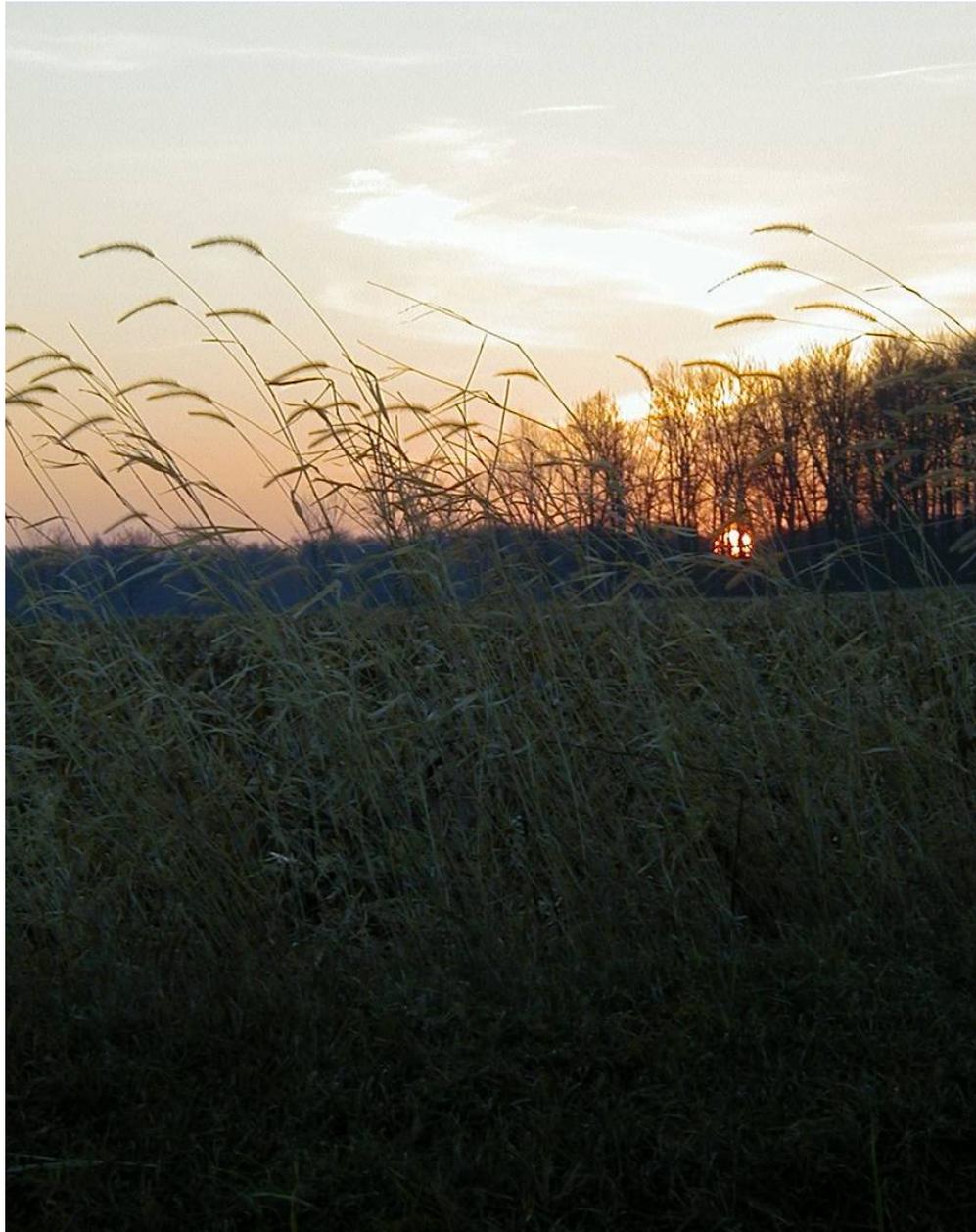


IDNR Planning Guidelines for 5-Year Parks and Recreation Master Plans



Indiana Department of Natural Resources
Division of Outdoor Recreation
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TABLE OF CONTENTS

INTRODUCTION.....2

CHAPTER ONE: THE PLANNING PROCESS.....4

 HOW TO PRODUCE AN APPROVED PLAN.....5

 TIME FRAME FOR PLANNING5

 WHO PREPARES THE PLAN? IN-HOUSE, CONSULTING FIRMS, OR A COMBINATION.....8

 JOINT PLANNING10

 TECHNICAL ASSISTANCE AND LOCAL INFORMATION SOURCES11

 “BUT MY COMMUNITY DOESN’T OWN ANY PARKS YET!”: FIRST-TIME PLANS FOR COMMUNITIES WITH NO PARKS .12

CHAPTER TWO: PREPARING A MASTER PLAN.....14

 PLANNING AREA.....14

 INFORMATION GATHERING AND ANALYSIS (SCOPING)14

 ACCESSIBILITY AND FEDERAL ACCESSIBILITY STANDARDS19

 PUBLIC PARTICIPATION.....27

 NEEDS ANALYSIS35

 NEW FACILITIES LOCATION MAP36

 PRIORITIES AND ACTION SCHEDULE37

 FINAL PUBLIC PRESENTATION OF THE PLAN.....38

 PLAN EVALUATION38

 OPTIONAL ADDITIONAL PARK PLANNING TOOLS: SWOT AND BENCHMARKING41

CHAPTER THREE: SOURCES OF FUNDING.....45

 TYPICAL MASTER PLAN AND GRANT PROJECT APPLICATION CYCLE.....49

APPENDICES.....52

This guide is for individuals, organizations or communities who intend to complete a five-year parks and recreation master plan for submission to the IDNR for eligibility to apply for grant programs administered by the Division of Outdoor Recreation. This publication replaces the 1999, 2008 and 2012 “Planning Guidelines for 5-Year Parks and Recreation Master Plans” distributed by the Indiana Department of Natural Resources, Division of Outdoor Recreation (IDNR-OR).

All parks and recreation master plans will be reviewed according to the criteria presented in this guide.

Introduction

There are many reasons to create a master plan, including, *but not limited to*:

- Improved funding opportunities.
- Formulation of a written framework for future action that guides sensible facility, program and service development.
- Providing community input and feedback opportunities.
- Ensuring that the public wants the facilities that are developed.
- Providing an opportunity to share information about your programs and facilities with the public.
- Giving a clear sense of direction by providing information and analyzing how it affects both the community at large and the parks in particular, ending in an action plan (known in the civilian world as a “to-do” list).

An effective master plan is the result of a collaborative effort and uses strategic planning. There are specific components that must be included in your master plan for it to be approved:

- Definition of planning area.
- Information gathering/analysis of that information.
- ABA/Rehabilitation Act/ADA Accessibility.
- Public participation.
- Needs analysis.
- Priorities and action schedule.
- Public presentation of plan (public comment period).

Communities may submit master plans for approval throughout the year. This guide will assist you in creating the required components by illustrating how to:

- Examine your park system.

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Planning Guidelines for 5-Year Parks and Recreation Master Plans

- Analyze public recreation needs and preferences.
- Determine what recreation facilities and programs are publicly desired and appropriate.
- Prioritize and plan for new and renovated facilities and programs.

NOTE: Communities without a current IDNR-OR approved master plan, who want to be eligible for grants requiring a master plan, must submit a plan draft by Jan. 15 and a final plan by April 15 of the year for which they intend to apply for grant funds.

Your master plan will only be as realistic and useful as you make it. IDNR-OR strongly encourages you to design a unique plan to fit the individual needs of your community. If you have questions during the preparation of your plan, please contact us at:

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Chapter One: The Planning Process

Planning is a common sense approach to decision making. It involves examining what you have and asking the public what they want, so you know what to do tomorrow. The IDNR-OR parks and recreation master planning process allows you to review your present recreation situation with an eye towards your community's future recreation opportunities. It helps you identify local issues and needs that are most important. A plan developed only to meet requirements for a grant is ineffective. To benefit the most from a master plan, planning must be considered only as a first step. Once you know what you have, you can evaluate the available alternatives and set priorities for courses of action to meet your identified needs.

To be responsive to changing needs, planning must be flexible. Keeping the plan simple will help make it flexible. All information, analysis, assumptions and justifications behind the plan's priorities and recommendations should be clearly stated. As change occurs, it will be easier to determine which recommendations remain valid and which do not. By continuing to incorporate and analyze new information, the plan will always remain current.

It is suggested that you explain the reasoning behind your recommendations in the information gathering section of the plan. Anyone who reads the plan should be able to understand why a recommendation has been made. This allows you or your successors to re-evaluate proposals and then determine if new recommendations are necessary. If the reasons for a recommendation are not clear, a key part of the plan is missing.

A new plan must be submitted every five years to maintain Land and Water Conservation Fund (LWCF) application eligibility. It is strongly recommended that Indiana Shooting Range Program (SRP), Recreational Trails Program (RTP) and Wabash River Heritage Corridor Fund (WRHCF) projects have plan support. To save the time and expense of starting the process over, keep your plan current. Every update should include additions to the inventory, new socio-economic data, new public input, new issues and recommendations, and changes in priorities. When done responsibly, planning is a cyclical process.

Mass media can be an important tool in the planning process. Newspapers, radio, television and the internet can help get the word out about your project, survey or plan. News releases and feature articles are two suggestions for using the mass media to publicize your planning activities. News releases are official correspondence to the media written on department letterhead. They include the release date, contact name and phone number, headline and information. Feature articles address public or human interest stories. Use a feature article to present an aspect of your park system that will project a favorable image and increase awareness of your planning activities. Concentrate on what will be of interest to the readers. Photo stories can do what a thousand words cannot. Make the local newspaper aware of potential photo opportunities. Social media platforms, such as Facebook, Instagram and Twitter, are also being used by park departments and boards to share and gather information about their parks and park users.

How to Produce an Approved Plan

Parks and recreation planning typically occurs at three levels:

- System-wide master planning.
- Site planning.
- Operational/maintenance planning.

This guide addresses parks and recreation planning at the system-wide master planning level.

NOTE: A current, system-wide master plan for the entire recreation system under your jurisdiction is required for participation in the LWCF program.

All park boards will deal with site planning as parks and facilities are developed, but many function without operation and maintenance plans. We strongly recommend all three levels of planning for park boards.

Time Frame for Planning

Depending on the size of your community, the master planning process may take a year or longer to complete. Typically, a minimum of six months will be needed. In the early stages of the planning process, the park board needs to establish a time frame that specifies target dates for completing major plan components.

Suggested steps for completing the park and recreation master plan are listed in the Sample Planning Schedule below.

Sample Planning Schedule

1. Gather information on your parks and recreation system (scoping); and analyze how it affects your community as a whole, and your parks in particular.
2. Gather input on issues and needs (public participation) via:
 - a. Surveys, public meetings, interviews, focus groups, etc.
 - b. Meetings or interviews with interested parties (such as neighborhood associations, elected officials, civic groups, park stakeholders and community leaders).
 - c. Recording and documenting the number of people surveyed or interviewed, all discussions, and a synopsis of the results.
3. Perform a needs analysis and determine the park board priorities and action plan based on all collected data, data analysis, needs analysis and public input.
4. Assemble your draft master plan.

5. Submit your draft plan to the Division of Outdoor Recreation by Jan. 15. It will be considered a draft plan, subject to revision.
6. After receiving review comments from the Division of Outdoor Recreation, make the necessary revisions (if any); print or PDF the final version, and adopt the plan by formal resolution.
7. Send the final draft of the plan to the Division of Outdoor Recreation by April 15 in either hard copy or electronic form. With either kind of plan submission, please include hard copies of the Section 504 Compliance form and the park board adoption of the plan with original signatures.

Sample Plan Outline

You can use this outline to develop your master plan. Remember to include all the required elements.

These elements are considered the minimum planning effort. Including additional information pertinent to the recreation in your community is not required, but will strengthen your master plan and make it more meaningful.

- I. Introduction
 - a. Mailing address and contact information for the park department/system.
 - b. Name and address of all park board members.
 - c. Name(s) of park board president, superintendent, consultant or other contact person.
 - d. Name of plan author.
 - e. Date plan completed.
 - f. Description of park board and department staff.
 - g. Definition of planning area (normally related to total of park service areas).
- II. Goals and Objectives
 - a. Of the park board.
 - b. Of the parks and recreation department.
 - c. Of the master plan itself.
- III. Features of Entire Community (and impact on parks and recreation)
 - a. Natural and Landscape
 - i. Unique geographic features of area.
 - ii. Unique geologic/topographical features of area.
 - iii. Watershed information, wildlife, vegetative cover, etc.
 - b. Man-made, Historical and Cultural
 - i. Significant man-made features in area
 1. Such as: railroads, highways, large buildings, industrial parks, reservoirs, airports, etc.
 - ii. Historical sites, markers, celebrated historic events, etc.
 - iii. Cultural/ethnic background of the area
 1. Festivals, special events, music, arts, community theatre, etc.

- c. Social and Economic Factors (Population analysis)
 - i. Population Statistics
 - 1. Age, minority, education, disability and gender distributions.
 - 2. Past growth, distribution, projection of future community growth.
 - ii. Economics of the entire area
 - 1. Income and poverty statistics.
 - 2. Major employers.

