u> Snow trail grooming, equipment purchase, services (trash and port-a-potty), position funding, acquisition of real property and easements, etc.	Points	Score
A. Organizational experience with similar projects; long term maintenance plan. (Page 19)	7	
B. Sponsor match – applicant outlined the sponsor’s commitment to the proposed project. (Refer to Budget (Pages 13 and 14), Sponsor Match (Page 15), and Long-term Maintenance (Page 19))	8	

Comments:

Section Score _____(15)