Planning Guidelines
For
Five Year Parks and Recreation Master Plans

Indiana Department of Natural Resources
Division of Outdoor Recreation
1999

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Introduction

This guide is for municipal corporations and local park and recreation boards who intend to complete a five-year park and recreation master plan. This publication replaces the 1997 *Planning Guidelines for Parks and Recreation* and *Small Community Planning Guidelines For Parks and Recreation* distributed by the Indiana Department of Natural Resources, Division of Outdoor Recreation (DOR). Park and recreation master plans will be reviewed according to the criteria presented in this guide.

The importance of having a master plan is not limited to enhancing funding opportunities. By creating a master plan, park boards formulate a formal framework for future action. This framework serves as a guideline for supporting sensible development of park and recreation services. Having a master plan is not only beneficial for board members, it also gives the community a clear sense of direction.

An effective master plan is the result of a collaborative effort and utilizes strategic planning. DOR provides these instructions for local park boards to assist in developing master plans for their park systems. There are specific components that must be included in your master plan in order for it to be approved:

- Definition of Planning Area
- Information Gathering
- ADA Accessibility
- Public Participation
- Needs Analysis
- Priorities and Action Schedule

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

- Examine your park system
- Analyze what people need and desire
- Determine what recreation facilities and programs are appropriate and can be afforded
- Prioritize and plan for new and renovated facilities and programs

Communities without a current approved master plan, desiring to be eligible for grants requiring a current master plan, must submit a plan draft by January 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. If you have questions during the preparation of your plan, please contact us at:

Indiana Department of Natural Resources
Division of Outdoor Recreation
State & Community Outdoor Recreation Planning Section
402 W. Washington St., Rm. W271
Indianapolis, IN 46204
317/232-4070

February 1999

Chapter One: The Planning Process

This guide stresses planning as a common sense approach to decision making. Planning involves examining what you have today so you know what to do tomorrow. The park and recreation master planning requirement allows you to review your present recreation situation with an idea of what your community's future recreation opportunities will be. It helps you look at local issues and needs, and identify those which are important in your area. A plan developed only to meet requirements for a grant is ineffective. To benefit the most from a master plan, planning must be perceived as a prerequisite to subsequent actions. Once you know what you have, you can evaluate the available alternatives and set priorities for courses of action to meet identified needs.

In order to be responsive to changing needs, planning must be flexible. Keeping the plan simple will help keep it flexible. All of the information, 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 are still valid and which are not. By continuing to incorporate and analyze new information, the plan will always remain current.

It is advisable to include the rationale supporting your recommendations in the information gathering section of the plan. Anyone who reads the plan should be able to easily understand why a recommendation has been made. This allows you or your successors to evaluate if proposals remain valid or if new recommendations are necessary. If the reasons for a recommendation are not clear, then a key part of the plan is missing.

You will still need to submit a new plan every five years to maintain Hometown Indiana (HI) and Land and Water Conservation Fund (LWCF) eligibility, and it is strongly recommended that Indiana Waters (IW), Recreational Trails Program (RTP), and Wabash River Heritage Corridor Fund (WRHCF) projects have plan support. If you have kept your plan current, you will save the time and expense of starting the whole process over from scratch. An update should include additions to inventory, new issues and recommendations, and changes in priorities. When done responsibly, planning is a cyclical process.

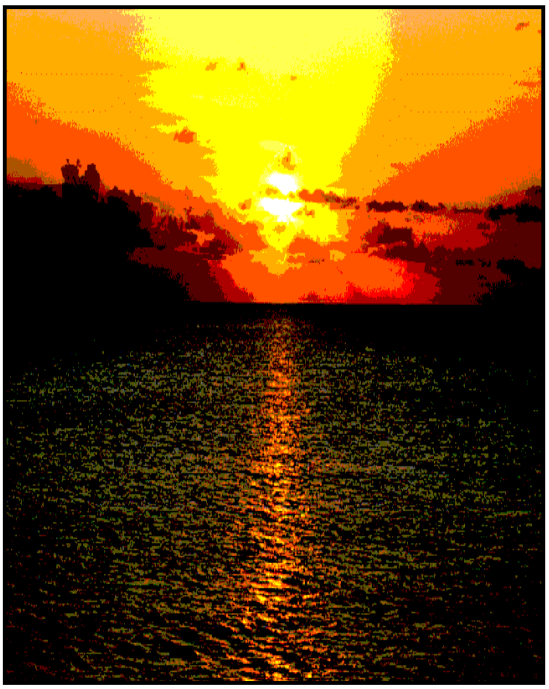
How to Produce an Approved Plan

Park and recreation planning typically occurs at three levels: system wide master planning, site planning, and operational and maintenance planning. This guide addresses parks and recreation planning at the master planning level. **A master plan for the entire recreation system under your jurisdiction is required for participation in the HI and LWCF programs.** 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.**

All park and recreation master plans must contain certain components. Park boards may use any method of determining recreation need, but the plan must include the required plan elements listed in this guide. A checklist of required plan elements to be included when the plan is submitted to the DOR for review is included in Appendix A.

Time Frame for Planning

Depending on the size of your community, the entire master planning process may take a year or longer to complete. Typically, in order to gather adequate information, a minimum of six months will be needed to complete the plan. Suggested steps for completing the park and recreation master plan are listed in the Sample Planning Schedule. Schedules will vary between agencies, but it is imperative that the park board establishes a time frame in the early stages of the planning process, which specifies target dates for completing major components of the plan.



Sample Planning Schedule

1. Gather information on your park and recreation system.

2. Meet with neighborhood associations, elected officials, civic groups, and community leaders to gain input on issues and needs.

3. Gather and record public information through surveys or public meetings.

4. Determine the park board priorities based on all collected data and public input. Assemble your plan.

5. Submit your draft plan to the Division of Outdoor Recreation by January 15. It will be considered a draft plan, subject to change.

6. After receiving review comments from the Division of Outdoor Recreation, the park board should make the necessary revisions (if any), print the final version, and adopt the plan by formal resolution.

7. Submit an unbound copy of the finalized plan and resolution to the Division of Outdoor Recreation before April 15th.

8. After you receive approval of the final plan, distribute the plan to interested persons, groups, city officials, libraries, and the news media.

Sample Plan Outline

You can use this outline to develop your own master plan, or you may develop your own. Just 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. Name and address of park board
   B. Names of park board president, superintendent, or other contact person
   C. Date
   D. Definition of planning area
   E. Description of park board and department staff
II. Goals and objectives
   A. Of the park board
   B. Of the parks and recreation department
   C. Of the master plan
III. Supply analysis (inventory)
   A. Of sponsoring agency
   B. Of all other agencies
IV. Population analysis
   A. Population growth, distribution, projection of community growth
   B. Age, minority, income, education, gender distributions
V. Demand analysis
   A. Random citizen demand for parks and recreation (random survey)
   B. Nonrandom citizen demand for parks and recreation (user group input)
VI. Standards analysis
   A. Park board facilities standards
   B. Needs indicated by standards analysis
VII Parks and recreation action plan
   A. Statement of specific park board action(s)
   B. Time frame for park board action(s)
   C. Estimated costs of master plan recommendations
   D. Sources of funding for master plan recommendations
   E. Resolution and 504 Compliance

Who Prepares the Plan?

