

Total application score: \_\_\_\_\_  
(110 points) RTP Ref# \_\_\_\_\_

# Recreational Trails Program

## Trail Project Score Sheet

PROJECT TITLE: \_\_\_\_\_  
APPLICANT: \_\_\_\_\_

**Instructions for Reviewer:** 1) Determine if you have a conflict of interest by completing the conflict of interest section below. 2) Review the entire score sheet. 3) Read the entire application. 4) Score each section listed below. 5) Total the score box on front page. 6) Sign the score sheet 7) Keep comments written on this score sheet constructive. 8) Make note of ways to improve this scoring process. 9) Refer to the detailed instructions if you have questions.

### SECTION I: 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: \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

### SECTION II. Project Description: 20 points possible

Project Description See Sections 3 and 4 of application	Points	Score
A. Evidence of access permission from all property owners is included; easement is documented or a willingness to sell letter is provided. <b>OR Educational or Training Project</b> – Application describes training and/or educational content to be produced and provides mock-up or illustrations showing intended content and appearance of finished product. <b>OR Safety Equipment Project</b> – Application clearly describes safety equipment to be purchased and includes reason needed.	10	
B. Project Description and Location – Application contains a clear description of the proposed project, including trail details, bridges, culverts, environmental restoration, trail reroutes, winter trail grooming, trail marking, and signage (Where and how signs will be posted? Do they comply with signage guidelines.), 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. <b>See: Project Narrative, Section 4 of application.</b> If applicable, vicinity and site-specific maps are included that clearly and legibly indicate the location of the project, and identify landowners of all underlying property, or where equipment will be used <b>See: Section 3 of application and ATTACHMENT G</b>	10	

Comments (continued comment space top next page\*\*):

Section Score \_\_\_\_\_ (20)

**SECTION III. Timeline: 15 points possible**

Timeline of Proposed Activities See Section 5 of application.	Points	Score
A. Tasks Identified – Application identified specific project task(s) and provided a timeline. Project is ready to be implemented.	10	
B. Task schedule is realistic and matches project description. Project Target Dates – Applicant provided realistic estimates of project start and end dates.	5	

Comments:

Section Score \_\_\_\_\_(15)

**SECTION IV. Proposed Budget: 15 points possible**

Proposed Budget Sections 4, 5, and 6 of application.	Points	Score
A. Budget table is detailed, understandable and legible. Categories are filled throughout the table. Totals are correct. If required, vendors are identified and three quotes ( <b>Attachment I</b> ) have been obtained when equipment amounts exceed \$999.00. <b>Contractor bids should be provided as Attachment H.</b>	4	
B. Sufficient explanation was given to backup and justify budget expenditures. (EX: 10hrs@\$22hr= \$220)	3	
C. Administrative costs are 7% or less of the total grant request. (See "Permissible Uses of Funds" section of instructions.)	2	
D. Is match met? (Match = project total x 20%.) (See Part B, "Application Process" section of instructions.)	2	
E. Labor hours are consistent with the project description and timeline, and are reasonable for location and project type.	2	
F. Supplies and equipment listed are consistent with the project description in the narrative.	2	

Comments:

Section Score \_\_\_\_\_(15)

**SECTION V. Project Funding and Sponsor Financial Support: 10 points possible**

Project Funding, Sponsor Support, and Sponsor Match See Sections 7 & 10 of application. (The project sponsor is the applicant organization)	Points	Score
A. Organizational experience with similar projects; long term maintenance plan in place. (This can come from previous grant experience, project narrative, or other.)	5	
B. Sponsor Match – Applicant outlined the sponsor’s commitment to the proposed project.	5	

Comments:

Section Score \_\_\_\_\_(10)

**SECTION VI. Public Benefit: (15 points possible +10 Potential Bonus Points)**

Public Benefit Section 8 of application.	Points	Score
A. Importance and needs are clearly described and benefits public.	5	
B. Expected types of users are provided.	3	
C. Estimated number of users provided.	3	
D. Does the project provide new recreational opportunities?	2	
E. Solves a recreational problem or connects a missing recreational link.	2	
<b>*Bonus Points*</b> - Does the proposal provide opportunities for people who are experiencing disabilities? (ramps, railings, benches, accessible bathrooms etc.) Please do not provide these bonus points unless clearly identified in this section and the budget. This does not mean the project has to be ADA certified.	5	
<b>*Bonus Points*</b> - Does the proposal provide opportunities for youth development? Please do not provide these bonus points unless clearly identified in this section and the budget, including specific details: Who/When/Dates/Confirmed?	5	

Comments:

Section Score \_\_\_\_\_(15)

Bonus Points \_\_\_\_\_(10)

**SECTION VII. Community Support: 25 points possible**

Community Support Section 9 of application.	Points	Score
A. <b><u>Current</u></b> letters ( <b>at least 3</b> ) of support from potential project beneficiaries are included. (Emailed updates to older letters are also acceptable) ( <b>Support Letters = Attachment B</b> )	7	
B. Project is included in, or consistent with local land use plans. If not in adopted plan, a letter or resolution of support is included from governing bodies.	8	
C. Example of Public Notice posting is provided; posting includes dates and locations; applicant described any project support and/or opposition received from notice posting, and plans to address any opposition <b>OR</b> project specific public involvement process has been documented and is adequate.	5	
D. Local community organizations, clubs, and/or public agencies have given this project priority. (Shown through letters and resolutions of support and inclusion in management plan- Attachments A and B)	5	

Comments:

Section Score \_\_\_\_\_(25)

**Total score-sheet on front page please.**

Additional Comments: (Please keep these constructive- these are public documents)