- IV. Supply analysis (Park department information/inventory)
 - a. Of sponsoring agency
 - i. Narrative, including the number of acres per site in inventory.
 - ii. System-wide map.
 - b. Of all other or related agencies

- V. Accessibility (consider ADA [1990], ABA [1968], and the Rehab. Act [1973])
 - a. Designated ADA coordinator OR an info contact for either the local government entity or for the park department in particular (coordinator required only if the government entity has 50 or more employees; an info contact for all others).
 - b. Self-evaluation or commentary on currently accessible facilities, programs, etc.
 - c. Self-evaluation or commentary on currently inaccessible facilities, programs, etc. with suggested timeline for improvements, estimated costs and potential funding sources.
 - d. Information about public notice of ADA requirements (short discussion of methods, formats, locations, etc.).
 - e. Information about ADA grievance procedures for either the local government entity or park department.
 - f. ABA/ADA/Rehab. Act (Section 504) compliance sign-off sheet with original signatures (***must be submitted as hard copy with the final draft of the plan***).

- VI. Public Participation (Demand analysis)
 - a. Random sample of citizen demand for parks and recreation
 - i. Random survey (personal intercept, phone, mail, internet, etc.).

NOTE: Fully document all survey information; include numbers of surveys sent and number of surveys returned.
 - b. Non-random sample of citizen demand for parks and recreation
 - i. User/non-user group input (stakeholder/employee/board interviews, focus groups, public meetings, etc.).

NOTE: Fully document all other input methods: dates, times, advertising used, number of participants in each method, number of public attendees at each meeting, and a synopsis of public comments received from each, even if the attendance was low or non-existent.

[Please see the IDNR-OR Parks and Recreation Master Plan FAQ document for more detailed discussion of public participation, sample sizes, etc.]

- VII. Needs Analysis (Standards analysis; methods and results)
 - a. Park board-created or other (NRPA?) facilities standards.
 - b. Needs indicated by standards analysis.
 - c. Needs indicated by analysis of public input.

- VIII. New/Existing Facilities Location Map (may be combined with the system-wide map)

- IX. Priorities and Action Schedule
 - a. Statement of specific park board action(s).
 - b. Time frame for park board action(s).
 - c. Estimated costs of action plan items.
 - d. Potential sources of funding for master plan recommendations.
 - e. Organize information into a table with a timeline (see Sample Priority Action Schedule).
 - f. Final public presentation of plan (or final public comment period)
 - i. Prior to finalized plan submission to IDNR-OR.
 - ii. Include any final/additional comments separately at the end of Section VI (Public Participation).
 - g. Resolution for park board adoption of the plan with original signatures (***must be submitted as hard copy with the final draft of the plan***).

Who Prepares the Plan? In-House, Consulting Firms, or a Combination

It is common for plans to be completed in-house by individual park board members and/or park department staff. However, private consultants or regional planners are possible alternatives. Professional planners can either be responsible for formulating the entire plan, or may supplement the work of your community's park department staff. IDNR has no preference as to who creates park plans for a community. When choosing a professional consultant, be sure the individual or organization has documented skills and experience with recreation planning. Remember, the best plans are tailored to reflect an individual community's needs, based on current community data and analysis. Each year, IDNR receives dozens of park plans created in-house by community members, by consultants, and by some combination of the two; each method can produce an acceptable plan, and the authorship of the plan is no indicator or predictor of plan quality.

Some Helpful Pre-Hiring Questions to Ask Potential Park Plan Consultants or Helpers

- How many local 5-year system-wide park plans have you written, and how many have been approved by IDNR? (Shows experience and awareness of IDNR's planning guidelines; they should know that IDNR's guidelines are a bare MINIMUM standard, and seek to exceed them.)
 - How many of those plans were then followed within the 5-year term with a successful LWCF grant application? (Shows quality of analysis and data; poor plans often yield unsuccessful grant applications.)
- Ask to see three different plans the firm has written for a community the size of yours. (Compare and contrast; look for lots of identical 'boilerplate' and fluff/filler not *unique* to each community; why pay for a plan that was originally written for another community?)
- Who on your staff does your ADA accessibility assessments for these plans; what is their experience, and what are things they look for? (Make sure that they check not only DOT items like curb cuts, but also look at play areas/structures, programs/services, parking, restrooms, trails, accessible routes and more; half-baked work here can cause a community great grief later on. The firm should reference and double-check their accuracy against U.S. Dept. Of Justice accessibility documents.)
- What do you think your firm will do in my community for public input methodology? How many public input methods will you use, and what will you do if one or more of those methods gets no real results? (Ensures that they intend to drive the planning process based on what they hear from the public, and adjust it accordingly as they go. Good consultants always know how to do "out-of-the-box" public input as needed, and will not quietly settle for low public turnout/participation.)
- A plan isn't a plan unless it puts considerable thought into the facts that it gathers. Ask the firm about their level of data analysis. Great (and useful) plans go beyond simply stacking up some facts. Ask the firm if they do any of the following:
 - Do they explain why these facts are important to the community, and what the facts mean? (Example: "Schmoberg floods along Schmo Creek regularly. This causes private and public property damage to several Schmoberg low-lying neighborhoods along Schmo Street.")
 - Will the firm drill down why the facts are important to the actual park system? (Example: "Schmo Park on Schmo Street is a park that's regularly underwater; much damage comes of this—damage that's expensive to fix.")
 - Will the firm answer, "What are we going to do about this?" (Examples: "Schmoberg is in contact with FEMA and IDNR Division of Water, and is working on long-term solutions to the flooding, including some buyouts/home relocations, drainage changes upstream, water control structures, as well as flood-resistant designs and materials used in public amenities/parks in the flood zone.")
 - Can the firm connect the dots? Will they take the results from data analysis and use them to improve your public input questions, your needs analysis, and therefore your priorities and action plan? (Example: Adding a question about flooding to the public survey: "Schmo Park has been damaged by floods five times in 10 years at great expense; do you support relocating some of the more easily damaged play equipment to Schmuck Park on the other side of town and replacing it with amenities that high water won't hurt, such as hard

- surface walking trails and durable benches?” Will the firm then take this whole fact/analysis/public input bundle and break it down in the needs analysis, then put the results into the action plan? Did they do so in any of the other plans you saw?)
- Keep in mind that some consulting firms are unwilling or unable to put this level of care and thought into a local park plan. That tends to result in a plan that does little to inform the community, and leads to more ‘muddle through management’ instead of the plan supporting more proactive and cost-effective decision-making. Did the firm’s other plans do ANY of this sort of analysis?
 - Quality and quantity of public input as well as data analysis are probably the two greatest things that determine the final quality and usefulness of a park plan; assess the potential consulting firm’s previous work accordingly. The trick is to determine the firm’s ability to deliver a plan to your community that’s worth the cost. High quality consulting firms actually put their effort into the “meat” of the plan, not flash or useless frills. Keep in mind that pretty pictures and shiny plastic covers do not affect the quality, originality or usability of the plan inside.

Joint Planning

Joint planning occurs when neighboring communities and parks and recreation boards complete a five-year master plan together. For example, several cities and towns may wish to combine resources with their county to form a countywide master plan. *It is a primary requirement that all park boards/agencies involved must address each of the plan elements and include an action schedule for their own community. Joint plans developed by separate government entities that “share” scoping data that’s not unique to each community involved will not be accepted.*

When prepared properly, a single master plan may provide several park boards with five-year strategies toward their respective goals while avoiding the duplication of similar facilities. The main benefit of forming a joint plan will be greater awareness and understanding of how your park system, service areas and priorities relate to neighboring park systems. An additional advantage may be an emphasis on common goals that can be cooperatively and jointly implemented. Some examples of cooperative planning are:

1. A city park department and a community development agency plan the renovation of an old park in the city’s central business district. The park is an integral part of the redevelopment agency’s downtown revitalization plan.
2. Several park boards plan the development of a contiguous greenways trail system linking their respective towns while protecting natural resources.
3. A town park board plans to develop a sports complex that is proposed in a regional/community economic development project.
4. A city parks department and a neighborhood non-profit community center cooperatively plan programs and facilities aimed at expanding recreational opportunities for youth, including sports competitions and playground activities.

Technical Assistance and Local Information Sources

A major component of planning involves researching information and/or assistance available within the community. By networking with professionals from diverse disciplines and organizations, the planning process becomes more effective. For example, pertinent information relating to mapping resources, zoning, transportation and demographic data may have been compiled previously by other sources. Information from a variety of sources adds depth to a plan. Whenever an outside source of technical assistance is used, always identify (cite) the source of assistance in the plan. Some of the typical sources which can provide general planning assistance or data include, *but are not limited to*:

- Colleges and universities.
- Convention and Visitor Bureaus (CVBs).
- County Resource Conservation and Development Districts.
- Economic development corporations.
- Internet (cite your webpage sources).
- Local libraries and school districts.
- Nearby parks and recreation agencies.
- Neighborhood associations.
- Planning consultants.
- Regional, county, township and municipal planning departments.
- Service clubs (Kiwanis, Lions, Jaycees, Breakfast Optimists, etc.).
- Soil and Water Conservation Districts.
- USDA Natural Resources Conservation Service.

Please see the Appendices for a list of state, national and private agencies and organizations that provide an array of services related to parks and recreation planning.

User and stakeholder groups are a good source for suggestions about how park facilities can be designed to meet their needs. Often these groups can provide background information such as statistics about the types of users and available facilities. They can also provide rough estimates of the demand for types of facilities or programs. Such groups might include:

- Agencies serving individuals with disabilities.
- Athletic leagues.
- Daycare centers.
- Faith-based organizations.
- Historical societies/associations.
- Local coalitions.
- Nature organizations (Indiana Audubon Society, Sierra Club, etc.).
- Schools (or their Parent Teacher Organizations).
- Senior centers/retirement communities.

- Walking or biking clubs.
- Youth agencies (Boy and Girl Scouts, Boys and Girl's Clubs, etc.).
- YWCA/YMCAs.

“But My Community Doesn’t Own Any Parks Yet!”: First-time Plans for Communities With No Parks

How does a community that doesn't yet own any parks complete a park master plan? The short answer is that they simply need to do the same basic 5-year park planning effort that everybody does, following these IDNR Planning Guidelines for 5-Year Parks and Recreation Master Plans.

That being said, a first-time plan for a government entity that currently has no formal park system obviously will not be discussing their own current park system. BUT this means that they should pay TWICE as much attention to ***potential*** new park lands, as pointed out during the usual ***analysis*** of their natural features, man-made/cultural/historical features, and public input. Besides the usual “Park Department Info and Inventory”, they can add a “gap analysis” of what local/regional park and recreation opportunities exist and where they are, as well as a “benchmark study” of what similarly sized and located park systems have to offer (these aren't an IDNR requirement, but can be very important to a first-time plan).

Think of a “first-time, no current park system” plan as setting a ***priceless*** baseline/foundation of information for all future park system planning. Public input becomes critical, as this is the first time somebody has “officially” asked this subset of the public, “So what exactly would you like to get out of a local park system? And what park needs do you have that aren't being met?”

All that seemingly boring, socio-economic data that tells a community “who we are” suddenly takes on new importance as well, as this will help identify portions of the population whose needs for parks and recreation facilities may be critical (and often unnoticed and/or unmet). The amount of baseline data, and the depth of thought that goes into analyzing it, will be what makes or breaks one of these “no park system, first-time plans.”

It is strongly suggested that “first-time, no-system” planners bring all sorts of stakeholders into the public input picture. This baseline will be much more useful for the future if you can establish what groups like the local convention and visitor's bureau, economic development folks, county health departments, regional hospital representatives, chamber of commerce representatives, and government officials from the county, township and local levels have to say about developing a first-ever, local-level park system. Bringing in a representative from a successful park system to talk about the benefits that a community gets from its investment in parks may help the learning curve here.

Sometimes, local governments that have well-developed neighboring parks and recreation departments that draw users from the entire county will opt out of having a locally-owned park system. But more often than not, local Indiana governments are discovering that nearby communities that go out of their way to create striking quality of life amenities like parks tend to be the ones who are growing and attract new residents and businesses, while sleepy communities that don't care about that tend to be fading away.

Chapter Two: Preparing a Master Plan

Planning Area

Before beginning the planning process, the park board will need to define the planning area. Generally, this is the area located within the jurisdictional boundaries or taxing district of the park board, but really should include the main area your users live in. Many rural communities have a significant number of users who live outside the local government boundaries. These fringe areas should also be considered. The county area surrounding a city is an example of a fringe area. If a city has a park board and facilities but the county does not, rural residents from the county probably use city facilities. Even though fringe areas are outside your taxing district, they may contain potential park and recreation sites. Be sure to include a map of the planning area in your plan if possible. The map will need to include a north arrow and list the approximate scale.

Information Gathering and Analysis (Scoping)

To plan for the future, you must know what you already have. Rather than focusing on the past, you want to document your present situation and predict trends, which will shape the future. Required elements in this section include:

- The planning area, park board and department.
- Natural features and landscape.
- Man-made, historical and cultural features.
- Social and economic factors.
- Parks and recreation facilities and programs.
- Accessibility of sites, amenities, programs and services.