It is common for plans to be completed by individual park board members and/or park department staff. For park boards or agencies without full-time personnel, 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. If consultants are employed to complete the plan, be sure the individuals doing the planning have documented expertise and experience with recreation planning. It is recommended that a community shy away from boilerplate plans toward plans that are tailored to reflect an individual community's needs. Always indicate who prepared the plan either on or inside the cover of your plan.

Joint Planning

Joint planning occurs when neighboring communities and park and recreation boards elect to complete a five-year master plan together. For example, several cities and towns may wish to combine their resources along with the county's to formulate a countywide master plan. It is a primary requirement that all park boards/agencies involved must address each of the plan

elements and submit an action schedule for their own community.

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 the results of cooperative planning are:

1. A city park and community development agency plans the renovation of an old park in a city's central business district. The park is an integral part of the redevelopment agency's downtown revitalization plan.

2. Various park boards plan the development of an environmental greenways corridor trail system linking segments of the trail system in their respective towns while protecting natural resources.

3. A town park board plans to develop a sports complex that is proposed in a regional overall economic development project.

4. A city park and a neighborhood community center cooperatively plan facilities aimed at expanding recreational opportunities for youth, including sports competitions and playground activities.

Technical Assistance

A major component of planning involves communication with others to determine what information and/or assistance is available. By networking with professionals from diverse disciplines and organizations, greater efficiency in the planning process can be achieved. For example, pertinent information relating to mapping resources, zoning, transportation, and demographic data may have been compiled previously by other sources.

When planning for parks and programs, information from a variety of sources adds depth to a plan. Whenever an outside source of technical assistance is used, always identify the source of assistance in the plan. Some of the more typical sources which can provide general planning assistance or data include:

- Colleges and Universities
- County Resource Conservation and Development Districts
- Internet
- Local Libraries and School Districts
- Neighborhood Associations and Local Service Clubs (Kiwanis, Jaycees, Lions, etc.)
- Neighboring Park and Recreation Agencies
- Planning Consultants
- Regional, County, Township, and Municipal Planning Departments
- Soil and Water Conservation Districts
- USDA Natural Resources Conservation Service

The following state and national agencies also provide an array of services specifically related to parks and recreation:

Indiana Department of Natural Resources Division of Outdoor Recreation 402 W. Washington St., Rm. W271 Indianapolis, IN 46204 317/232-4070 http://www.ai.org/dnr/	Planning assistance for outdoor recreation, information on state and federal funding sources, and technical publications.
Indiana Park and Recreation Association 101 Hurricane Street Franklin, IN 46131 317/736-8994	Annual conference, newsletters, journal, job bulletin, legislation, directory of park and recreation professionals and agencies in Indiana, and information on vendors.
United States Census Bureau Washington, DC 20233 301/457-4100 http://www.census.gov/	Population counts, estimates, and trends are available from the bureau's web page.
National Center on Accessibility Bradford Woods 5040 State Road 67 North Martinsville, IN 46151 765/349-9240 E-mail: nca@indiana.edu http://www.indiana.edu/~nca	Technical assistance, information, research on accessibility, courses and workshops on program and architectural accessibility, access to community recreation, accessible interpretation, universal design, and retrofitting for accessibility.
The Center for Universal Design North Carolina State University PO Box 8613 Raleigh, North Carolina 27695-8613 919/515-3082 http://www2.ncsu.edu/ncsu/design/cud/	Technical assistance, information, research, and courses and workshops on universal design.
National Recreation and Park Association 22377 Belmont Ridge Road Ashburn, VA 20148 703/858-0784 http://www.nrpa.org/	Published guidelines for park planning, workshops, job information, professional development, and vendor information.
County Cooperative Extension Service for each Indiana County	Provides assistance on problems related to soils, forestry, turf management, wildlife management, insect control, community development and planning.

User groups are usually good sources for suggestions about how park facilities can be designed to meet their needs. Often these groups furnish background information such as statistics about the types of users and available facilities. They can also provide rough estimates of the demand for particular types of facilities or programs. Such groups might include: agencies serving individuals with disabilities, daycare centers, athletic leagues (softball, soccer, etc.), YWCA/YMCA's, youth agencies (Boy and Girl Scouts, Girls and Boys Clubs, etc.), nature organizations (Indiana Audubon, Sierra Club, etc.), historical associations, and schools.

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. In the case of joint planning, use a combination of all the jurisdictional areas that are being considered. Fringe areas should also be considered. These are service areas of your park system which lie just outside the jurisdictional area. The county area surrounding a city limit is an example of a fringe area. The city has a park board and facilities but the county does not, so residents from the county use the facilities provided in the city. 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. A simple map is usually the easiest way of identifying the planning area. The map will need to include a north arrow and list the approximate scale.

Information Gathering

In order to make projections about the future, we must know what we 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's park board/department
- Park and recreation facilities and programs,
- Natural features and landscape
- Man-made, historical and cultural features
- Social and economic factors
- Accessibility and universal design

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:

1. The park department's current mailing address and phone number.

2. A brief history of the park and recreation board/agency, including a progress evaluation of the previous five years.

3. An organizational chart showing the park board/ agency within the local government structure and an organizational chart showing the structure of the park department.

4. A mailing address for the park board, along with the members' names and their term expiration dates. Notify DOR of any changes in your park board membership.

5. An overview of the department's management, such as budget summaries, sources of revenue, programming offered, and services provided. Include any partnership agreements with other agencies.

6. A list of the park board's goals. Goals are general statements towards which the board strives in providing public park and recreation opportunities. These should be consistent with needs found in the needs analysis section of your plan.

7. A description of growth trends affecting the park 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?

Parks and Recreation Facilities/Programs

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

1) A narrative describing the facilities and programs in the recreation system.

2.) An inventory of the recreation programs, parks, and facilities (You may use the form provided in the Appendix or create your own).

3.) A map which shows street names and the location of the parks and facilities.

The narrative is a written description of all park and recreation sites and facilities. In addition, you should include the programs and activities available at each site. This is also the section in which you should address maintenance issues. Be sure to discuss preventive maintenance practices and concerns for each site. If your organization owns undeveloped land with future recreation potential, include a description of this in the plan.

The inventory is a list of all public and private park and recreation areas (parks, marinas, schools etc.) and the number and types of facilities offered at each site. 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.

A well drawn map indicating the location of all park and recreation sites listed in the inventory should be included. You may want to include separate maps for both public and private sites. A graphic description will help you determine if recreation sites are well distributed throughout your jurisdiction. The map needs to have a north arrow, scale, and street names so recreation sites can be easily located

Again, the more complete this section of the plan is, the more effective your master plan will be. The minimum requirements are to include specific information about your recreation system. A matrix is an effective means for communicating this information. You will also want to include information about other recreation opportunities available in your area. What are the major private and not for-profit recreation programs and facilities in the area? Such areas could be campgrounds, country clubs, apartment complex's pools, racquet clubs, fitness centers, fishing lakes, golf facilities, YMCA's, YWCA's and family Y's, or any other type of recreation organization which supplements recreation supply, or competes for recreation participants.

