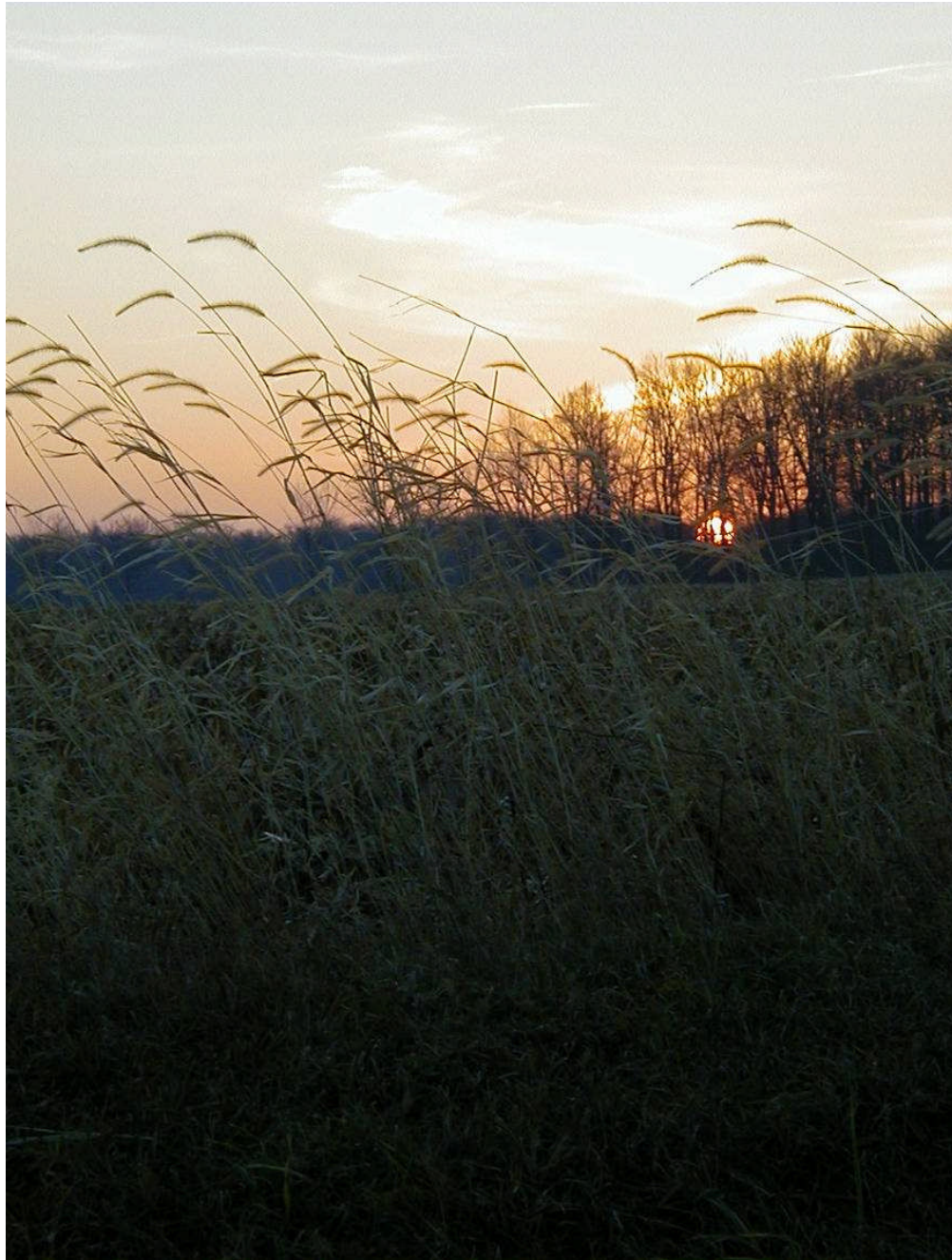


IDNR Planning Guidelines for Five Year Parks and Recreation Master Plans



Indiana Department of Natural Resources
Division of Outdoor Recreation 2008

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This guide is for individuals, organizations, or communities who intend to complete a five-year park 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 and 2007 “Planning Guidelines for Five Year Parks and Recreation Master Plans” distributed by the Indiana Department of Natural Resources, Division of Outdoor Recreation (IDNR-OR).

All park 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 acts as a guide for sensible facility and service development
- Providing community input opportunities
- Ensuring that the public actually 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

An effective master plan is the result of a collaborative effort and utilizes strategic planning. 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
- 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
- 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 January 15th and a final plan by April 15th 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 this plan to fit the unique and 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 park and recreation master planning process asks you to review your present recreation situation with an eye towards your community's future recreation opportunities. It helps you look at local issues and needs, and identify those which 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.

In order to be responsive to changing needs, planning must be flexible. Keeping the plan simple will help make 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 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 easily understand why a recommendation has been made. This allows you or your successors to re-evaluate proposals 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 Hometown Indiana (HI) and Land and Water Conservation Fund (LWCF) eligibility. It is strongly recommended that Shooting Range (SR), Recreational Trails Program (RTP), and Wabash River Heritage Corridor Fund (WRHCF) projects have plan support. To reduce the time and expense of starting the whole process over, keep your plan current. Every update should include additions to the inventory, new issues and recommendations, and changes in priorities. When done responsibly, planning is a cyclical process.

Mass media could provide you with an important tool for use in the planning process. Newspapers, radio, television, and the internet can help you 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 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 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 all potential photo opportunities.

How to Produce an Approved Plan

Park 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 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 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. It is important that the park board establishes an individualized time frame, which specifies target dates for completing major components of the plan, in the early stages of the planning process.