Don't forget to analyze the data. A plan without analysis is nothing more than a pile of data. Analysis is what makes a plan useful by converting information into a tool for strategic change. Ways to analyze your data include:

- Answering "Why is this data important to my community and the parks in particular?"
- Answering "If this data is important to my community and my parks, then what should I do about it?"
- Listing potential actions that would logically follow the analysis.

The Park Board/Department

Briefly describe the park and recreation board and/or the park department, and the park and recreation system in general. This portion of the plan should address the park board's ongoing efforts. Include:

- The park department's mailing address, phone number and e-mail (if available).
- A brief history of the park and recreation board/agency, including a concise progress evaluation of the previous five years.
- An organizational chart showing the park board/agency within the local government structure, and an organizational chart showing the structure of the park department.
- The name, mailing address and term expiration dates for each park board member. (Please notify us of any changes to the board.)
- An overview of the department's management, such as budget summaries, revenue sources, programming offered and services provided. Include partnership agreements with other agencies, schools, etc.
- A list of the park department/system/board's goals. Goals are general statements the board/department follows to provide public parks and recreation opportunities. These should be consistent with needs found in the needs analysis section of your plan.
- A description of growth trends affecting the park department/system/board as it has evolved. Are budgets, facilities, and/or services increasing, decreasing or remaining the same? How will these affect your park system in the next five years?

Natural Features and Landscape

Briefly describe the planning area's natural features in terms of current recreation use and future potential. Include items such as:

- Open areas with park potential (surplus lands, abandoned railroad corridors, idle agricultural areas, etc.).
- Wetland and surface water features that would support or enhance recreational activities (rivers, creeks, lakes, ponds, etc.).
- Vegetation and wildlife habitat that would allow passive or active recreation opportunities (woods, prairies, wetlands, etc.).
- Unique topography and geological features (hills, caves, sand dunes, etc.), and soils which are compatible (or incompatible), with recreation, development and human activity.
- Groundwater features that affect the community (high/low water tables, particularly good or bad quality/quantity groundwater sources, etc.).

When assessing the recreation potential of these features, you may wish to consult:

1. IDNR Division of Fish & Wildlife and Division of Forestry: District biologists and foresters who help evaluate sites or assist in preparation of plans for fish and wildlife habitat and forest management.
2. IDNR Division of Nature Preserves: County inventories of significant natural areas, and endangered and threatened species.
3. IDNR Division of Water: Information on water bodies, groundwater, flood plains and permits for suitable construction in these areas.
4. IDNR Map Sales: U.S. Geological Survey maps (topography, roads, etc.).
5. ISDA Division of Soil Conservation or your local Natural Resource Conservation Service office (NRCS), which have soils data obtained from the Soil Survey prepared for each county.
6. Other sources of resource information include, but are not limited to, county websites, area plan commissions, Purdue Cooperative Extension Service and biology/natural science departments at colleges, universities and high schools.

The following are contact phone numbers for some of these sources:

- Division of Nature Preserves: (317) 232-4054.
- Division of Fish & Wildlife: (317) 232-4080.
- Division of Forestry: (317) 232-4116.
- Division of Water: (317) 232-4160 or Toll-Free: 1 (877) 928-3755.
- Indiana State Department of Agriculture, Division of Soil Conservation: (317) 232-8770.
- IDNR Map Sales: (317) 232-4200.

Man-made, Historical and Cultural Features

Briefly discuss the man-made, historical and cultural features in your planning area. Try to predict how they will affect the parks and recreation system in the future. Discuss existing or potential cooperative efforts between outside historic or cultural organizations and the parks. Discuss whether man-made features affect access to the parks, businesses and schools in the community (for better or worse; why, and what could be done about it).

Man-made features might include:

- Daycare centers.
- Farm buildings.
- Highways/roads.
- Historical and cultural buildings/sites/markers.
- Houses.
- Park support buildings.
- Railway corridors.
- Schools.

- Utilities.

Historic features might include:

- Historic sites/markers.
- Particularly significant local history events, individuals or celebrations.

Cultural features could include:

- A significant population of people of a particular ethnicity or culture.
- Culturally-based community identities or festivals.
- Groups of people or organizations dedicated to cultural, musical or artistic pursuits (such as an artist's colony, musician's union or community theater troupe).

Social and Economic Factors

You need to know about the people who use parks and recreation facilities (or don't use them) to understand the issues facing your community. Information about social and economic issues that are important in your planning area can be obtained from many sources, including: (1) the U.S. Census Bureau's suite of data websites (www.census.gov OR www.factfinder.census.gov); (2) STATS INDIANA (www.stats.indiana.edu); (3) the Indiana State Library's "Statistics By Topic" webpage (www.IN.gov/library/2409.htm); (4) the Indiana Workforce Development "Hoosiers by the Numbers" webpage (www.hoosierdata.IN.gov). Your plan should include items such as:

- Densely populated areas.
- Poverty figures, and/or low-income or distressed areas.
- Minority demographics.
- Population characteristics.
- Population growth trends.
- Populations with disabilities.
- Senior citizen data.
- Major employers, unemployment data.
- Total population.

Characteristics such as migration may also be estimated if information is available. Occupational data such as major occupation types, number of workers per job type/employment area, unemployment figures, and trends will help describe your planning area more completely. If your figures come from sources other than the census or STATS INDIANA, make sure they are accurate and reliable. Other places to look for information include universities, chambers of commerce, local government offices, the U.S. Bureau of Labor Statistics, and the Cooperative Extension Service. Remember to list (cite) all sources of information.

Parks and Recreation Facilities and Programs

There are three major components to the summary of your existing facilities and programs available to the public:

1. A narrative describing the facilities and programs in the recreation system. The narrative is a written description of all park and recreation sites and facilities. You should include:
 - a. Number of acres of local government-owned public outdoor recreation land for **each site** in the community's park system. (Do NOT count public school acres unless there is a current, signed legal joint-use agreement in place between the local school district and the parks.)
 - b. Programs and activities at each site.
 - c. Maintenance issues.
 - d. Preventive maintenance practices and concerns for each site.
2. An inventory of the recreation programs, parks and facilities. The inventory is a *list of all local-government-owned, public park and recreation areas* (parks, marinas, nature preserves, etc.) and *the number and types of amenities offered at each site*. Only include school outdoor areas if there is a legal joint-use agreement to allow cooperative use of school facilities by the public during non-school hours. The more complete this part of your plan is, the more prepared you will be to make decisions about what types of facilities will be needed in the future.
3. A legible map showing street names and the location of each park and facility listed in the inventory. A map will help determine if recreation sites are well distributed throughout your jurisdiction. The map must have a north arrow, scale, and street names so recreation sites can be easily located.

If your organization owns undeveloped land with future recreation potential, include a description in the plan.

NOTE: The more complete this section is, the more effective your master plan will be. A data table or matrix is an effective means for communicating this information.

Also include information about other recreation opportunities available in your service area in your master plan. What are the major private and not for-profit recreation programs and facilities in the area? Discuss whether these other recreation suppliers cooperate or compete with your parks, and any potential for future partnerships. Some examples are:

- Apartment complex pools.
- Big Brothers/Big Sisters.
- Boys and Girls Clubs.
- Campgrounds.
- Country clubs.

- Fishing lakes.
- Fitness centers.
- Golf facilities.
- Racquet clubs.
- YMCAs, YWCAs and other private family recreation facilities.
- Any other recreation organization that supplements recreation supply, or competes for, or may attract recreation participants.

Summarize the inventory and narrative by identifying trends in new development, land acquisition, renovation, service expansions and/or cutbacks.

Briefly describe how available facilities affect the supply and demand for recreation opportunities in your park system's jurisdiction. Address only those features that will affect the park system and recreation opportunities.

Additional Supply Information

Investigate recreation facilities which could be developed jointly with other agencies, non-profits, or businesses, such as a community center at a shopping mall or a downtown park developed in conjunction with downtown revitalization projects.

Analyze where people live and how accessible (or inaccessible) your parks are by foot, bike, car and bus.

Maps illustrating land use, growth patterns, types of development and their locations may also be useful.

Accessibility and Federal Accessibility Standards

DISCLAIMER: This document provides guidance to local park and recreation planners and interested individuals in understanding accessibility issues in park planning. The following pertains to IDNR planning standards only. This does not constitute legal advice. Legal advice should be obtained from an attorney.

Parks and recreation professionals recognize the positive physical, psychological and social benefits for all people that come from participation in public recreation programs and services. Ways to ensure persons with disabilities have equal opportunities to benefit from your parks and recreation system are:

- Include people with disabilities in all aspects of planning.
- Include people with disabilities on planning teams.
- Seek expert accessibility assistance from outside sources for evaluation and planning.

- Use modified equipment, adapted rules and creative programming to provide a range of programs and services that meet the needs of all people.
- Explore alternative formats for effective communication, like Braille versions of brochures, large print, audible versions and sign language interpretation.
- Provide channels of communication for persons with disabilities to request accommodation in programs, facilities and services.
- Consider providing accessible facilities, services and programs as a best management practice, and seek continuous improvement.
- Be aware of the ongoing need to monitor facilities, programs, activities and services for changes that might create barriers for people with disabilities.
- Be aware of new technologies, innovations or inventions that may be used to improve accessibility.

Accessibility 101 for Park Planners

There are three pieces of federal legislation regarding accessibility for persons with disabilities that may affect park master plans. They are:

1. Architectural Barriers Act of 1968 (ABA): This was the first federal law created to ensure access by persons with disabilities to all facilities that were designed, built, altered or leased using federal funds.
2. Section 504 of the Rehabilitation Act of 1973: This extended access beyond architecture to include programs and employment. The Rehabilitation Act states that “no otherwise qualified individual with a disability in the United States, shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service.” The act requires specific actions from agencies including a self-evaluation of its policies, facilities, programs and services.
3. Americans with Disabilities Act of 1990 (ADA): Title II of the Act requires state and local governments to remove barriers to access in facilities, programs, activities and services. This includes providing modifications to policies, practices and procedures.

There are two accessibility standards to follow for the built environment: the ADA Accessibility Guidelines (ADAAG) and the newer 2010 ADA Standards for Accessible Design. The 2010 ADA Standards for Accessible Design went into effect on March 15, 2012 for all new or altered facilities or buildings.

Keep in mind that there is no “grandfather clause” in any accessibility legislation or standard. A common misconception is that facilities built before accessibility standards are “grandfathered” and do not have to comply with accessibility modifications; this is not true. Any significant alteration of a facility, building or amenity triggers the accessibility standards. All government entities are required by Title II of the ADA to have conducted (and kept up-to-date) a self-evaluation of the accessibility of their programs, services and facilities and

created a transition plan to fix identified accessibility deficiencies. All new facility or building construction is required to comply with the new ADA standards.

There are many facets of park and program planning to consider when implementing ADA and other accessibility laws, such as:

- Advertising.
- Registration.
- Scheduling.
- Facilities.
- Safety/alarms.
- Signage.
- Parking.
- Access routes.
- Lighting.
- Sound systems.
- Equipment.
- Supervision.
- Bathrooms.
- Picnic and play areas.
- Seating/benches.
- Communication.
- Transportation.
- Policies and procedures.

Not all barriers relate to physical access. Park users and community members may temporarily or permanently experience other barriers to recreation. Other barriers include:

- Communication: Includes hard-to-read print and signs without universal symbols or Braille.
- Programs: Staff or volunteers may assume people with disabilities cannot participate in, or will not benefit from the activity. Staff may also assume that people with disabilities do not have similar desires and interests as people without disabilities.
- Organization: Program staff might not be trained, willing or able to support participation from persons with disabilities or may require unnecessarily detailed forms to request information or service that would be difficult or impossible to complete because of a disability.
- Attitude: Encompasses things like fear, lack of knowledge about a disability or uncertainty about communicating with a person with a disability.

Inclusion is a practice where people with disabilities participate in programs, services and activities along with people who do not have disabilities. It is an effective strategy for removing attitudinal barriers, because one of the best ways to learn about other people is through interaction.

Another method of eliminating physical and social barriers is the use of Universal Design, the design of products and environments for all people, to the greatest extent possible, without the need for adaptation or specialized design. The concept is based upon seven principles:

1. Equitable use.
2. Flexibility in use.
3. Simple and intuitive use.
4. Perceptible information.
5. Tolerance for error.
6. Low physical effort.
7. Size and space for approach and use.

While master planning your park system, IDNR-OR strongly encourages you to apply these concepts to your work sites, park sites and programs. IDNR-OR considers the use of Universal Design in parks to be a critical best management practice.

Contact the Center for Universal Design at North Carolina State University for current literature describing Universal Design concepts and methods:

The Center for Universal Design
College of Design, North Carolina State University
Campus Box 8613
Raleigh, NC 27695-8613
E-mail: cud@ncsu.edu
Website: www.ncsu.edu/ncsu/design/cud/about_us/uscontact.htm

Federal ADA Requirements Affecting Parks and Recreation

As stated earlier, the Americans with Disabilities Act of 1990 (as amended) Title II applies to state and local governments, including parks and recreation departments. The following are five basic federal administrative requirements toward ADA compliance for local governments.

For local governments that have less than 50 employees (in the entire government unit):

1. Complete an accessibility self-evaluation or update a previous self-evaluation created under Section 504 of the Rehabilitation Act of 1973.
2. Provide notice to the public about the entity's ADA obligations, non-discrimination requirements and accessible services and facilities.