While the narrative, survey, and map are required to be included in the plan, you may also desire to survey other park and recreation sites which are not included in the jurisdiction of the park board

but provide recreation opportunities which would otherwise be unavailable.

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.

Natural Features and Landscape

Briefly describe the planning area's natural features in terms of their recreation potential. Include open space areas with park potential (surplus lands, abandoned railroad corridors, idle agricultural areas, etc.) wetland and water features (rivers, creeks, lakes, ponds, etc.) that would support or enhance recreational activities, vegetation and wildlife habitat that would allow passive or active recreation opportunities (woods, wetlands, etc.), unique topography and geological features (hills, caves, sand dunes, etc.), and soils which are compatible with recreation, development and human activity.

In trying to assess the recreation potential of these features, you may wish to consult the Indiana Department of Natural Resources' (IDNR) Division of Nature Preserves which has county inventories of significant natural areas, and endangered and threatened species. The IDNR's Division of Fish and Wildlife and Division of Forestry provide district biologists and foresters who can help evaluate sites. They can also prepare plans for fish and wildlife habitat and forest management.

U.S. Geological Survey maps (showing topography, roads, etc.) are available from the IDNR's Map Sales. Soils data may be obtained from the Soil Survey prepared for each county. Contact the Division of Soil Conservation or your local Natural Resource Conservation Service office (NRCS) for more information. The IDNR's Division of Water can provide information on water bodies, flood plains, and permits for construction in these areas. Other sources of resource information include the Cooperative Extension Service and biology/natural science departments at colleges, universities, and high schools.

Division of Nature Preserves
317/232-4052
Division of Fish and Wildlife
317/232-4080
Division of Forestry
317/232-4105
Division of Soil Conservation
317/232-3870
Division of Water
317/232-4160
IDNR Map Sales
317/232-4180

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 park and recreation system in the future. Man-made features might include houses, farm buildings, roads, railway corridors, utilities, schools and daycare centers, historical and cultural sites, and park support buildings. Address only those features, which will affect the park system and recreation opportunities. Some man-made features may have recreation potential. These include abandoned railroad rights-of-way

for trails, abandoned schools for community centers, schools that could become park/school complexes, historic sites, and utility properties, which could be developed with recreation facilities. Investigate recreation facilities which could be developed jointly with other agencies and businesses, such as a community center at a shopping mall or a downtown park developed in conjunction with face-lifts in downtown revitalization projects. Analyze where people live and how accessible 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.

Social and Economic Factors

When planning for parks and recreation, you need to know about the people who use them to better understand the recreation issues facing your community. Information about social and economic issues that are important in your planning area is relatively easy to get from the U.S. Census Bureau (http://www.census.gov) or your library. Your plan should include population characteristics, total population, minorities, handicapped populations, senior citizens, low income or distressed areas, densely populated areas, and population growth trends. Characteristics such as migration may also be estimated if information is available. Occupational data such as major occupation types, numbers, unemployment figures, and trends will help describe your planning area even more completely. If your figures come from sources other than the census, make sure they are accurate and reliable. Remember to list all sources of information. Other places to look for information include universities, chamber of commerce, local government offices, the State Employment Security Division (employment offices), and the Cooperative Extension Service.

Accessibility and Universal Design

There are two pieces of federal legislation regarding accessibility to persons with disabilities that affect your park master plan. The first is Section 504 of the Rehabilitation Act of 1973 that extends access beyond architecture to include programs. The Act states that no individual can "be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, or under any program or activity conducted by an Executive Agency." The act requires specific actions from agencies including a self-evaluation of its policies, facilities, programs, and services. The second piece of legislation is the Americans with Disabilities Act of 1990 that extended the rights of people with disabilities into state and local governments in addition to the private sector. It guarantees equal opportunities, full community participation, and access to employment, transportation, private agencies, government agencies, and telecommunications. You are required to submit a 504 Assurance of Compliance form with your plan.

Park and recreation professionals must recognize the positive physical, psychological, and social development that occurs from participation in public recreation programs and services. Individuals with disabilities generally share similar desires, interests, and expectations as individuals without disabilities. The most appropriate way to include individuals with

disabilities is to ask them what they need and want. In order to ensure that their input is adequately included, do not rely solely on the use of surveys and information gathered at public meetings. Include individuals with disabilities on planning teams. In order to provide a range of programs and services that meet the needs of all people, the use of modified equipment, adapted rules, and creative programming should be implemented. You may contact the National Center on Accessibility for current information regarding accessibility (Bradford Woods, 5040 State Road 67 North, Martinsville, IN 46151, 765/349-9240, E-mail: nca@indiana.edu, http://www.indiana.edu/~nca).

Not all barriers relate to physical access. Consider all facets of park and program planning when implementing ADA guidelines - advertising, registration, scheduling, facilities, safety/alarms, signage, parking, lighting, sound systems, equipment, supervision, bathrooms, picnic and play areas, seating, communication, transportation, policies and procedures.

Social barriers are perhaps the most difficult to identify and overcome. Fear, lack of knowledge about a disability, or uncertainty about communicating with a person with a disability can lead to attitudinal barriers. Mainstreaming, where individuals with disabilities participate in programs, services, and areas along with individuals who do not have disabilities, is an effective strategy for dissipating attitudinal barriers. Universal design, the design of products and environments for all people, to the greatest extent possible, without the need for adaptation or specialized design, is one response to eliminating physical and social barriers. The concept is based upon seven principles: equitable use, flexibility in use, simple and intuitive use, perceptible information, tolerance for error, low physical effort, and size and space for approach and use. While master planning your park system, the DOR strongly encourages you to apply these concepts to your work sites, park sites, and programs. Contact The Center for Universal Design at North Carolina State University for current literature describing universal design concepts and methods (PO Box 8613 Raleigh, North Carolina 27695-8613, 919/515-3082, http://www2.ncsu.edu/ncsu/design/cud/).

Accessibility Self Evaluation

All park boards and departments are governed by Americans with Disabilities Act (ADA) guidelines. Section 504 guidelines apply to park boards and departments that receive federal financial assistance.

All park boards and departments are encouraged to evaluate their programs, activities, policies, and practices to determine what actions need to be taken in order to comply with either ADA or Section 504. It is essential to identify any architectural, transportation, communication, or service barriers, in addition to identifying programs where such barriers may exist. This process is called a self-evaluation and should involve interested persons with disabilities or advocacy organizations. It is recommended that a copy of the self-evaluation is available for public review. It should include a list of individuals and organizations consulted, and provide a description of areas examined, problems identified, and modifications made.

Regardless if a self-evaluation is preformed, a signed Section 504 Assurance of Compliance must be included with the plan.

