

Total application score: _____
(100 points) RTP Ref# _____

Recreational Trails Program Grant

Trail Project Score Sheet

PROJECT TITLE: _____
APPLICANT ORGANIZATION: _____

Instructions for Reviewer: 1) Identify 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 using a gradient for points. You may choose to give none, some, or all of the allowable points depending on the quality of the particular submittal. 5) Total the score box on front page. 6) Sign the score sheet. 7) Keep comments written on this score sheet constructive. 8) **This score sheet has been revised.** Make note of ways to improve this scoring process. 9) Refer to the guidance documents 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, the project, 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. You will be asked to explain your conflict in the meeting. 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. General Quality and Accuracy: 28 points possible

General quality and adherence to directions	Possible Points	Score
1. The application is complete; the budget is very detailed, the math is accurate, and detailed backup is included; the project and budget narratives are well composed and complete; there is a complete and realistic schedule broken into weeks and totaled with contingency, as required; the Environmental Review Checklist is complete and included if necessary; there is quality execution of all parts. This package is professional and well done. The applicant followed the Application Instruction and Information Manual closely and obviously utilized available resources for completion of the package. The applicant attended pre-due date training. The applicant -if applicable- has exhibited high performance standards in past grant management. (please refer to Risk Assessment score) This project has obvious, and wide public benefit and would be a good use of RTP funds. Legible and practical maps are included. There were few or no typos or other easily preventable grammatical mistakes. ***Please use a critical eye. This is competitive. This is not about "effort" or whether or not you like the proposed project, but "quality of execution". Excellent applications often indicate performance excellence, and the contrary is also often true. Please only award as many points, 0-28, as you feel the applicant deserves for fulfilling these requirements. Please be prepared to discuss.	28	

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

Section Score _____ (28)

SECTION III. Project Description: 10 points possible

Project Description, Scope of Work See Sections 3 and 4 of application	Possible Points	Score
1. <u>Trail Project</u> -Evidence of access and project permission from all property owners is included; easement is documented or a willingness to sell letter is provided. OR <u>Educational or Training Project</u> – Application describes training and/or educational content to be produced and provides mock-up or illustrations showing intended content and appearance of finished product. OR project will improve a trail or recreational experience by providing an ancillary feature, such as lighting, trash cans, etc. (see Stipulation 2:9 in the Programmatic Agreement)	5	
2. Project Description and Location – Application contains a clear description of the proposed project's scope of work; that could include trail construction details, facilities or features to be installed, environmental restoration, reroutes, marking and signage, education and safety program details, products, or desired outcomes, and as much detail as necessary to understand the proposal thoroughly.	5	
<p>See: Project Narrative, Section 4 of application. If applicable, vicinity and site-specific maps are included that clearly and legibly illustrate the location of the project, and identify landowners of all underlying property, or where equipment will be used See: Section 3 of application</p>		

Comments

Section Score _____ (10)

SECTION IV. Timeline: 10 points possible

Detailed timeline of project Tasks See Section 5 of application.	Possible Points	Score
1. Schedule is identified and broken down into Tasks and by number of weeks to accomplish each; it is realistic and matches project description. These tasks match the Tasks identified in the budget as required. Applicant provided realistic estimates of project start and project duration. This schedule results in a feasible end date. (This is a requirement from FHWA.) Project is ready to be implemented. Please only award as many points, 0-10, as you feel the applicant deserves for fulfilling these requirements.	10	

Comments:

Section Score _____ (10)

SECTION V. Proposed Budget: 25 points possible

Proposed Budget Section 6 of application.	Possible Points	Score
<ol style="list-style-type: none">1. The excel-format budget was utilized, and the information is detailed, understandable and legible. Categories are filled throughout the table. There is backup documentation included as required. Each budget Task correlates to a discrete part of the schedule. If required, vendors are identified, and three quotes have been obtained when equipment or material amounts exceed \$1000. Quotes from service vendors are included if necessary.2. Explanation and narrative were given to backup and justify budget expenditures. (EX: Trail building specialist/ 10hrs@\$22hr= \$220) Project described is <u>comprehensive with a clear outcome</u> including explanation of components not costing the RTP. (EX: use of 3 state park's chainsaws at no cost to the RTP would be in the Non-Participating costs column)3. Is match met and math correct? (Match = 10%). (See Part B, "Application Process" section of instructions.) All match must be accounted for in the scope of work. (no future, unsecured volunteers may be used as match)4. Labor hours are consistent with the project description and timeline and are reasonable for location and project type.5. Supplies and equipment listed are consistent with the project description in the narrative. Supplies/equipment/materials etc. are broken out into individual costs and not lumped together.	10	
	10	
	2	
	2	
	1	

Comments:

Section Score _____(25)

SECTION VI. Project Funding and Sponsor Commitment: 2 points possible

Project Funding, Sponsor Commitment, and Sponsor Match See Sections 7 & 10 of application. (The project sponsor is the applicant organization)	Possible Points	Score
<ol style="list-style-type: none">1. Organizational experience with similar projects; long term maintenance plan is in place. (This can come from previous grant experience, project narrative, or other.)	2	

Comments:

Section Score _____(2)

SECTION VII. Public Benefit: (14 points possible)

Public Benefit Section 8 of application.	Possible Points	Score
1. Importance and needs are clearly described, and the project benefits the public at little to no cost to the individual. No serious opposition has been identified.	5	
2. Estimated number and types of users provided. The project is for the general public and not a small, select, or paying subset.	2	
3. Does the project provide <i>new</i> recreational opportunities?	2	
4. Does the project solve a recreational problem or create a missing recreational link?	2	
5. Does the proposal provide opportunities for people who are experiencing disabilities? (ramps, railings, benches, accessible bathrooms etc.) Please do not provide this point unless infrastructure is clearly identified in this section and in the budget. This does <i>not</i> mean the project must be ADA certified.	2	
6. Does the proposal provide opportunities for youth development? Please do not provide this point unless specific details are clearly identified in this section and the budget, including: Who/When/Dates/Confirmed?	1	

Comments:

Section Score _____(14)

SECTION VIII. Community Support: 14 points possible

Community Support Section 9 of application.	Possible Points	Score
1. Required letters of support from potential project beneficiaries are included; Projects submitted by ASP employees, happening in a State Park, only one letter from the Advisory Board is required. (Current e-mailed updates to older letters are also acceptable.)	3	
2. Project is included in, or consistent with, a local land-use plan or SCORP (This is an RTP requirement.) If not specifically in an adopted local plan, a letter or resolution of support is included from a governing body.	5	
3. Example of Public Notice posting is provided; must include current dates and locations; It was posted publically by the posting date of September 15; only posting on organization's social media and sent to club membership is inadequate- must be truly public. Applicant described any known project support and/or opposition and plans to address any opposition OR project specific public involvement process has been documented and is adequate.	3	

Comments:

Section Score_____ (11)

You may add additional pages for comments: (Please keep these constructive- these are public documents.)