For local governments that have 50 or more employees, add the following obligations:

3. Designate an individual to coordinate ADA compliance.
4. Develop a transition plan identifying the physical changes/modifications that will be

made to achieve program access.

5. Develop an ADA grievance procedure for those who feel that they have been discriminated against because of their disability or their friends or family with disabilities.

These federal requirements can be fulfilled at the local government executive level, but some local governments pass this responsibility to the department level, such as parks and recreation departments. Parks and recreation administrators should verify the level at which their community fulfills these legal obligations. Administrators of parks and recreation departments may wish to directly fulfill these federal requirements at their level as a best management practice to ensure that they are making the best effort to provide access to all citizens.

Accessibility Self-Evaluation

All park boards and departments are covered by ADA Title II. It is essential to identify architectural, transportation, communication or service barriers. The IDNR-OR strongly encourages all park boards and departments to regularly evaluate their programs, activities, policies and practices to determine what barriers exist and what actions need to be taken in order to comply with both ADA and Section 504. This process should involve interested persons with disabilities and/or advocacy organizations.

A copy of the self-evaluation must be made available for public review. The ADA requires that the self-evaluation be available for public inspection for three years after completion. It should include:

- A list of individuals and organizations consulted.
- A description of areas examined.
- A list of problems identified.
- A list of modifications made/planned.
- An Assurance of Accessibility Compliance form with original signatures.

The Assurance of Accessibility Compliance form is available from the Division of Outdoor Recreation or online at dnr.IN.gov/outdoor/2603.htm.

Accessibility Transition Plan

If the self-evaluation indicates that changes to facilities or programs are necessary, a transition plan should be prepared. The plan should be developed with the assistance of persons with disabilities, or organizations representing people with disabilities. At minimum, a transition plan should identify physical obstacles in the recipient's facilities that limit accessibility of its programs or activities to persons with disabilities. It should:

- Describe how to make facilities or programs accessible.
- Specify the schedule for taking the steps necessary to achieve full program

accessibility.

- Estimate the potential costs to reach compliance.
- Explore possible funding sources for each modification.
- Indicate the person responsible for implementation of the plan.

A copy of the transition plan must be made available for public inspection for three years after completion. The transition plan can be included with the priority and action schedule of your master plan. As with the action plan, a matrix or table format is highly effective to organize this information.

IDNR Accessibility Requirements for Local Plans

Consider the ADA [1990], ABA [1968], Rehabilitation Act [1973] and Universal Design. IDNR recommends that you seek expert accessibility help if you are unsure about compliance. The following is the **minimum** that IDNR will accept for the required accessibility section of local 5-year parks and recreation master plans:

- Identify the designated ADA coordinator (required only if the government entity has 50 or more employees), for either the local government entity or for the park department in particular; OR an individual to act as an ADA information contact (if the local government entity has 49 employees or less).
- Provide either the self-evaluation or a commentary on currently inaccessible facilities, programs, etc., with a suggested timeline for improvements, estimated costs and potential funding sources.
- Give information about your community's public notice of ADA requirements (short discussion of methods, formats, locations, etc.).
- Give information about your community's ADA grievance procedures and grievance point of contact for either the local government entity or park department.
- Submit a completed ABA/Rehab. Act (504)/ADA assurance of accessibility compliance sign-off sheet with original signatures. ***(Must be submitted as hard copy.)***

Accessibility Information Sources (National, State and Local)

The U.S. Department of Justice is a good source for technical assistance on applying the Americans with Disabilities Act of 1990 (as amended):

(800) 514-0301 [voice]

(800) 514-0383 [TTY]

www.ada.gov

www.adachecklist.org [New Readily Achievable Barrier Removal Checklist]

The U.S. Department of Education provides 10 regional centers that provide technical assistance on applying ADA; this is the center that Indiana can call:

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

Great Lakes ADA Center
University of Illinois – Chicago
Institute on Disability and Human Development
1640 W. Roosevelt Road, Room 405
Chicago, IL 60608
(800) 949-4232 [voice/TTY]
(312) 413-1407 [voice/TTY]
(312) 413-1856 [fax]
www.adagreatlakes.org

The United States Access Board (otherwise known as the Architectural and Transportation Barriers Compliance Board) provides technical assistance on the federal ADA Accessibility Guidelines (ADAAG).

United States Access Board
1331 F St., NW, Suite 1000
Washington, DC 20004-1111
(800) 872-2253 [voice, toll-free]
(800) 993-2822 [TTY, toll-free]
ta@access-board.gov
www.access-board.gov

2010 ADA Standards for Accessible Design (Includes Play Areas):

www.ada.gov/2010ADASTandards_index.htm.

The Center for Disability Information and Referral at the Indiana Institute on Disability and Community at Indiana University – Bloomington is a lending library of thousands of volumes on many aspects of accessibility that are available to anyone in Indiana:

Indiana Institute on Disability and Community Center for Disability Information and Referral
Indiana University – Bloomington
1905 N. Range Road
Bloomington, IN 47408-9801
(800) 437-7924 [toll-free]
(812) 855-9630 [fax]
cedir@indiana.edu
www.iidc.indiana.edu/?pageId=34

The International Play Equipment Manufacturer Association (IPEMA) has created a free online resource for those who are working toward compliance with the new 2010 ADA

Standards for Accessible Design. The resource is called the “IPEMA Checklist for Access” and can be downloaded for free at:

www.ipema.org/news_articles/12/IPEMA_Checklist.pdf.

The New England ADA Center’s Institute for Human Centered Design has created an online checklist for “Readily Achievable Barrier Removal” under the 2010 ADA Standards for Accessible Design. This checklist applies legally only to businesses and non-profit organizations, but does give some useful free information for Title II government entities who are seeking program accessibility compliance. The website is:

www.adachecklist.org.

The Arc of Indiana is the state’s largest organization advocating for people with cognitive and developmental disabilities. They can be a valuable source of information concerning people with developmental disabilities:

The Arc of Indiana
107 N. Pennsylvania St., Suite 800
Indianapolis, IN 46204
(800) 382-9100 [toll-free]
(317) 977-2385 [fax]
www.arcind.org

The Governor’s Council for People with Disabilities offers a “Resources” webpage that has dozens of links covering information about topics such as: disability information; arts and recreation; assistive technology; community inclusion; data and statistics; grants and non-profit resources; and much more:

www.in.gov/gpcpd/2331.htm.

The Governor’s Council also offers a website with ADA trainings, audio conferences, webinars, and more, called “*ADA Indiana; Implementing the Americans with Disabilities Act in Indiana.*” The webpage address is:

www.adaindiana.org.

The Self-Advocates of Indiana is a non-profit that helps people with developmental disabilities advocate in their local communities. Their webpage lists local groups statewide that can provide information and contacts:

www.arcind.org/self-advocates-of-indiana/resources.

The National Center on Accessibility at Indiana University – Bloomington provides free technical accessibility assistance via phone and e-mail, as well as fee-based contract services:

National Center on Accessibility
501 N. Morton St., Suite 109
Bloomington, IN 47404-3732
(812) 856-4422; TTY: (812) 856-4421; Fax: (812) 856-4480
nca@indiana.edu
www.ncaonline.org

Public Participation

It is important to make a sincere effort to solicit public opinion. Using several methods to gain public input will give you the best results. If one method does not produce enough feedback, document it completely, and then try another. The key is to let the public know they have an opportunity to express their needs and concerns. Be sure to keep the public informed while you create your plan and priorities; a visible and transparent planning process prevents problems in the long run.

Citizen involvement is a fundamental part of the planning process that ***must be*** documented and incorporated into the plan. Public input ensures that the park board is listening to the people in the planning area, and gives you, as a recreation provider, important information to make choices among various priorities and actions. Your public input process should strive to find common ground between the local government, the park board and the public. Public participation should:

- Educate the public about park and recreation department concerns, problems and potential solutions.
- Identify the public's perception of parks and recreation issues, their impacts and opportunities.
- Document the needs, opinions and goals of affected people and communities within the planning area.
- Inform the park board and other decision makers of the impacts, publicly perceived values, etc. associated with each proposed or potential future action.
- Recognize conflict while providing a process and motivation for conflict resolution.

Public input can be obtained in *many* different ways.

NOTE: IDNR-OR requires at least one random public input method (such as a survey) and one non-random method (such as stakeholder interviews, public meetings, etc). IDNR-OR also requires at least one public meeting take place during your planning process to share the results of your planning efforts with the public.

Interviews can be held with park employees, stakeholders, community groups, local government officials, park users and others. Surveys may be conducted by mail, telephone, newspaper, in person or via the internet. A combination of several of these methods will produce a more realistic picture of the community's recreational needs.

To ensure you see all points of view, solicit input from a diverse cross section of local citizens. Include people from:

- A variety of age groups, occupations and races.
- Individuals with disabilities.
- Others who may be unique to your planning area.
- Parents.
- Park agency staff and volunteers.
- Park users **and** non-users.
- Seniors.
- Youth.

Random samples of people are best. The more people in your sample, the more reliable your information will be. Meetings, surveys, questionnaires or committee work with your staff allows you to gain input from the people who deal with recreation issues on a daily basis.

NOTE: When you document your public input effort in your plan, you must include the following information even if the methods are not successful:

- Methods used (questionnaire, public meetings, etc.).
- Number of surveys sent.
- Number of surveys returned.
- Number of people/groups interviewed.
- Number of members of the **public** attending public meetings (public meetings should **NOT** count members of the park board, government officials, consultants, or their families toward their total attendance figures).
- Date(s) and location(s) of the survey, meeting or interviews.
- A synopsis of the comments gathered from **each** method.
- Summary of all the input.
- A copy of all newspaper stories, advertisements or community calendar entries pertaining to your input process.

The following sections describe in greater detail how to collect public input. If you have further questions, contact a member of the IDNR-OR planning staff.

Public Meetings

The best way to find out what members of the community want is to ask them. Public meetings can be conducted as part of the regular park board meetings or they may be held outside the regular meeting schedule. The purpose is two-way communication with the public. At public meetings, seek out the issues your residents feel are important. Be alert for residents' suggestions for solutions to park problems in your current system and in your proposed master plan. Using several methods of advance advertising as well as actively inviting stakeholder groups and existing community organizations directly should improve attendance at your meetings. The following are some examples of both formal and informal public input meetings:

- Neighborhood meetings: Educate, inform and solicit input on a community/neighborhood level.
- Individual stakeholder(s) and key community leader(s) meetings: Provide local officials with insight into community needs and desires.
- Service organization(s) and community group(s) meetings: Allow direct contact with special interest groups.
- General public meetings: All residents of the planning area are invited to attend.

NOTE: At least one general public meeting must be held near the end of your planning process to publicly review your draft master plan.

Structure the meetings to educate the public and get their reaction to parks and recreation issues. Depending upon where you are in the planning process, you may want to introduce the goals of the plan. It is a good idea to share your current facilities and programs (possibly using a short slide program). Ask for their suggestions on:

- Changes to existing services.
- Facilities improvements.
- Funding options for acquisition, development, operation and maintenance.
- Locations for new projects.
- New programs.
- Park system issues and problems.
- Potential multiple use opportunities.
- Renovations.

NOTE: Record the date, time, place, number of members of the public present, material presented, discussion and public comments made in the public participation portion of your plan.

Remember, it is your responsibility to keep things moving and to motivate attendees to think about issues beyond their individual special interest. When you record meeting events, remember that you will use this information long after the meeting is over. Keep an accurate record of all comments and suggestions at the meeting. Record the comments with notes,

video or audio recordings. Keeping a detailed paper trail is a good idea and it prevents citizens from protesting later on that they did not have enough opportunity to give feedback.

An additional technique that has proven to be useful is to have a "workbook" or comment sheet. Generally, this is a handout the audience fills out as each topic or issue is discussed during the meeting. At the end of the meeting, the workbooks/comment sheets are collected. In this way, everyone's comments are received even if they choose not to speak during the meetings.

Low attendance can be a problem for public meetings. There are many things you can do to overcome this:

- Call and invite individual stakeholders, key neighborhood and community leaders, special interest groups and activists to the meeting.
- Post notices, posters or flyers in public places or businesses.
- Hand out flyers in public places.
- Internet web page/Twitter/Facebook page announcement.
- E-mail announcements or invitations.
- Telephone reminders.
- Door-to-door announcements.
- Special announcements read at club or community organization meetings.
- Mass media/advertising.
- Send notices in municipal utility bills.
- Send fliers home with school children.

Advertise and they will come. Tell the public what you want to accomplish at the meeting by printing the agenda in the local newspaper. Tell the public you want their input. At minimum, announce the meeting at least once in the local newspaper. A better strategy is to have two announcements. The first should appear 10 to 14 days before the meeting, and the second should run one to three days before the day of the meeting.

NOTE: Include a copy of the public meeting announcement/advertisement that appeared in the newspaper or other media outlet in the master plan.

To promote public meetings, it is recommended that you also take advantage of other media coverage, including local TV/cable access channels, the internet, and local radio stations. Social media like Facebook can be very effective at sharing meeting times/locations.

A press release, properly formatted and sent to these sources, is a very effective method of announcing your message. A few news release guidelines to remember are:

- Issue the release on official stationery; place a centered headline at the top of the first page.
- Write "For Release" along with the date to be released in the upper left hand corner.