Transition Plan

If the self-evaluation indicates that structural changes to facilities are necessary, a transition plan to accomplish the adaptations should be prepared. The transition plan should be included in the priority and action schedule of your master plan.

The plan should be developed with the assistance of persons with disabilities, or organizations representing the disabled. At a 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, describe in detail the methods to be used to make facilities accessible, specify the schedule for taking the steps necessary to achieve full program accessibility, and indicate the person responsible for implementation of the plan.

The federal guidelines for complying with Section 504 and a guide for evaluating the accessibility of park sites and facilities are available from the Division of Outdoor Recreation.

Public Participation

Citizen involvement is a fundamental part of the planning process that must be documented and incorporated into the plan. This ensures that the park board is communicating with the people in the planning area, and requires you, as a recreation provider, to make choices among alternative priorities and actions. It can achieve common agreement between the park board and the public that is flexible, fair, desirable, and feasible.

Public participation should inform and educate the general public about problems and alternative solutions, and identify impacts and opportunities available with regard to parks and recreation issues in your area. It can identify and document the needs, values, and goals of affected individuals and communities within the planning area. Citizen input informs decision makers of the impacts, values, etc. associated with a proposed action, and identifies conflict while providing a process through which conflict can be resolved.

Public input can be obtained at open public meetings or by using surveys. Surveys may be conducted by mail, telephone, newspaper, or personal interviews. A combination of several of these methods will produce a more realistic picture of the community's recreational needs.

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 sufficient public comment, 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 attempt to gain support for your plan and priorities.

Solicit input from a cross section of local citizens. Random samples of people are best. The more people in your sample, the more reliable your information will be. Include people from a variety of age groups, occupations, and races. Try to include park users and nonusers,

individuals with disabilities, seniors, and others who may be unique to your planning area. This way, you can be sure you have input from all points of view.

Input from park agency staff is also an important part of the planning process. Meetings, surveys, questionnaires, or committee work with your staff allows you to gain input from the people who deal with recreation issues on a day to day basis.

When you document your public input effort in your plan, you must include the following information:

1. Methods (questionnaire, public meetings, etc.) used in gaining public comment.

2. Number of people surveyed or attendance at meetings.

3. Date(s) and location(s) of the survey and/or meetings (Newspaper articles are good documentation).

4. Summary of the comments.

The following sections describe in greater detail how to go about collecting public input. If you have further questions contact a member of the DOR planning staff.

Public Meetings

The best way to find out what members of the community want is to ask them. At public meetings, be particularly alert for residents' suggestions for solutions to park problems in your current system. Try to seek out the issues your residents feel are important.

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 to communicate with the public. More importantly, it is a chance for the public to give you their ideas and comments on the park and recreation master plan.

There are several ways to gain input through both formal and informal public meetings. The following are some examples of the types of public meeting you can conduct:

1. Neighborhood meetings can be held in each neighborhood in the planning area. This type of meeting educates, informs and solicits input on a community level.

2. Meetings with key community leaders provide local officials with insight into community needs and desires. Such meetings give you a chance to obtain valuable input.

3. Meetings with service organizations and community groups allow you to directly contact special interest groups and receive their input.

4. General public meetings can be held where all inhabitants of the planning area are invited to attend. **At least one general public meeting must be held to review your draft master plan.**

It is recommended that you take advantage of media coverage, including neighborhood newspapers and local radio stations, to promote public meetings. A press release, properly formatted, is the most effective method of announcing your message. When writing a press release there are a few simple guidelines to remember. Issue the release on official stationery,

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

Agenda

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 show the diversity of your facilities and programs (give a short slide program). Ask for their suggestions on new programs and facilities, as well as renovations and changes to existing services. You should also try to get their ideas on park system issues and problems, locations for new projects, potential multiple use opportunities and funding options for acquisition, development, operation, and maintenance.

Record all questions and comments received at public meetings. Record the date, time, place, material presented, discussion and comments made. Remember, it is your responsibility to keep things moving and to motivate everyone into thinking about issues that extend beyond their individual special interest.

When you record meeting events, be aware of the fact you will be using this information long after the meeting is over. Keep an accurate record of all comments and suggestions generated at the meeting. These can be included in the park board minutes. If you have access to either a video camera or tape recorder, use it. You can transcribe the comments at a later date.

A technique that has proven to be very useful is to have a "workbook". 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 are collected. In this way, everyone's comments are received even if they chose not to speak during the meetings.

Another effective method (especially for the first public meeting) is to have a “break-out” session after the introduction and presentation of the issues. Randomly assign people to groups, and each group should designate a recorder who will write down the issues and questions that the group feels are important. Allow 30-45 minutes for these sessions. After the session, each recorder will report the results to the entire audience.

Attendance

Low attendance can be a problem for public meetings. There are, however, many things you can do to overcome this. Get the word out by posting notices, making telephone calls, going door-to-door, having special announcements read at club meetings, handing out flyers, using billboards, spreading by word of mouth, and using the mass media. Publicize 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 the minimum, announce the meeting at least once in the local newspaper. A better strategy is to have two announcements. The first should appear ten to fourteen days in advance of the meeting, and the second should run one to three days before the day of the meeting. Include a copy of the public meeting announcement that appeared in the newspaper in or with the master plan. Call and invite key neighborhood and community leaders, special interest groups, and activists to the meeting.

Surveys

Conducting a survey is often the most useful way of collecting information about your planning area. Surveys are a major source of information about the attitudes of the community toward 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 whole process will run.

The first step is to decide what type of survey you are going to conduct. 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 three basic ways to conduct your survey: mail, phone, and personal interview.

Mail surveys are generally considered to be the easiest to administer. They can be as simple as a brief questionnaire mailed out, printed in a local paper, or included as a newspaper insert. The respondents return the questionnaires themselves. There are some problems associated with mail surveys. First, they tend to have a low response rate and secondly, the responses are usually biased towards park users.

Phone surveys can generate a better response than mail surveys. In addition, there is a greater chance of getting responses from a broad range of people using the telephone. Unfortunately, phone surveys are labor intensive and can be very expensive to conduct.

Personal interviews often tend to get the most reliable information. However, the time involved in conducting the interview makes these surveys the most costly to administer in terms of the time and energy involved.

Once you have decided which method you will use to conduct your survey, you are ready to prepare the questionnaire. Begin by writing down all of the questions you would like to ask the members of your community. Be comprehensive, include everything you can think of. The list will be reduced when you decide exactly which questions to ask.

Next, prepare a draft questionnaire containing all of 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. Try to keep the questionnaire short while still asking for the information you need. It should be no longer than two or three pages. People generally tend to not return long and tedious surveys. It will need to be even shorter if you have the survey printed in the newspaper.

When you have your draft questionnaire finished, be sure to have members of your staff review it. This may help clarify the questions asked. You will then want to test it on several members of the community. After testing the survey, reword or drop any questions that were repeatedly misunderstood or left unanswered.