- Place the name of a contact person in the upper right hand corner.
- Include the most important information first by using “Who, What, Where, When, Why and How.”
- State your message briefly in double-spaced text; do not exceed two pages.
- Mail or hand deliver the release at least four days before the scheduled release date.
- Follow-up by telephone to verify if a reporter will be available to cover the meeting.

Interviews (Focus Groups)

Personal interviews tend to get the most reliable information. This is a good option for those planners who have more time, staff or volunteers available to conduct the interviews. This is an option that is often used as an additional public input method when low turnouts for public meetings and low response rates to traditional surveys occur. Types of personal interviews include:

- **Individual stakeholder interviews:** Collect information from people who have a “stake” or some kind of personal involvement in some aspect of parks and recreation in your community. Including agency representatives from competing organizations and groups often provides different perspectives and can encourage potential cooperation/partnerships.
- **Park employee interviews:** These are useful since they gather information from the people who work with park and recreation users on a daily basis and know about successes and failures of current policy/procedures/facilities/programs.
- **Focus group interviews at your parks:** Interview small- to medium-sized groups of people, often gathered from community organizations. One way to find these groups is to speak with the administrators of various social, governmental, service and recreation-related agencies from your community (such as Area Council on Aging, city council, Kiwanis or YWCA). Request permission for your interviewer to ask a group of five to 30 of their members a short series of questions.
- **Attend regularly-scheduled local organization meetings and interview their members on the spot (with advance permission):** Even small towns have community organizations that have their own meetings. They include PTO/PTA, Kiwanis, Lions, public schools, garden clubs, political groups, hobbyist groups, private schools, churches, sports leagues, historical societies, colleges/universities, senior centers, single parent support groups, United Way organizations, etc. Call and ask permission to sit-in on their next meeting and take 10 minutes of their time to ask the group a short list of your best survey questions. Tally the answers and how many folks were there. Attend three to five diverse meetings around town for 15 minutes each, and you’ll be amazed how good a survey sample you get. This can also be done at popular local coffee shops/cafes (with the owner’s advance permission/cooperation).

- **Special events/parades/festivals/community celebrations:** Whenever your community has a special event/celebration/parade, it's a golden opportunity to get a couple folks from your board out there to ask people at the event if they'd be willing to answer some questions (you can use existing random public input surveys as a guide). Take notes about what folks say, and how many responded, and write it up afterwards as part of your public input. This could be easily done at a clearly-marked booth, or by interviewers walking around with surveys on a clipboard.
- **Leverage food as a means to attract a crowd:** Food is a great way to attract a crowd. Hold an ice cream social/chili supper/pancake breakfast (or, even better, partner with an existing event already established through a community group such as a church or scouts) and "work the crowd" asking questions as noted above. Record the answers and approximately how many folks responded. You'd be amazed how many folks \$75 of ice cream and sundae toppings can attract.

A helpful tip is to use the same short, basic questionnaire for both the interviews and the random public survey, which allows you to statistically cross-compare the results from the two different public input methods.

Surveys

Conducting a survey is a useful way to collect information about your planning area. Surveys are a major source of information about the attitudes of the community toward parks and recreation in your area. The process of administering a survey involves several steps requiring careful preparation. The more organized and prepared you are before you begin your survey, the more smoothly the process will run.

The kind of information you want to collect and the resources you have available to devote to the survey will largely determine the type of survey you do. There are four basic ways to conduct your survey: mail, phone, internet and user-intercept.

- **Mail surveys:** Generally considered to be the easiest to administer, mail surveys can be as simple as a brief questionnaire mailed out, printed in a local paper, or included as a newspaper/municipal utility bill insert. Some problems associated with mail surveys include:
 - Respondents must return them.
 - Low response rate.
 - Responses are usually biased towards park users.
- **Phone surveys:** While phone surveys provide a greater chance of getting responses from a broad range of people, they are also labor intensive and can be expensive. Phone surveys present additional problems not only for the respondent, but also for

the interviewer. Caution must be used in order to prevent influencing the participant's responses. Make an effort to convince them their input is important, but do not force them to answer a question they do not want to answer. A bad or false answer is worse than no answer. Try not to call during mealtimes or on Sundays.

- **Internet (web-based) surveys:** These are becoming more popular and offer an alternative to traditional survey methods, but they can have skewed respondent demographics. Be aware that this kind of survey tends to appeal to a younger, wealthier, more technology-savvy respondent.
- **User-intercept surveys:** These are a time-honored, low-cost method. However, they are time consuming, interrupt the personal time of park users, and the quality of the results depends on the skills of the person administering the interview. In this method, the interviewer randomly chooses users in park settings and asks them to participate in a short survey/interview. The two most common methods involve either the person being surveyed filling out their own paper survey, or the interviewer asks questions and writes down the user's answers as they are given. Courtesy and professionalism are musts.

Once you have decided which method you will use to conduct your survey, you are ready to prepare the questionnaire:

- Write down all the questions you *would like to ask* the members of your community.
- Prepare a draft questionnaire with all the questions you *would like to have answered*.
 - As you include each question, ask yourself how the responses will be used.
 - If you are not sure, then reword the question, or remove it entirely.
- Keep the questionnaire short while still asking for the information you need.
 - It should be no longer than two or three pages (20 to 25 questions).
 - The shorter your questionnaire, the better your return rate will be. It will need to be even shorter if you have the survey printed in the newspaper.
- Have members of your staff review the draft survey for question clarification.
- Test it on several members of the community.
- Re-word or drop any questions that were repeatedly misunderstood or left unanswered.

You are now ready to choose your sample. For the sample to be random, every individual in the planning area has to have an equal chance of being selected to participate in the survey. Random sampling can be systematic; for example:

- Call every 100th person in the phone directory.
- Stratify your sample by selecting equal proportions of people from different areas or "segments" within the planning area.
- Draw numbers out of a hat, or use a random numbers table.
- There are companies that will quickly provide randomized lists of names, addresses and phone numbers in areas that you designate, for a small fee.

- You may consider using statistical equations to help you select the type and size of sample you use based on the total population of your planning area.

Your goal should be 50 to 70 percent of questionnaires returned in a usable (completed) form. This takes planning and organization, but it is possible. Your primary goal is to get enough responses to draw reliable conclusions about public recreation opinions. If you get fewer than 35 percent back, it will be risky to draw conclusions that apply to the entire population in your planning area. This does not, however, mean that the information is useless. Your survey can still give you insight into recreation issues.

You are now ready to administer the questionnaire. You *want* people in your planning area to be aware of your public input process, *so use mass media to advertise the survey.*

NOTE: If people are alerted ahead of time, they will be more prepared to participate when the survey is conducted. Include in the announcement the date the survey will be conducted, the types of questions that will be asked and how the results will be used.

Most surveys are conducted so that the respondents remain anonymous. Include this in the advertising. Stress the anonymity of the questionnaires. Make it clear that the respondents are helping you by returning the survey *and* that their privacy will be respected. Using code numbers instead of names on each survey response will help keep track of the returns.

Once you have the survey returns you are ready to analyze the data. Begin with calculating basic statistics such as averages and percentages for each question. It will also be beneficial to calculate the percentages of people who responded in a particular way to certain questions. This may be especially helpful when you try to identify facility needs and predict future participation. During data analysis, it can be helpful to cross-tabulate answers across the various types of public input; this is why you may wish to re-use the same survey questionnaire for all types of public input (except public meetings).

If the answers that were given in different types of survey are extremely different, it may indicate that further research is needed. If results are comparable across different types of surveys and across different demographics, your results can be considered valid, complete, and accurate.

- For more information related to survey methods, please see the IDNR Master Planning Frequently Asked Questions document at dnr.IN.gov/outdoor/2603.htm under the "Relevant Documents" link.

Advisory Committees

The planning effort affects all people and agencies in the planning area. It is often useful to form one or more committees who are interested in, will be affected by, or will be using the plan. A committee can bring people with diverse backgrounds and interests into the

planning process. Also, by pooling resources with other agencies, planning costs can be minimized. To be most effective, a committee should be relatively small, consisting of 5-7 members. Examples of desirable committee members might include:

- Minority and special interest groups.
- Members of the parks and recreation board and staff.
- Mayor or city manager.
- Elected officials.
- Local business leaders.
- Community organization officers.
- Other recreation professionals.
- Interested citizens.
- Public service administrators from within the community.

Final selection of the advisory committee should be made by the parks and recreation board.

The primary purpose of an advisory committee is to provide positive citizen participation during the entire planning process. The committee can:

- Express park and recreation needs, desires and problems.
- Assist in the organization and distribution of information, such as surveys and community meeting announcements.
- Mobilize private and public support for delivery of recreation services.
- Prepare and critique critical plan components.

Needs Analysis

One of the most important and difficult tasks in parks and recreation planning is to analyze the recreation needs of your community. Needs analyses describe and project:

- Recreation behavior and need.
- Participation and user preference.
- Causes of nonuse.
- The needs of special populations.

Communities differ in their recreational needs and priorities; therefore, IDNR-OR does not endorse one needs assessment method or set of standards over another, but encourages communities to discover what best suits their interests, finances and decision making. Your master plan must include a description of the method (or methods) used to establish your recreation needs, and why a chosen method best applies to your community. From these needs (facilities, programs and administration), you will identify priorities and recommend actions to satisfy the need. The actions suggested should agree with the goals listed earlier

in the park board information gathering section.

Measuring public need requires a combination of thorough analysis, a defined method and common sense. Analysis of public need, in part, should include consideration of the results of your previous public *input* processes.

Some examples of needs analysis methods are:

1. Level of Service (LOS) Standards for Parks and Open Space.
2. Recreational Opportunity Spectrum (ROS).
3. Issue Analysis.

Level of Service (LOS) Standards for Parks and Open Space is a method developed by the National Recreation and Park Association. It guides communities to set local standards based on expressed public need, values and expectations, and is expressed in acres/1000 people. The method requires an assessment of existing facilities, public input and the ability to measure and prioritize needs. LOS allows communities to establish what is best for its citizens, what they can afford and how to strategically plan for the cost of needed facilities. The process is described in “Park, Recreation, Open Space, and Greenway Guidelines” by James D. Mertes and James R. Hall, and first published by the National Recreation and Parks Association in 1983.

The Recreational Opportunity Spectrum (ROS) was established by the USDA Forest Service to determine the types of recreational opportunities needed to achieve their recreational goals. It is based on six rating classes that range from urban to primitive, and on indicators such as access, social encounters and visitor impacts. ROS is best suited for large-scale, natural resource based recreation sites. A description of ROS is available on various web sites and in Charles I. Zinser’s book “Outdoor Recreation: United States National Parks, Forests, and Public Lands” (published by John Wiley and Sons, 1995).

Issue Analysis uses the information collected for the master plan to identify and resolve needs, problems and conflicts (e.g. a park is not accessible, there are not enough soccer fields for a growing community, or residents want a summer camp program). Some issues may already be evident to the park board and the park administration, or they may appear in the public participation process. Briefly analyze each issue and discuss options and opportunities for resolving them.

New Facilities Location Map

Include a map showing the location of proposed parks and expansions to existing parks. You may wish to be site specific or show the general vicinity needing a new park.

NOTE: The map of proposed future park sites may be combined with the map of existing recreation sites required in the inventory section.

Priorities and Action Schedule

So far you have examined the planning area, incorporated public input, identified needs and issues, and recommended strategies to accomplish the park board's goals. You can now designate priorities to be achieved over the next five years. The priorities should be limited to a workable number which can be realistically accomplished. Consider time, money and resources carefully. Each priority should be achievable by completing your specific actions.

Briefly state the priorities in narrative form. Refer to the Indiana Statewide Comprehensive Outdoor Recreation Plan (SCORP), and if any of your priorities correspond to the priorities listed in the state plan, it should be noted. You should also list any necessary accessibility modifications/additions to your park facilities, programs, activities, services and policies to ensure your agency is in compliance with Section 504 and the ADA. Chart this information on an action schedule similar to the example shown below. This chart is a required element for master plan approval.

NOTE: Remember, projects for which you intend to apply for grant funding should be listed in this schedule. Local park department grant applications receive additional points for projects that were listed in the priority and action schedule of their master plan.

Using the action schedule format, provide the following information:

- **Year:** Include the estimated start date. If the project duration will exceed one year, note the completion date.
- **Site:** Indicate the name of the park, or if unnamed, indicate the future park location. You may wish to identify the general area to avoid land speculation.
- **Action:** List the task to be accomplished (such as: capital improvements, land acquisition, renovation, etc.).
- **Cost estimate:** Estimate the cost of completion for the action or project. Be sure to consider inflation.
- **Potential source of funding:** Identify the probable origin of money for completing the action. Do not depend totally on grant funds. To be realistic, local funding sources and potential donations should be the primary fund sources.

Sample Priority Action Schedule:

Year	Site	Action	Cost Estimate	Potential Source of Funds
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IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

2012	All	Administrative Priorities ADA Compliance	\$5,000 \$7,500	Operating Budget Operating Budget
2013	System	Develop Five Year Master Plan	\$1,000	Operating Budget
2014	Central Park	Construct New Soccer Fields and Parking.	\$25,000	Donations, Operating Budget, Fundraising, IHT Grant
2015	O&R Rail Corridor	Purchase and Develop Bike Trail	\$125,000	Operating Budget, RTP Grant
2016	Memorial Woods Park	Develop Nature Trail, Restrooms, and Playground	\$100,000	Bond Issue, LWCF Grant

Final Public Presentation of the Plan

The public should be provided one last opportunity to provide feedback and comment on the draft plan prior to its adoption by the Park Board. Another name for this last public input step is the final public comment period. Several weeks before the park board's scheduled plan adoption meeting, the latest version of the draft plan should be made available for public feedback. This provides a final opportunity for the public to check the accuracy of the reported public input results, needs assessment, and priorities. Two methods of doing this are:

- Hold a last public meeting, where the plan's results are shared, and the attendees are asked to verify them.
- Place multiple copies of the draft plan at strategic locations in your area, along with blank comment sheets, a website, or a telephone number for comment submission.

Make sure that either method is carefully advertised, to ensure that the community has full opportunity for last-minute feedback. No matter what type of final plan presentation takes place, gather up the last comments, and place a synopsis of the method used, and the comments made at the end of the public input section of your master plan.

Plan Evaluation

Finally, explain how and when the park board will continue to evaluate its progress over the next five years. Evaluating the effectiveness of your plan will help your park department maintain its ability to provide quality services and facilities. A periodic review of the master

plan and consideration of continual public input will help determine where to focus your efforts while you complete your priority projects, and can help determine future projects.

NOTE: IDNR LOVES ELECTRONIC PLAN SUBMISSIONS!

You have the option of sending IDNR-OR either an electronic copy of your plan via e-mail, CD-ROM (WORD or PDF), or a hard copy. Electronic plan submissions are highly encouraged! If you must submit your plan in hard copy for some reason, preferred hard copy submissions are black-and-white, double-sided (duplex printed), unbound pages. Maps may be in color.

If for some reason you choose to send in a hard copy draft plan: DO NOT SUBMIT HARD COPY PLANS WITH ANY SORT OF BINDING, OR IN ANY KIND OF NOTEBOOK/BINDER! Bound copies will be unbound on receipt and the bindings and/or notebooks recycled immediately; do not waste your time and money on this.

Updating the Plan

Sometimes circumstances change the priorities for your five-year planning period. Significant budget changes, for example, may cause you to re-evaluate your priorities and make an amendment to your plan. When this happens, plan amendments incorporating the revised priorities may be submitted to the Division of Outdoor Recreation at any time.

NOTE: Please keep in mind that amendments alone will not extend the five-year LWCF eligibility of your recreation master plan.

Formal amendments to your plan are required if they involve projects proposed in grant applications requiring a five-year master plan. The competitiveness and eligibility of a grant application depends in part on the project being included as a priority in the park board's master plan. If a project is not originally in the plan, it is important that the project be added by a plan amendment. In general, master plan amendments may be submitted at any time. **Amendments must be approved in writing by IDNR-OR planning staff.**

NOTE: Master plan amendments submitted to IDNR-OR for the purpose of a adding or modifying a community's future grant project within the existing approved master plan must be submitted and approved by IDNR-OR planning staff prior to the grant program's application deadline.

To amend the master plan, several items need to be submitted to the Division of Outdoor Recreation:

1. A brief explanation of the reason(s) for the amendment.
2. Documentation of the public input which went into the amendment process.

3. The new plan pages, containing any changes or additions.
4. A resolution passed by the park board adopting the plan as amended. This will make the revised plan an official document of the park board.

How to go from a “good enough” park plan to a great one

DNR hopes that each new plan will improve on the last one, and become more detailed, complex and better analyzed (which tends to result in action plans that better serve community needs).

The best future hint DNR gives everybody in these plans is that they can always use more of the “backbone” items which ultimately make the plans more utilitarian to the community:

- More input opportunities and more diverse public input. (It’s almost impossible to have too much or too diverse a set of input.)
- More detailed analysis of all the data contained in the plan. (Answer “Why is this data important?” and “If it’s important, what do I do about it?”)
- Greater diversity of needs assessment/scoping, such as benchmarking of similar communities, a SWOT assessment, and locally-created Level of Service standards (or improvement/alteration of previous locally-created LOS standards). Not all of these are necessary, but over time through many planning cycles, adding more datasets can make your scoping more accurate and reflective of the overall park system context, including a regional view.

“**Acceptable**” park plans meet DNR minimums. Truly **good** plans meet the minimums and go beyond to seek more detailed understanding of the overall fabric of the park system and the community as a whole. **Exceptional** plans are the ones that go to the highest level of awareness of community attributes, then deeply analyze those attributes and strategically utilize that analysis to inform and guide the action plan, both short- and long-term.

Example of shallow data gathering and analysis:

1. Data point: Schmoberg’s average resident age is 45 years old, and 45 percent of the population is over 55.
2. Bare-minimum analysis: “Our Schmoberg population is aging, so the department should consider senior programs.”
3. Bare-minimum action based on analysis: “Schmoberg will create two new regularly scheduled senior-oriented programs beginning next April.”

Brief example of deeper (and therefore much more meaningful and useful) data gathering and analysis:

“The population of Schmoberg above 45 years of age has increased 22 percent over the past 10 years, and shows indications that the percentage of senior population of the town will likely increase significantly for the next 20 years at a minimum. Given that the park department has never had more than one or two senior programs in any single year, it is recommended that the department train staff to offer programs of both more diverse generational appeal, and more specifically senior-oriented programs and services. The Census data also shows that the majority of the senior population in Schmoberg is aging “in place,” likely in response to the high cost of nursing

homes and specialized senior living options. This would indicate that the dispersed nature of “aging in place” seniors will have significant effects on many community-derived services and programs, such as the Meals on Wheels program operated out of the Schmoberg Parks community center kitchen, the Greater Schmoberg Area on Aging mobility bus system for access to all public park programs and services across Schmoberg, and the sidewalk/trail network in Schmoberg for park access. The town should keep in mind that older these seniors get, the more their mobility is likely to be affected (making both facility AND program accessibility and universal design into a very critical issue), as well as the increasing likelihood that they will eventually have to give up their cars due to vision/hearing/judgment/reaction time problems (which makes them dependent on bicycle/pedestrian options and mass transit). The Schmoberg parks should anticipate the increasing costs of operations and maintenance/staffing for the needed infrastructure to support these changing demographics, and proactively respond to this growing need area in the community. See the needs assessment for cost estimates for supporting these operations and maintenance and staff adjustments.”

Optional Additional Park Planning Tools: SWOT and Benchmarking

The following park planning tools are NOT required for IDNR approval of submitted park plans. However, these tools, or similar methods of park system analysis, can offer a community priceless opportunities to measure itself against other communities, and better anticipate future strategies to effectively manage and grow a community and its park system.

Additional Planning Tools: The SWOT Analysis

“SWOT Analysis” is commonly attributed to a business consultant named Albert S. Humphrey, during the 1960s. “SWOT” is an acronym for Strengths, Weaknesses, Opportunities and Threats. A SWOT analysis is an assessment tool that looks at both the internal and external environments and factors that face organizations, and allows users to analyze them strategically.

In a nutshell, SWOT is used like this: An organization will list all the Strengths and Weaknesses that exist within the organization (internal factors—mostly pre-existing and/or current). Then the organization will list all the Opportunities and Threats that exist or come from outside the organization (external factors—mostly current and future potential). Once all these internal and external factors are listed, it becomes fairly easy to cross-compare the two lists, and brainstorm ways to minimize, fix or eliminate the weaknesses and threats, and expand and capitalize on the strengths and opportunities. The secret to success in a SWOT is to keep it simple (starting with concise, bulleted lists works well), and be unflinchingly honest in assessing your organization. A SWOT should bluntly acknowledge the real-world deficiencies and threats faced by your organization and conservatively estimate your strengths and opportunities. An unrealistic, “rose-colored glasses” SWOT not only gives you no real solutions, but also may aggravate existing organizational problems by ignoring otherwise manageable changes or situations.

Here is an example of a simple SWOT analysis using the “Anytown, Indiana Park and Recreation Department (APRD)” (From the IDNR “Anytown, Indiana Example 5-year Parks and Recreation Plan”) as the organization:

INTERNAL FACTORS

Strengths:

- Small, tightly-focused department with only eight parks to maintain/operate.
- Enthusiastic friends group and volunteer base to draw help from.
- Three professional, degreed/trained full-time park staff.
- Dedicated park board with long-serving members who truly love the APRD.
- Heavily-used park system, with popular programs and services.

Weaknesses:

- Ongoing budget cuts.
- Political and personal infighting between park board and city council. (Council has threatened to eliminate the board.)
- Lack of accessible play features and playgrounds AND poor playground safety.
- Only 48 acres of public outdoor recreation land for a population of almost 19,000.

EXTERNAL FACTORS

Opportunities:

- Park system could use 332 more park acres to meet IDNR Level of Service recommendations. (20 Acres/1,000 people recommended; or 380 acres total for Anytown.)
- Anytown still has undeveloped open space within city limits. Some of this space is wooded; some is along Anytown Creek; and even some small prairie remnants.
- The Anytown Park Fund at the Anytown Community Foundation now has more than \$35,000; it could be used as grant match or to fund desperately needed facility upgrades.
- Anytown’s School District has offered to partner with APRD to create an official joint-use agreement to share outdoor recreation facilities and programs, as well as programming opportunities and maintenance sharing.

Threats:

- Recently elected city council persons had campaigned on the promise to “shrink Anytown government spending and taxes at all costs” beginning with the schools and parks.
- A brand new YMCA was just built next door to the aging and small Anytown Community Center building located in Anytown Park.

- Heroin use in the greater Anytown area is skyrocketing, and Hoosier County has been forced to start a needle-exchange program just to attempt to stop the spread of HIV and other blood-borne pathogens.
- Hoosier County has been recognized as one of the most obese counties in Indiana by the Indiana State Dept. of Health.

BRAINSTORMING AND ANALYSIS

Ideas from the SWOT:

- Use community economic development and population/business attraction as levers to convince the tax-averse new city council members that expanding the park system carefully over time is an investment in the city, not a waste of taxpayer money; use the Parks Fund as a springboard, and grant match.
- Seek land donations from willing donors for park expansions, especially of undeveloped land in the more “natural” areas of the city.
- Continue to leverage volunteer and friends group work to improve maintenance and safety of park features when possible.
- Consider cooperative efforts between the APRD and the Anytown Schools (Joint-use agreement), and the Hoosier County Health Department (anti-drug programs, DARE, obesity programs, wellness programs, etc.).
- Consider expanding programs in APRD parks that emphasize the sports and activities that the YMCA does not offer (such as soccer, disc golf, fishing, and Tai Chi).

Additional Planning Tools: Benchmarking

Benchmarking is another tool for park planners that permit a community to measure their own progress and infrastructure against a group of “peer” communities. The concept is simple: look around your community, and select multiple communities that are roughly the same size and disposition as yours. In other words, if your park system is in a rural town of 8,000 people in a mostly rural county in one corner of Indiana, try to find some similar communities, both within your county, and in other regional counties to compare yourselves against. It helps to pick at least one community that offers a positive example to emulate: such as a booming local economy, fast population growth, or a really well-run, professional, popular park system.

Be careful not to pick communities that are *too* different from yours (such as much larger or smaller than yours), or that have traits that your community cannot match (such as huge funding sources that you do not have), as that sets your community up to “appear” a failure. It’s also better to resist adding benchmark communities from too far away, as the unique regional differences between your community and theirs create another kind of unfair comparison. Imagine comparing Fort Wayne, Indiana against Anchorage, Alaska; they’re

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

less than 40,000 residents different in size, but comparing Indiana versus Alaska offers such huge differences in climate, geography, socio-economics, infrastructure, etc., that the comparison is nearly worthless. Benchmarking against similar communities in adjoining states may work well, so long as they are reasonably similar in most respects.

To create a benchmark analysis, a community carefully selects a list of communities to acquire data from, researches those communities and collects the benchmark data, and arranges the data into a simple table to allow for easy comparison. For a first-time benchmark analysis, it is best to keep the benchmark criterion simple, and few in number. Some of the most basic benchmark criterion might include:

- Population of community.
- Median household income in community.
- Percentage population growth in that community since the last census.
- Number of parks in each community.
- Total acres of public park land.
- Number of full-time employees in the park system.
- Total yearly budget of the park system.
- Any finer details that you wish to explore (such as number of public pools or splash-pads, or some other specific amenity or program).