You are now ready to choose your sample. The sample needs to be random so every individual in the planning area has an equal chance of being selected to participate in the survey. Random sampling can be systematic, for example calling every 100th person in the phone directory. You can also stratify your sample by selecting equal proportions of people from different areas or "segments" within the planning area. If you want your sample to be completely random, you can draw numbers out of a hat, or use a random numbers table. There are statistical equations, which allow you to determine an acceptable sample size based on the total population of your planning area. These equations may help you select the type of sample you use.

Your goal should be to get 70% of the questionnaires back in a usable form. This takes planning and organization, but it is possible. Unfortunately, you will probably get a response rate that is lower than you expect, especially if you conduct a mail survey. Your primary goal is to get enough responses so you can draw reliable conclusions about public recreation opinions. If you get fewer than 35% of the returns back, it will be risky to attempt 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. Since you want people in your planning area to know that you are trying to gain their input, you can use the mass media to make an announcement about the survey. 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. You may want to include this in the announcement. 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. Do not imply that you are doing this for their own good. Using code numbers instead of names on each survey response will help keep track of the returns.

Phone surveys present an additional problem. Caution must be used in order to prevent participants from having their responses influenced. 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 at all. Once you have the survey returns you will be ready to analyze the resulting data. It is generally easiest to record the responses as they are received. This allows you to keep tabs on how well the survey is progressing as you go along. Keep in mind, you will use the survey to draw general conclusions about your entire planning area.

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 project future participation.

Mass Media

You are probably well aware of the advantages and disadvantages of using the mass media. In this case, the mass media could provide you with an important tool for use in the planning process. Newspapers, radio, and television can help you get the word out about your project, survey, or plan.

News releases and feature articles are a few 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 date of issue, release date, contact name and phone number, headline, and information. Some newspapers have a specific format for news releases. You may want to contact your local paper for other format suggestions.

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, in addition to increasing awareness of your 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 all photo opportunities to help promote your efforts.

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 kept at a minimum.

To be most effective, a committee should be relatively small, consisting of 5-7 members. Consider people for membership on a committee such as members of the parks and recreation board and staff, the mayor or city manager, elected officials, local business leaders, community organization officers, other recreation professionals, interested citizens, and recreation administrators from within the community. Do not forget to include representation from minority and special interest groups. Final selection of the advisory committee should be made by the Park 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, and assist in the organization and distribution of information, such as surveys and community meeting announcements. It can mobilize private and public support for delivery of recreation services, and help 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, describe participation and user preference, identify causes of nonuse, and describe and project the needs of special populations. Measuring public need requires a combination of thorough analysis, a defined method, and common sense.

Park agencies, administrators, and professionals have developed a variety of different methods to address the diversity of park and recreation settings and uses. Knowing that communities differ in their recreational needs and priorities, DOR does not endorse one method or set of standards over another, but encourages communities to discover what best suits their needs, 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. Regardless of the method, it must combine the supply and demand components of the plan to tell you what additional recreation opportunities should be provided. From these needs (facilities, programs, and administration), you will identify priorities and recommend actions to satisfy the need. The actions suggested should concur with the goals listed earlier in the park board information gathering section.

Examples of needs analysis methods are:

1.) Level of Service (LOS) Standards for Parks and Open Space,

2.) Recreational Opportunity Spectrum (ROS), and

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 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. Mertis and James R. Hall, and is available from National Recreation and Park Association Publications Center, 703/858-2190.

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, or is available in Charles I. Zinser's book *Outdoor Recreation: United States National Parks, Forests, and Public Lands*.

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). Issues may already be evident to the park board, or are may appear in public meetings or surveys.

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 within the next five years. By considering your time, money, and resources carefully, each priority can be achieved by specific actions.

Briefly state the priorities in narrative form. Refer to the *Statewide Comprehensive Outdoor Recreation Plan* and if any of your priorities correspond to the priorities listed in the state plan, it should be noted in this section. You should also list any necessary adaptation to your park facilities, programs, activities, services, employment practices, and policies to ensure your agency is in compliance with Section 504.

Chart this information on an action schedule similar to the example shown below. This chart is a required element for master plan approval. **Remember, projects for which you intend to apply for grant funding should be listed in this schedule.** Part of the rating formula for grant applications includes points for projects listed in the priority and action schedule of the 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 specific task to be accomplished (ie. capital improvements, land acquisition, renovation, etc.).

Projected cost: Estimate the cost of completion for the action or project. Be sure to take inflation into consideration.

Primary source of funding: Identify the probable origin of money for completing the action. Do not depend totally on the availability of grant funds. To be realistic, local funding sources and potential donations should generally be the revenues on which funding for the action should be based

Sample Priority Action Schedule

Year	Site	Action	Cost Estimate	Potential Source of Funds
1999	All	Administrative Priorities ADA Compliance	$5,000 $7,500	Operating Budget Operating Budget
2000	System	Develop Five Year Master Plan	$1,000	Operating Budget
2001	Central Park	Construct New Soccer Fields and Parking.	$25,000	Donations, Operating Budget, Fundraising, HI Grant
2002	O&R Rail Corridor	Purchase and Develop Bike Trail	$125,000	Operating Budget, RTP Grant
2003	Memorial Woods Park	Develop Nature Trail, Restrooms, and Playground	$100,000	Bond Issue, LWCF Grant

Map of Proposed Project Locations

Include a map showing the location of proposed parks and expansions to existing parks. In some cases you may want to be site specific. In other instances, you may wish to show a general vicinity needing a new park. The map of proposed future park sites may be combined with the map of existing recreation sites required in the inventory section.

Evaluation of Plan

Finally, explain how and when the park board will continue to evaluate its progress over the next five years. Evaluation of the effectiveness of your plan will help your park department maintain its ability to provide quality services and facilities to the people in your planning area. A periodic review of the master plan will make your plan more useful. It can also help you determine where to focus your efforts when you complete your priority projects.

Keeping the Plan Current

Throughout this planning guide we have stressed the importance of making planning an ongoing effort. You should constantly seek feedback from park users and nonusers alike. You will be able to use this information to guide the park board's decisions and shape the future of your park system. If the plan has been designed for flexibility, you will have the ability to adjust to change. By using a planning process, you have built flexibility into your plan.

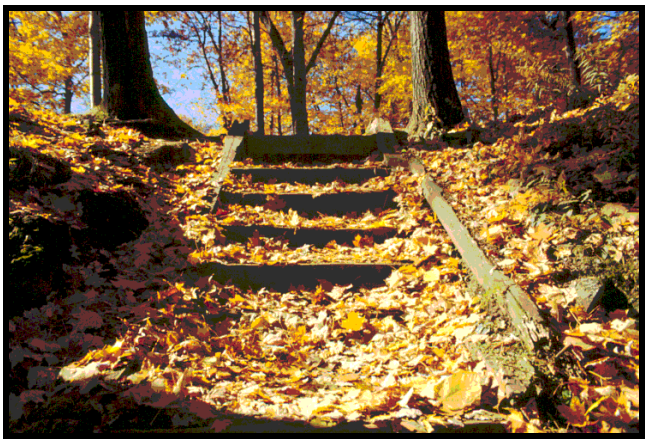
You may find it helpful to keep your plan in a loose-leaf binder. This way you can easily change or replace pages. You can also keep additional information in the binder for reminders when the plan is updated. **Since the Division of Outdoor Recreation stores master plans in hanging files, submit your final copy as unbound pages.**

Sometimes circumstances change the priorities you have set for your five-year planning period. Environmental changes, for example, may cause you to

reevaluate 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. It is important to keep in mind that amendments alone will not extend the five-year 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 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**. Master plan amendments submitted to DOR for the purpose of a community's project becoming eligible for grant monies must be <u>submitted and approved</u> by DOR planning staff prior to the grant program's application deadline.** Amendments must be approved in writing by DOR planning staff.