Here is an example of a simple benchmark analysis using the “Anytown, Indiana Park and Recreation Department (APRD)” (From the IDNR “Anytown, Indiana Example 5-year Parks and Recreation Plan”) as the organization completing the benchmarking:

Community:	Anytown, IN	Schmoberg, IN	Other City, IN
Population	18,500	14,799	20,007
Median household Income	\$43,000	\$52,000	\$39,000
% population growth since last Census	2.5%	-3.7%	4.8%
Number of Parks	8	5	10
Total Acres of Public Park Land	48	20	65
Number of Full-time employees	3	0 (Parks maintained by streets dept.)	6
Total yearly park budget	\$142,000	\$50,000	\$250,000
Number of softball fields	2	2	4 (set up as a “tournament cloverleaf”)

Once you have the data arranged in a table, analysis becomes easy. For example, if you divide each community's yearly park budget by their population, you get the yearly park expenditure per resident; a measure that allows you to compare how much financial support each community affords their parks. (Other City spends \$12.49 per resident; Anytown spends \$7.67 per resident; while Schmoberg spends the least, at \$3.37 per resident.) Cross-comparing communities is simple once the data is arranged like this. Anytown can now see that they are seeing good growth and good median income, while somewhat behind in acreage, budget and softball fields, when compared to Other City. Compared to Anytown, Schmoberg is wealthier, but the declining population is a red flag that Schmoberg may not be investing that wealth in its future. Benchmarking can be as long or as complex as your community needs it to be. Keep in mind that it can become too complex to easily see differences between the communities. Benchmark data is another planning analysis tool that can be added to the needs analysis in your community's plan, and offers yet another way to measure your level of success in service delivery in your park system.

Chapter Three: Sources of Funding

State Plans are Part of the IDNR-OR Grants Programs

The National Park Service (NPS) requires the completion of a 5-Year Statewide Comprehensive Outdoor Recreation Plan (SCORP) to remain eligible for Land & Water Conservation Funds. The statewide priorities outlined in this plan are used in the development of the LWCF grant rating formula used by IDNR-OR. This helps to objectively determine which local project grant applications receive funding. A copy of the SCORP can be obtained at dnr.IN.gov/outdoor/2603.htm, or as a hard copy upon request from IDNR-OR.

Local Plans and Grant Sources

It may be advantageous for your community's park system to investigate a variety of funding sources. Grants are available from many sources, including (but not limited to):

- State agencies.
- Federal agencies.
- Private agencies.
- Non-profits.
- Foundations.
- Businesses or corporations.

NOTE: Sources of funding available this year may not be offered next year; this is especially true with grants requiring government appropriations. You will need to verify which grants are currently being offered before you apply.

Many grant programs award points in the evaluation process for having a master plan. Other points may be awarded in the grant evaluation process for a potential grant project being included in your master plan. Keep in mind that ADA/ABA/Section 504 accessibility compliance is a federal requirement, and therefore is a significant consideration in rating these potential projects.

The following is a brief description of some funding sources you may want to utilize.

Land and Water Conservation Fund (LWCF)

Since 1965, the LWCF program has been instrumental in land protection and outdoor recreation development. On the national level, it acquires land for the National Park Service, Fish and Wildlife Service, Bureau of Land Management, and the USDA Forest Service. It also benefits state and local governments by providing 50/50 matching reimbursement grants for outdoor recreation and park land acquisition and facility development. The minimum grant amount is \$10,000 with a maximum award of \$200,000. Indiana has benefited from LWCF more than any other grant program. Through the program's first 42 years in Indiana, more than 530 grant projects have been approved, with over 30,000 acres of park land acquired, totaling more than \$75 million dollars.

There are two eligibility requirements to receive LWCF assistance:

1. The applicant must be an established town, city, township or county park and recreation board legally established under Indiana Code, (typically under IC.36-10-3).
2. The park board must have an IDNR-OR approved five-year park and recreation master plan on file.

Recreational Trails Program (RTP)

The Recreational Trails Program (RTP) is federal transportation enhancements funding formerly known as the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which superseded the Transportation Equity Act for the 21st Century (TEA-21), and had been the Intermodal Surface Transportation Efficiency Act (ISTEA) before that. No matter what name the law has currently, it provides funds through the Federal Highway Administration for motorized and non-motorized trails and trail-related projects. It represents a portion of the federal motor fuel excise tax paid by users of off-road recreational vehicles. The program provides 80/20 reimbursement/match grants for eligible projects. A minimum of 30 percent of the grant must be for motorized use, 30 percent for

non-motorized use, and the remainder is discretionary funds. The minimum grant amount is \$10,000 with a maximum award of \$150,000.

Eligible land acquisition and/or development projects must provide public access to trails for user-groups, alone or in combination. These user groups are represented by the Indiana Trails Advisory Board (TAB). The TAB represents different interests including: hikers, OHV users, bicyclists, trail users with disabilities, equestrians, sport enthusiasts, snowmobile riders and environmentalists. Applicants can be either governmental agencies or 501(c)(3) not-for-profits. Representative projects include:

- Trails development.
- Land purchase.
- Stream and river water trail access sites.
- Bridges.
- Boardwalks.
- Signage.
- Sanitary facilities associated with a trailhead.

The DNR Shooting Range Program

The DNR Shooting Range Grant Program offers assistance to all units of government, and agencies incorporated as 501(c)(3) not-for-profit corporations open to the public at least 20 hours per month, for the development of public rifle, handgun, shotgun and archery facilities. The intent of this program is public training, hunter education, and to provide additional safe places for target practice. Eligible projects include:

- Development of backstops.
- Target holders.
- Field courses.
- Classrooms.
- Sanitary facilities.
- Accessible pathways.

NOTE: Land acquisition is not eligible for reimbursement under this program.

For additional information concerning LWCF, RTP, or Shooting Range grants, contact:

IDNR Division of Outdoor Recreation Grant Section Chief
402 W. Washington St., Room W271
Indianapolis, IN 46204-2782
(317) 232-4075

President Benjamin Harrison Conservation Trust Fund

Formerly called the Indiana Heritage Trust, the Indiana General Assembly created the program in 1992 for the sole purpose of buying land from willing sellers to protect Indiana's rich natural heritage. It is funded by the sale of Environmental license plates, general appropriations, and contributions from corporations, foundations, and individuals. Representative projects include the purchase of properties that have examples of outstanding natural or cultural features, and provide areas for conservation, recreation, and restoration of native biological diversity. Since the beginning of the program, the trust has acquired more than 50,000 acres.

For additional information, contact:

President Benjamin Harrison Conservation Trust Fund
402 W. Washington St., Room W256
Indianapolis, IN 46204
(317) 233-1002

Wabash River Heritage Corridor Fund (WRHCF)

The Indiana General Assembly created the Wabash River Heritage Corridor Commission and the Wabash River Heritage Corridor Fund in 1990 to assist conservation and recreational development along the Wabash River corridor. The communities along the river defined the program's vision for a Wabash River Corridor that improves the natural environment, promotes recreation, increases public awareness, encourages the purchase and development of trails and recreational areas, promotes a better environmental ethic and promotes cooperation between all groups and individuals with an interest in the corridor. You may visit the fund's webpage at dnr.IN.gov/outdoor/4067.htm.

To be eligible for WRHCF funds, applicants must be a town, city, township, 501(c)(3) non-profit, or county, and be one (or be inside one) of the 19 counties along the Wabash River corridor. Projects must be in Indiana, and located within the strip of land abutting the Wabash River, the Little River, or the historic portage to the Maumee River. Representative projects include land purchases, trail construction, and development of recreational facilities. All project sponsors may submit one application per grant year. The minimum grant funding request is \$25,000; the maximum is \$150,000.

For additional information, contact:

IDNR Division of Outdoor Recreation Grant Section Chief
402 W. Washington St., Room W271
Indianapolis, IN 46204-2782

(317) 232-4075

IDNR-OR Grant Programs Not Currently Funded:

Hometown Indiana

The Hometown Indiana Grant is **not currently funded**; funded monies are potentially allocated every two years by the state legislature. The Indiana General Assembly established the Hometown Indiana Grant Program in 1988. The program was established to assist local agencies in:

1. Meeting present and future recreation needs (administered by the Division of Outdoor Recreation).
2. Preserving historic sites and structures (administered by the Division of Historic Preservation and Archaeology).
3. Community forestry projects (administered by the Division of Forestry).

Hometown park and recreation funds are available to municipal corporations, and are a 50/50 reimbursement match. Municipalities with a legally established park board are strongly recommended to have an approved five year master plan on file with IDNR-OR. Representative Hometown recreation projects include:

- Purchase of property for recreation.
- Development of recreational facilities.
- Construction of trails.
- Interpretation of natural and historic resources.

Typical Master Plan and Grant Project Application Cycle

1. **Legally establish a park board** to qualify for LWCF. A legally established park board is also highly recommended for WRHCF grant programs. The IDNR-OR LWCF grant program requires applications from a park board legally established under current Indiana law. If the local park board is recently established, a notarized copy of the ordinance doing so must be submitted to the Division of Outdoor Recreation. This can be done any time prior to submitting the master plan.
2. **Submit a draft master plan (Jan. 15 deadline)**. If your park board intends to submit an application for IDNR-OR grants requiring a master plan, a draft of the local five-year parks and recreation master plan must be submitted to the

Division of Outdoor Recreation by Jan. 15. The draft should address all the criteria listed in this guide.

3. **Plan for the grant application.** The park board should begin working on their construction plans, estimates for land acquisition, development cost estimates, early environmental analysis, and public input for the grant application. If a project is funded, many of these are eligible for reimbursement.
4. **Request a Grant Application.** Applications for IDNR-OR Grant programs are available online at dnr.IN.gov/outdoor/2602.htm. Each online application contains the directions and forms necessary to submit the project application. Contact IDNR-OR for the current status of grant programs and consultation on your proposed project.
5. **Make and submit master plan revisions (April 15 deadline).** In January, the Division of Outdoor Recreation will review and comment on the draft of your local five-year parks and recreation master plan. After receiving these comments, revisions to the master plan should be made by the park board. A copy of the final plan, along with a park board resolution officially adopting it, should be submitted to the Division of Outdoor Recreation by the deadline.
6. **Submit grant project applications** for review by their individual deadline dates. (See the grant information for deadline dates for each grant.)
7. **Division of Outdoor Recreation review.** The grant application is reviewed by the IDNR-OR for eligibility. At that time, additional information regarding the application may be requested from the project sponsor.
8. **Site inspections.** The Division of Outdoor Recreation staff will conduct a pre-award inspection of the project area.
9. **Project rating.** Only complete project applications, from qualified applicants that have their share of the project costs available, will be rated. Project sponsors may be asked to withdraw a project that has not been adequately prepared or has too many unresolved issues. Only those projects, which rank high enough within the limit of available grant money, are recommended for funding.
10. **State and Federal review/approval.** Depending upon the grant program, projects approved for funding are submitted to state or federal agencies for final review and approval. Acquisition or development may not begin before state and/or federal approval is received, as well as all environmental clearances and permitting.

Grant writing facts and tips for beginners

The single largest issue communities likely will face in trying for grants is the match (50 percent in the case of the Land and Water Conservation Fund), and the fact that most federally-based grants are reimbursement grants—100 percent of the cost of the project must be carried up front by the community, until the project has been completed, and the community is able to recover the reimbursable portion of the grant.

Here's some tips for successfully applying for grants:

- Have any legalities, eligibility requirements or pre-requisites to the grant application already completed prior to actual grant application.

- Fill out the paperwork on time, completely, and as instructed by the grantor. (If you don't know if something is right, ASK).
- Provide all required information the grantor asks for.
- Meet with the grantor far in advance of the application to ensure that you understand the process, and exactly what they want and when.
- Complete any required advance planning or public input far in advance of the grant application; make sure that you can show adequate public support for the potential project, as well as the project's existence in current strategic planning. (Don't try to sell a grantor on a project that very few people in your community want or need.)
- Stay in touch with the grantor during the process and answer any queries or requests for more information in a timely manner.
- Make sure that you ask the grantor to work with you throughout the early stages of the grant-writing process, to ensure that your proposed grant project earns as many "grant criterion points" as possible; this objective numeric total is what decides the grant application competition.
- Have your match funds already prepared and waiting when the grant is applied for; especially "soft match" or potential in-kind/volunteer labor
- Be fully prepared to show the ability to pay for the entire cost of reimbursement-based grants.
- Be fully prepared to show the ability to complete any required environmental/accessibility/financial reports required for the project.
- Be prepared for this process to take some time, but also prepared to expedite it as needed to prevent the project from running over deadlines.

Appendices

1. List of possible sources of park and recreation planning assistance.
2. Five Year Park and Recreation Master Plan Checklist.
3. Park Board Plan Adoption Resolution.