In order 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, which contain any changes or additions. These pages will be inserted into the plan already on file, and 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.



Chapter Three: Sources of Funding

Local and State Plans are Part of the Outdoor Recreation Grants Programs

In order for Indiana to be eligible to receive federal assistance in one of its Outdoor Recreation grant programs, the state is required to maintain an ongoing outdoor recreation planning program. Just as the state requires the local park and recreation agencies to complete master plans, the National Park Service (NPS) requires the state to produce a statewide comprehensive plan every five years. Indiana's current plan is the Statewide Comprehensive Outdoor Recreation Plan (SCORP). The statewide priorities outlined in this plan are used to develop the open project selection process rating formula, which objectively determines which local project applications receive funding. A copy of the SCORP can be obtained upon request from DOR.

It may be advantageous for your community's park system to investigate a variety of funding sources. Grants are available from both state and federal agencies, and from private agencies or foundations. Sources of funding available this year may not be offered next year; this is especially true with grants requiring government appropriations. Therefore, you will need to verify which grants are currently being offered before you apply. Some of these programs require a legally established Park Board, and many grant programs award points in the evaluation process for having a master plan. The following is a brief description of funding sources you may want to utilize.

Hometown Indiana (HI)
The Indiana General Assembly established the Hometown Indiana Grant Program in 1988. The program was established to assist local agencies in meeting present and future recreation needs (which is administered by Division of Outdoor Recreation), in preserving historic sites and structures (which is administered by Division of Historic Preservation and Archaeology), and in community forestry projects (which is administered by Division of Forestry). The revenue to finance the program is determined every two years by the state legislature.

Hometown park and recreation funds are available to municipal corporations, and are a 50/50 reimbursement match. Municipalities with a legally established park board must have an approved five year master plan to be eligible for funding. Municipalities without a legally established park board must meet, in a comprehensive plan, the park and recreation master plan requirements described in these guidelines. Representative Hometown recreation projects include the purchase of property for recreation, development of recreational facilities, construction of trails, and the interpretation of natural and historic resources. For additional information, contact:

IDNR Division of Outdoor Recreation
State & Community Outdoor Recreation Planning Section
402 W. Washington Street, Room 271
Indianapolis, IN 46204
(317) 232-4070

IDNR Division of Historic Preservation and Archaeology
317/232-1646

IDNR Division of Forestry
317/232-4105

Land and Water Conservation Fund (LWCF)
Since 1965, the LWCF program has been instrumental in land protection and recreation development. On the national level, it protects 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 percent matching reimbursement grants for outdoor recreation and park land acquisition and facility development. Indiana has benefited from LWCF more than any other grant program. Through the program's first 34 years 503 projects, totaling over $70 million, were funded. The program has assisted in acquiring over 30,000 acres of parkland.

There are two eligibility requirements, which must be met in order to receive LWCF assistance. First, the applicant must be an established town, city, township, or county park and recreation board (typically under IC.36-10-3). Second, the park board must have an approved five-year park and recreation master plan. For additional information, contact:

IDNR Division of Outdoor Recreation
State & Community Outdoor Recreation Planning Section
Indiana Department of Natural Resources
402 W. Washington Street, Room 271
Indianapolis, IN 46204
(317) 232-4070

Transportation Equity Act (TEA-21)
The Transportation Equity Act (TEA-21) of 1998, the successor to the Intermodal Surface Transportation Efficiency Act (ISTEA), requires states to set aside a percentage of their share of Surface Transportation Program (STP) funds for projects that enhance the transportation system. Administered by the Indiana Department of Transportation, Indiana's Transportation Enhancement program allows funding for projects including more than the traditional venue for cars, trucks, buses, and rail. Communities throughout the state have benefited from ISTEA funded recreational facilities, primarily the purchase and development of land for walking and biking trails. The program also funds other transportation related projects such as historic preservation and streetscape improvements.

Over the life of the act, TEA-21 provides a 20% increase in funding for enhancements. Representative projects include: the provision of facilities for pedestrians and bicycles, the acquisition of scenic easements and scenic or historic sites, the purchase and development of abandoned railway corridors for pedestrian and bike use. For additional information, contact:

Indiana Department of Transportation
Enhancement Project Coordinator
Division of Planning, Programming Section, Room 901
100 North Senate Avenue
Indianapolis, IN 46204
317-232-5229

The Indiana Heritage Trust (IHT)
The Indiana General Assembly created the Indiana Heritage Trust 1992 for the sole purpose of buying public natural areas. 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. Through 1997, the trust had acquired more than 14,000 acres. For additional information, contact:

IDNR Division of Public Information and Education
402 West Washington Street
Room W255B
Indianapolis, IN 46204
317-232-4200

Recreational Trails Program (RTP)
The Recreational Trails Program (RTP), part of TEA-21 funding, provides funds for motorized and nonmotorized 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 assistance for eligible projects. The minimum grant amount is $10,000 with a maximum award of $100,000.

Eligible land acquisition and/or development projects must provide public access to trails for user-groups, alone or in combination, represented by the Indiana Trails Advisory Board. The Board represents different interests including: hikers, OHV users, bicyclists, trail users with disabilities, equestrians, sport enthusiasts, snowmobilers, hikers, environmentalists, and soil and water conservation districts. Applicants can be either governmental agencies or 501(c)(3) not-for-profits. Representative projects include: trails development, land purchase, stream and river access sites, bridges, boardwalks, signage, and sanitary facilities. For additional information, contact:

IDNR Division of Outdoor Recreation
State & Community Outdoor Recreation Planning Section
402 W. Washington Street, Room 271
Indianapolis, IN 46204
(317) 232-4070

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 1991 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 Commission's web page at http://www.state.in.us/wrhcc/.

To be eligible for WRHCF funds, a town, city, township, or county must have an established park and recreation board under Indiana law, and be one of the nineteen counties along the Wabash River corridor. Representative projects include land purchases, trail construction, and development

of recreational facilities. For further information, contact:

IDNR Division of Outdoor Recreation
State & Community Outdoor Recreation
Planning Section
402 W. Washington Street, Room 271
Indianapolis, IN 46204
(317) 232-4070

The Indiana Waters Program (IW)
The Indiana Waters program is a matching assistance program providing 50% to 75% matching reimbursement funding to park boards for the acquisition and/or development of fishing and boating access sites. It is funded by Indiana's share of the Federal Aid in Sport Fish Restoration Program (also known as the Dingell- Johnson program after its Congressional sponsors). The funds come from federal excise taxes on fishing equipment, marine fuel, imported pleasure boats, and electric trolling motors.

Representative projects, which must directly benefit anglers and boaters, include land acquisition of fishing and boating access sites, and the construction of fishing docks, piers, boat ramps, cleaning stations and restrooms. For additional information, contact:

IDNR Division of Outdoor Recreation
State & Community Outdoor Recreation
Planning Section
402 W. Washington Street, Room 271
Indianapolis, IN 46204
(317) 232-4070

The DNR Shooting Range Program
The DNR Shooting Range Grant Program offers assistance to governmental agencies, not-for-profits, and for the development of rifle, handgun, shotgun, and archery facilities available to the public. The intent of this program is to train hunter education and provide additional and safer places for target practice. Eligible projects include: development of backstops, target holders, field courses, classrooms, sanitary facilities, and accessible pathways. Land acquisition is not eligible for reimbursement. For additional information, contact:

IDNR Division of Outdoor Recreation
State & Community Outdoor Recreation
Planning Section
402 W. Washington Street, Room 271
Indianapolis, IN 46204
(317) 232-4070

Typical Master Plan and Project Application Cycle

1. Legally establish a park board to qualify for LWCF, IW, and WRHCF grant programs.

Several DOR grant programs require applications from a park board legally established under current Indiana law. If the local park board is not established, a 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 draft master plan
   (January15th deadline)

If your park board intends to submit an application for Outdoor Recreation 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 January 15th. The draft should address all the criteria listed in this guide.

3. Plan for grant application

The park board should begin working on their archaeological record search, construction plans, estimates for land acquisition, development cost estimates, permits, early environmental review coordination, and public input for the grant application. If a project is funded, many of these are eligible for reimbursement.

4. Request Grant Application Packet

Applications for Outdoor Recreation Grant programs are available at various dates throughout the year. Each application packet contains the directions and forms necessary to submit the project application. Contact DOR to be put on a grant program's mailing list, and for the current status of grant programs.

5. Master plan revisions

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 April 15th.

6. Project applications

Project applications are submitted for review.

7. Division of Outdoor Recreation review

The grant application is reviewed by the DOR 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. Those projects, which rank high enough within the limit of available grant moneys are recommended for funding.

11. 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.

APPENDIX

Planning Guidelines for Parks and Recreation

Required Plan Elements Checklist A-1

Resolution A-2

Indiana Recreation Facilities Inventory Form..... A-3

Five Year Park and Recreation Master Plan Review Checklist

Local Agency_____

Staff Reviewer_____

Date Reviewed_____**Revisions/additions received**_____

Final Review_____**Approval Date**_____

Plan Requirements	**Page**
Planning Area	
The Park Board/Department	
Natural Features and Landscape	
Man-made, Historical, and Cultural	
Social and Economic Factors	
Accessibility and Universal Design	
Accessibility Self Evaluation and Transition Plan	
Section 504 Compliance Form (original signatures)	
Public Participation (Survey results, Meetings, dates, agendas, minutes, etc.)	
Needs Analysis (Methods and Results)	
New Facilities Location Map	
Priorities and Action Schedule (Include Transition Plan)	
Board Resolution Adopting Plan	

General Comments:

Five Year Park and Recreation Master Plan Checklist

Local Agency_____

Plan Requirements	**Page**
Definition of Planning Area	_____
Goals of the Plan	_____
The Park Board/Department	_____
Natural Features and Landscape	_____
Man-made, Historical, and Cultural	_____
Social and Economic Factors	_____
Accessibility and Universal Design	_____
Accessibility Self Evaluation and Transition Plan (Optional)	_____
Section 504 Compliance Form (original signatures)	_____
Public Participation (Survey results, Meetings, dates, agendas, minutes, etc.)	_____
Needs Analysis (Methods and Results)	_____
New Facilities Location Map	_____
Priorities and Action Schedule (Include Transition Plan)	_____
Public Presentation of Plan	_____
Board Resolution Adopting Plan	_____

General Comments:

SAMPLE 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 _____.

Passed and signed this _____ day of _____, 20____.

ATTEST:

_____ _____

President Town Attorney

INDIANA RECREATION FACILITIES INVENTORY UPDATE

DEPARTMENT OF NATURAL RESOURCES, DIVISION OF OUTDOOR RECREATION

The Department of Natural Resources, Division of Outdoor Recreation is assembling a detailed inventory of public and private outdoor recreation facilities in Indiana. This inventory will help state and local recreation providers better plan for future recreation opportunities and markets. We understand that time and staff are limited. **Please help us by completing this form for each site your agency owns and/ or manages.** For participating, we will send you a report compiled specifically for your county and/or planning area. We appreciate your assistance with this project.

RECREATION AREA (SITE)

Name of Recreation Area (site)

Site Address/ Location

City State Zip Code + 4

Phone Number Site Code

SITE OWNER

Name of Site Owner

Mailing Address (if different from site)

City State Zip Code + 4

Phone Number

MANAGING AGENCY OF SITE

Name of Managing Agency (if different from Site Owner)

Mailing Address (if different from site)

City State Zip Code + 4

Phone Number

PERSON FILLING OUT FORM

Name of Person Filling out Survey

Title

☐ FieldCheck

This site has received:

- ☐ LWCF Grant
- ☐ Indiana Waters Grant
- ☐ Wabash River Corridor Grant
- ☐ Other State/Federal Grant

Please Specify_____

THIS RECREATION AREA WOULD BEST BE CALLED A
(Circle only one description)

1. Park/Recreation Area
2. Forest
3. Fish and Wildlife Area
4. Dedicated Nature Preserve
5. Reservoir
6. Historic/Cultural Site
7. Fishing/Boating Access Site
8. Camping or Trailer Park
9. Trail
10. Marina
11. Commercial/Private Fishing Lake
12. Beach
13. Pool
14. Elementary/Secondary School Grounds
15. Fairground
16. Zoo
17. Commercial for profit Recreation Facility
18. Non-profit Recreation Facility
19. Sports Complex
20. Other (please describe)_ _ _ _ _ _ _ _ _ _

Please check box that best applies

- ☐ Commercial
- ☐ Private
- ☐ Public

Is this site open to the public? ☐ yes ☐ no

What are the daily operating hours of this facility?

From _____ to_____

☐ **Check if open year round**

If this recreation area is not open year round, how long does its operating season last.

From ___/___/___ to ___/___/___

☐ **Facility operation times unknown**

Has this site been evaluated for accessibility according to American Disabilities Act standards?

☐ yes ☐ no

Are fees collected for the use of this facility? ☐ yes ☐ no

Are pets allowed on this recreation area? ☐ yes ☐ no

DIRECTIONS: Please use a separate form for each recreation area. Place an **X** in all boxes that apply to the site. When the question asks for numbers, place the total number of facilities in the space provided. If you would like to include additional information, please attach it to this form. Questions and comments may be directed to the Division of Outdoor Recreation's Planning Section (317) 232-4070.