**Alphabetical Listing of Various Parks and
Recreation Master Plan Assistance and
Information Sources, and/or Consultants:**

A.J. Dodzik, Consulting Engineers
111 W. Columbia St. #9
Fort Wayne, IN 46802
(260) 483-9117

Adler Design Group, LLC
6368 Hillview Circle
Fishers, IN 46038
(317) 603-0166

Administrative Resources Association
3200 Sycamore court, Suite 1A
Columbus, IN 47203
(812) 376-9949

Anorlas Enterprises, Inc. Matthew L. Dickey
5188 Woodside Court
Carmel IN, 46033
317-844-2289

Arsh Goup Inc.
8396 Mississippi Street, Suite A
Merrillville, IN 46410
(219) 796-9050

Association of Indiana Convention and Visitors Bureaus
1515 E. 80th, St.
Indianapolis, IN 46240
(317) 466-1250
<http://www.aicvb.org/>

Ball State University – College of Architecture and Planning
AB 104
Ball State University
Muncie, IN 47306
(765) 285-5859

Banning Engineering, PC
853 Columbia Road, Suite 101
Plainfield, IN 46168
(317) 707-3726

IDNR-Division of Outdoor Recreation
Planning Guidelines for 5-Year Parks and Recreation Master Plans

Bernardin, Lochmueller and Associates Inc.
6125 South East Street/US 31 South
Indianapolis, IN 46227-2128
(888) 830-6977

Bonar Group
1700 Magnavox Way, Suite 110
Fort Wayne, IN 46804
(260) 969-8800

Browning, Day, Mullins, Dierdorf P.C.
Landscape Architecture, Architecture, Planning
626 N. Illinois Street
Indianapolis, IN 46204
(317) 635-5030

Burnidge Cassell Associates, Inc.
25 S. Grove Avenue, Ste. 500
Elgin, IL 60120 (847) 695-5840

Butler, Fairman, and Seufert, Inc.
8450 Westfield Boulevard #300
Indianapolis, IN 46240
(317) 713-4615

Center for Urban Policy and the Environment (IUPUI)
334 N. Senate Ave., Suite 300
Indianapolis, IN 46204
(317) 261-3000

Claire Bennett and Associates, Inc. (now CBA)
277 E. 12th Street
Indianapolis, IN 46202
(317) 951-0000

Commonwealth Engineers, Inc.
7256 Company Drive
Indianapolis, IN 46237
(317) 888-1177

Context, LLC
12 South Main Street, Suite 100
Fortville, IN 46040
(317) 485-6900

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

Cornerstone Planning and Design Inc.

Deb Schmucker

P.O. Box 6095

Fishers, IN 46038

Bus: (317) 849-0600

Bus Fax: (317) 596-9006

Cripe Architects and Engineers

7172 Graham Road

Indianapolis, IN 46250

(317) 845-7086

Design Alliance Architects

6915 Hohman Ave.

Hammond, IN 46324

(219) 931-1991

Design Perspectives, Inc.

212 N. Center St.

Naperville, IL 60540

(630) 428-0223

DJ Case and Associates

317 E. Jefferson Blvd.

Mishawaka, IN 46545

(574) 258-0100

DLZ. Associates Inc.

Steve Ribble

2211 East Jefferson Blvd.

South Bend, IN 46615

Bus: (219) 236-4400

Bus Fax: (219) 236-4471

Duke Energy – Indiana Partners in Economic Development

1000 E. Main St.

Plainfield, IN 46168

(800) 688-0688

<http://www.locationindiana.com/local contacts/>

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

Earth Plan Associates, Inc.
Robert C. Arnold, CEO
Jerome Byanski, President
808 Flint Pass
Fort Wayne, IN 46845
Bus: (260) 336-0505
Fax: (260) 351-3053

Earth Source Inc. (Heartland Restoration Serv.)
14921 Hand Road
Fort Wayne, IN 46818
(260) 489-8511

Eastern Indiana Development District
1201 Race Street, Room 109
New Castle, IN 47362
(765) 521-0931

Edwards and Kelcey
Richard Twitchell, ASLA
One North Franklin, Suite 500
Chicago, IL 60606
(312) 384-6311

Eppley Institute for Parks and Public Lands
Indiana University
501 N. Morton St., Suite 100
Bloomington, IN 47404
(812) 855-4711

Fanning Howey
1200 Irmscher Boulevard
Celina, OH 45822
(888) 499-2292

Fleis and Vandenbrink
140 Washington Pointe Dr. Suite C
Indianapolis, IN 46229
(317) 843-0022

GAI Consultants, Inc.
941 Chestnut Hills Parkway
Fort Wayne, IN 46814
(260) 625-4155

IDNR-Division of Outdoor Recreation
Planning Guidelines for 5-Year Parks and Recreation Master Plans

Green 3 LLC.
Historic Fountain Square
1104 Prospect St.
Indianapolis, IN 46203
(317) 634-4110

Hannum, Waggle, and Cline Engineering
5958 W. 71st Street
Indianapolis, IN 46278-1728
(317) 347-3663

Historic Southern Indiana
University of Southern Indiana
8600 University Boulevard
Evansville, IN 47712
(812) 465-7014

HNTB Corporation
111 Monument Circle
Suite 1200
Indianapolis, IN 46204-5178
Bus: (317) 636-4682

Indiana Association of Cities and Towns
200 S. Meridian, Suite 340
Indianapolis, IN 46225
(317) 237-6200

Indiana Economic Development Corp.
One North Capitol, Suite 700
Indianapolis, IN 46204-2288
(317) 232-8800

Indiana Grantmakers Alliance, Inc.
32 E. Washington Street, Suite 1100
Indianapolis, IN 46204
(317) 630-5200

Indiana Recreation Equipment and Design, Inc.
7300 Forest Avenue
Gary, IN 46403
(219) 938-4440

IDNR-Division of Outdoor Recreation
Planning Guidelines for 5-Year Parks and Recreation Master Plans

Indiana Region 3A Planning Commission
217 Fairview Blvd.
Kendallville, IN 46755
(260) 347-4714

Indiana Region 15 Planning Commission
221 E. First Street
Ferdinand, IN 47532
(812) 367-8455

Indiana State University, Div. of Recreation and Sport Management (includes Park and Rec. Planning)
Indiana Rural Recreation Development Program
Dr. Nathan Schaumleffel
Arena B – Room 56B
Terre Haute, IN 47809
(812) 237-2183

Jacobi, Toombs and Lanz, Inc.
120 Bell Ave.
Clarksville, IN 47172
(812) 288-6646

J.F. New and Associates
708 Roosevelt Road
Walkerton, IN 46574
(574) 586-3400

Kankakee-Iroquois Regional Planning Commission (KIRPC)
115 E. Fourth Street, P.O. Box 127
Monon, IN 47959
(219) 253-6658

Kevin K. Parsons & Associates
212W. 10th St. Ave. Suite A290
Indianapolis, IN 46202
(317) 955-9155

Keiser Consulting, LLC
318 North Highland Avenue
Indianapolis, IN 46202
(317) 624-1834

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

The LandPlan Group, LLC
108 West Columbia Street
Fort Wayne, IN 46802
(260) 422-2522

Larry R. Long and Associates, Inc.
611 S. Buffalo St.
Warsaw, IN 46580
(574) 269-6333

Lawson-Fisher Associates
525 W. Washington Ave.
South Bend, IN 46601
(574) 234-3167

Lehman & Lehman, Inc.
510 Lincolnway East, Suite C
Mishawaka, IN 46544-2042
(574) 257-0255

Longardner and Associates
3520 N. Washington Blvd.
Indianapolis, IN 46205
(317) 924-4576

Lougheed Associates
4605 Illinois Road
Fort Wayne, IN 46804-1117
(260) 432-3665

Mader Design LLC
8880 S. Franklin Road
Indianapolis, IN 46259
(317) 750-8017

Madison County Council of Governments (MCCOG)
16 East 9th Street, Room 100
Anderson, IN 46016
(765) 641-9482

Martin Riley Architects
221 West Baker Street
Fort Wayne, IN 46802
(260) 422-7994

IDNR-Division of Outdoor Recreation
Planning Guidelines for 5-Year Parks and Recreation Master Plans

Michiana Area Council of Governments
227 W. Jefferson Blvd., Room 1120
South Bend, IN 46601
(574) 287-1829

Midwestern Engineers, Inc.
P.O. Box 295
Loogootee, IN 47553-0295
(812) 295-2800

MSKTD Architects, Engineers, Interiors
1715 Magnavox Way
Fort Wayne, IN 46804
(260) 432-9337

National Center on Accessibility
Indiana University Research Park
501 N. Morton, Suite 109
Bloomington, IN 47404
(812) 856-4479

Northeastern Indiana Regional Coordinating Council
1 Main Street, Room 630
Fort Wayne, IN 46802-1804
(260) 449-7309

Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368
(219) 763-6060

Odle, McGuire and Shook Corporation
5875 Castle Creek Parkway, Suite 440
Indianapolis, IN 46250
(317) 842-0000

Polis Center
IUPUI School of Liberal Arts
1200 Waterway Blvd. Suite 100
Indianapolis, IN 46202
(317) 274-2455

PROS Consulting LLC – (formerly Leon Younger & Pros)
201 S. Capitol Ave., Suite 505
Indianapolis, IN 46225
(317) 829-5770

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

Purdue Center for Regional Development
Burton D. Morgan Center for Enterprise, Rm 221
1201 West State Street
West Lafayette, IN 47907-2057
(765) 494-7279

R.P. Murphy and Associates
1501 N. Binkley Rd.
Larwill, IN 46764-9704
(260) 327-3400

Ratio Architects
107 S. Pennsylvania St.
Indianapolis, IN 46204-3684
(317) 633-4040

Remenschneider Associates, Inc.
Stutz Building, Suite B435
212W. Tenth St.
Indianapolis, IN 46202-3007
(317) 955-9960

River Hills Economic Development District
300 Spring St., Suite 2A
Jeffersonville, IN 47130
(812) 288-4624

Rundell Ernstberger Associates
429 E. Vermont Street, Suite 110
Indianapolis, IN 46202
(317) 263-2080

Russell Engineering Associates
2527 Scotswolde Dr.
Fort Wayne, IN 46808-1333
(260) 482-5300

S. K. Wilson Associates, Inc.
2307 Allentown Road
Sellersburg, IN 47172
(812) 246-0109

Saegesser Engineering
88 West McClain Avenue
Scottsburg, IN 47170
(812) 752-8123

IDNR-Division of Outdoor Recreation
Planning Guidelines for 5-Year Parks and Recreation Master Plans

Schmidt Associates, Inc.
320 E. Vermont St.
Indianapolis, IN 46204-2126
(317) 263-6226

The Schneider Corporation
Historic Fort Harrison
8901 Otis Avenue
Indianapolis, IN 46216
(866) 973-7100

SEBREE Architects, Inc.
97 Dover Street
Avon, IN 46123
(317) 272-7800

Short, Elliott, Hendrickson Inc.
9200 Calumet Ave.
Suite N501
Munster, IN 46321-2885
(219) 513-2500

SiteScapes, Inc.
Patrick S. Brown, ASLA
1003 Lincolnway West
Mishawaka, IN 46544
Bus: (574) 255-4677
Bus Fax: (574) 217-7890

Snider and Associates
10139 Royalton Rd., Suite H
North Royalton, OH 44133
(800) 888-2889

Southeastern Indiana Development Commission
405 W. U.S. Hwy. 50, P.O. Box 765
Versailles, IN 47042
(812) 689-5505

Southern Indiana Development Commission
401 JFK Avenue
P.O. Box 442
Loogootee, IN 47553
(812) 295-3707

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

Southwestern Indiana Regional Development Commission
University of Southern Indiana
8600 University Blvd.
Evansville, IN 47712
(800) 467-8600

Stanley Architects, Inc.
P.O. Box 190
Zionsville, IN 46077
(317) 295-1629

Storrow Kinsella Associates, Inc.
212 West 10th Street
Indianapolis, IN 46202
(317) 639-3420

Triad Associates, Inc.
Stuart Savka
5835 Lawton Loop East Drive
Indianapolis, IN 46216
(317) 377-5230

The Troyer Group
550 Union St.
Mishawaka, IN 46544
(574) 259-9976

Tucker and Tucker
188 S. Court St.
Paoli, IN 47454
(812) 723-2313

United Consulting Engineers and Architects
1625 North Post Road
Indianapolis, IN 46219
(317) 895-2585

West Central Indiana Economic Development District
1718 Wabash Ave., P.O. Box 359
Terre Haute, IN 47808
(812) 238-1561

Wightman Petrie Inc.
4703 Chester Dr.
Elkhart, IN 46516
(574) 293-7762

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans

Williams Creek Consulting
919 North East Street
Indianapolis, IN 46202-3425
(317) 423-0690

Woolpert Consultants
7140 Waldemar Dr.
Indianapolis, IN 46268-2183
(317) 299-7500

IDNR 5-Year Park and Recreation Master Plan Checklist

Local Agency Name:

Plan Requirements	PAGE #
Definition of Planning Area	—
Goals of the Plan	—
Park Board/Department Info	—
Natural Features and Landscape	—
Man-made, Historical, and Cultural	—
Social and Economic Factors	—
Accessibility and Universal Design	—
Accessibility Compliance Sheet (original signatures	—
Public Participation	
(Survey results, meetings, dates, agendas, minutes, etc.)	—
Needs Analysis (Methods and Results)	—
New/Existing Facilities Location Map	—
Priorities and Action Schedule (Include Transition Plan)	—
Public Presentation of Plan	—
Board Resolution Adopting Plan	—
General Comments:	

Please feel free to call or e-mail us if you have any questions about your plan or the review process; we appreciate all your hard work, and look forward to your final draft.

SAMPLE PARK BOARD PLAN ACCEPTANCE RESOLUTION

WHEREAS, the _____ Park and Recreation Board is aware of the parks and recreation needs of the residents of _____ Indiana, and

WHEREAS, the Board realizes the importance of sound planning in order to meet the needs of its citizens,

NOW, THEREFORE, BE IT RESOLVED THAT THE _____ PARK AND RECREATION BOARD, by unanimous declaration, does adopt the Park and Recreation Master Plan as its official plan for the next five years, for the growth and development of parks and recreational opportunities in Indiana.

Passed and signed thisday of , 20 .

ATTEST:

Park Board President

Town Attorney