PROPERTY ACREAGE

The total number of **land acres** in this recreation area is: _____

The total number of **water acres** in this recreation area is: _____

CONVENIENCE FACILITIES

Check if no restroom facilities ☐

Restroom facilities available:
- ☐ Pit
- ☐ Flush
- ☐ Portable

Number of handicapped accessible restroom facilities _____

- ☐ Showers available
- ☐ Handicapped accessible showers available

PICNIC AND PLAY AREAS

Check if no picnic or play areas ☐

- ☐ Picnic shelters — total number of shelters _____
- ☐ Picnic areas — total number____ total acres____
- ☐ Picnic tables
- ☐ **Handicapped accessible** picnic tables(s)
- ☐ **Handicapped accessible** picnic shelters(s)

- ☐ Playground(s) — total number if more than 1 ____
- ☐ **Handicapped accessible** playground(s) — total number if more than 1_____

OUTDOOR ATHLETIC FIELDS

Check if no athletic fields ☐

- ☐ Softball — total number_____ number lighted_____
- ☐ Baseball — total number_____ number lighted_____
- ☐ Soccer — total number_____ number lighted_____
- ☐ Football — total number_____ number lighted_____
- ☐ Running track — total number_____ number lighted_____

OUTDOOR COURTS

Check if no courts ☐

- ☐ Basketball — total number_____ number lighted_____
- ☐ Tennis — total number_____ number lighted_____
- ☐ Volleyball — total number_____ number lighted_____
- ☐ Horseshoe — total number_____ number lighted_____
- ☐ Shuffleboard — total number_____ number lighted_____
- ☐ Wall courts — total number_____ number lighted_____

GOLF COURSES AND RANGES

Check if no courses or ranges ☐

- ☐ Golf courses — number of holes____
- ☐ Driving range — number of ranges ____
- ☐ Miniature golf
- ☐ BMX course
- ☐ Rifle-Pistol ranges — number of ranges____
- ☐ Skeet traps — total number____
- ☐ Archery ranges — number of ranges____

WATER BASED RECREATION

(Natural and man-made) ☐ **Check if no water recreation**

☐ **Pool,** if more than one, how many? ☐ ☐ **No pool facilities** ☐ Check if life guard on duty

Check facilities available:

☐ Outdoor swimming ☐ Indoor swimming
☐ Olympic size ☐ Wave pool
☐ Wading pool ☐ Water slide
☐ Bath house ☐ Diving

Are these facilities **Handicapped accessible**? Please check which one(s).

☐ Outdoor swimming ☐ Indoor swimming
☐ Olympic size ☐ Wave pool
☐ Wading pool ☐ Water slide
☐ Bath house ☐ Diving

☐ **Swimming Beach** (natural and/or man-made) ☐ **No Beach** ☐ Check if life guard on duty

Total feet of beach front _____ ft.

Is the beach front accessible? ☐ yes ☐ no

☐ Beach/bath house
☐ Showers provided

Are these facilities handicapped accessible?
yes ☐ no ☐

☐ **Lakes and/or ponds** ☐ **No Lakes or ponds** ☐ Check if life guard on duty

Check if less than 10 acres ☐

Total water surface area _____ Acres

Name of water body _____

Activities available and/or allowed:

☐ Boating (motorized)
☐ Jet skies/Wet bikes
☐ Water skiing
☐ Sailing
☐ Wind surfing
☐ Non-motorized boating only
☐ Fishing
☐ Swimming

☐ **River/Stream** ☐ **Check if hand carry access site only** ☐ No River or streams

Name of river/stream _____

Linear feet of bank within boundaries _____ ft.

Activities available:

☐ Access site (paved ramp)
☐ Access site (non-paved ramp)
☐ Bank fishing and hand carried access only.

☐ **Boating Facilities** ☐ **Check if no boating facilities**

☐ **Check** if boating services (gas, food, equipment) available

☐ Boat rental
☐ Canoe rental
☐ Hand carried access no ramp
☐ Launching ramp _____total number of ramps
☐ Launching lanes _____total number of lanes
☐ Overnight mooring _____total number of slips
☐ Marina slips _____total number of slips

☐ **Fishing Facilities** ☐ **No fishing facilities**

☐ Piers or docks for fishing _____total number
☐ Handicapped accessible fishing piers/docks _____total number
☐ Bank fishing
☐ Fish cleaning station _____total number

☐ **Wetland Areas** ☐ **No wetland areas**

Total wetland acreage is_____ acres.

Wetland type (if known)_____

OVERNIGHT FACILITIES

Check if no overnight facilities ☐

☐ **Camping**

- ☐ Class AA (full hookups) # of sites___
- ☐ Class A (modern restrooms, electricity) # of sites___
- ☐ Class B (modern restrooms or electricity) # of sites___
- ☐ Class C (primitive) # of sites___
- ☐ Backcountry camping area with no facilities
- ☐ Handicapped accessible sites # of sites___
- ☐ Group camp capacity____
- ☐ Equestrian camps capacity____
- ☐ Sanitary dump stations available

☐ **Lodging**

- ☐ Inn
- ☐ Cabins total number ___

LARGE GROUP FACILITIES

Check if no group facilities ☐

- ☐ Bandshell/amphitheater
- ☐ Community center
- ☐ Visitor center
- ☐ Conference center
- ☐ Nature center

Do you offer interpretive programming? ☐ yes ☐ no

If yes, what type?

- ☐ Nature
- ☐ Cultural
- ☐ Historical

WINTER SPORTS

☐ **Check if no winter sports available**

Average # of months facility is open for winter recreation_____

Check activities/facilities available

- ☐ Ice skating
- ☐ Toboggan run
- ☐ Sledding
- ☐ Snow boarding
- ☐ Snowmobile trails
- ☐ Cross-Country ski trails
- ☐ Downhill skiing

HUNTING

Check if no hunting allowed ☐

- ☐ Public hunting allowed
- ☐ Stocked game total number of acres____
- ☐ Waterfowl blinds total number____

TRAILS AND PATHS

Check if no trails or paths ☐

- ☐ Multi-use (walking, jogging, cycling) # of miles____
- ☐ Fitness trail # of trails ____ # of miles____
- ☐ Hiking/walking only # of trails ____ # of miles____
- ☐ Bicycle only # of trails ____ # of miles____
  - ☐ Mountain bicycling
  - ☐ Touring
  - ☐ Trail bicycling
- ☐ Equestrian # of trails ____ # of miles____
- ☐ Nature/Interpretive # of trails ____ # of miles____
- ☐ Snowmobile # of trails ____ # of miles____
- ☐ Handicapped accessible trails # of trails ____ # of miles____
- ☐ Off-Road vehicles/ATV's # of miles____ # of acres____

Thank you for participating. Please send completed forms to :

Indiana Department of Natural Resources
Division of Outdoor Recreation
402 W. Washington St., Rm 271
Indianapolis, IN 46204
317-232-4070