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 park and recreation system
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. Record and document 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 and public input
4. Assemble your draft master plan

5. Submit your draft plan to the Division of Outdoor Recreation by January 15th. 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 15th, 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. Name and address of all park board members
 - b. Name(s) of park board president, superintendent, consultant, or other contact person
 - c. Mailing address and contact information for the park system
 - 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 park service area)
- II. Goals and Objectives
 - a. Of the park board
 - b. Of the parks and recreation department
 - c. Of the master plan
- III. Features of Service Area (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. Highways, large buildings, industrial parks, reservoirs, etc.
 - ii. Historical sites, markers, celebrated historic events, etc.
 - iii. Cultural/ethnic background of the area
 1. Festivals, special events, music, arts, etc.
 - c. Social and Economic Factors (Population analysis)

- i. Population Statistics
 - 1. Age, minority, education, disability, and gender distributions
 - 2. Growth, distribution, projection of community growth
 - ii. Economics of the area
 - 1. Income and poverty statistics
 - 2. Major employers
- IV. Supply analysis (Park department information/inventory)
 - a. Of sponsoring agency
 - i. Narrative
 - ii. System-wide map
 - b. Of all other or related agencies
- V. Accessibility (consider ADA [1990], ABA [1968], Rehab. Act [1973] and Universal Design)
 - a. Designated ADA coordinator for either the local government entity or for the park department in particular (required only if government entity has 50 or more employees)
 - 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. Section 504 of the Rehabilitation Act of 1973 compliance form 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. Nonrandom 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, as well as a synopsis of comments received from each and overall, 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 facilities standards
 - b. Needs indicated by standards analysis
 - c. Needs indicated by analysis of public input

- VIII. New 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 time-line (see Sample Priority Action Schedule)
 - f. Final public presentation of plan (final public comment period)
 - i. Prior to finalized plan submission to DNR-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?

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. When choosing a professional consultant, be sure the individual or organization has documented expertise and experience with recreation planning. Remember, the best plans are uniquely tailored to reflect an individual community's needs.

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 their county 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 include 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 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 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/community economic development project.
4. A city park department and a neighborhood community center cooperatively plan programs and facilities aimed at expanding recreational opportunities for youth, including sports competitions and playground activities.

Technical Assistance

A major component of planning involves researching the information and/or assistance that is 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 (CVB's)
- County Resource Conservation and Development Districts
- Economic Development Corporations
- Internet (cite your webpage sources)
- Local Libraries and School Districts
- Nearby park 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 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 particular 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/YMCA's

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. If a city has a park board and facilities but the county does not, some residents from the county probably 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 if possible. The map will need to include a north arrow and list the approximate scale.

Information Gathering

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
- Park and Recreation facilities and programs
- 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:

- The park department's current mailing address, phone number, and e-mail (if available)
- A brief history of the park and recreation board/agency, including a 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 and mailing address for each park board member, and their term expiration dates. Please notify us of any changes to the board

- 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
- A list of the park department/system/board's goals. Goals are general statements the board/department follows to provide public park 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 their recreation potential. Include items such as:

- Open space areas with park potential (surplus lands, abandoned railroad corridors, idle agricultural areas, etc.)
- Wetland and 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, 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

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

1. IDNR Division of Fish and 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, flood plains, and permits for 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) 232-4052

- Division of Fish and Wildlife: (317) 232-4080
- Division of Forestry: (317) 232-4105
- Indiana State Department of Agriculture - Division of Soil Conservation: (317) 232-8770
- 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:

- 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
- Important historical figures associated with the community
- Particularly significant local history events 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

When planning for parks and recreation, you need to know about the people who use them (or don't use them) to better understand the recreation issues facing your community. Information about social and economic issues that are important in your planning area can be obtained from (1) the U.S. Census Bureau (<http://www.census.gov>), (2) STATS INDIANA (<http://www.stats.indiana.edu>), or (3) your local library. Your plan should include items such as:

- Densely populated areas
- Low income or distressed areas
- Minority demographics
- Population characteristics
- Population growth trends
- Populations with disabilities
- Senior citizen 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 even 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 Indiana Department of Workforce Development (employment offices), 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. Programs and activities available at each site
 - b. Maintenance issues
 - c. 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 public and private park and recreation areas* (parks, marinas, schools etc.) and *the number and types of amenities 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
3. A legible map showing street names and the location of each park and facility listed in the inventory. A map will help you 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 of this in the plan.

NOTE: The more complete this section is, the more effective your master plan will be. A 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? 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
- YMCA's, YWCA's, other family recreation facilities
- Any other type of recreation organization which 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 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 Universal Design

DISCLAIMER:

This document provides guidance to assist local park and recreation planners and interested individuals in understanding accessibility issues in park planning. The following information is provided as information and guidance for IDNR planning standards only. This technical assistance does not constitute legal advice. Legal advice should be obtained from an attorney.

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

- Include people with disabilities in all aspects of your planning process
- Include individuals with disabilities on planning teams
- Seek expert accessibility assistance from outside sources for evaluation and planning
- Use modified equipment, adapted rules, and creative programming in order to provide a range of programs and services that meet the needs of all people
- Explore alternate formats for effective communication, like Braille versions of brochures, large print versions, audible versions of information, and sign language interpretation
- Provide opportunities and 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:

1. Architectural Barriers Act of 1968 (ABA) - 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 - extends access beyond architecture to include programs and employment. The Rehabilitation 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
3. Title II of the Americans with Disabilities Act of 1990 (ADA) – 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 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
- 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 their recreation. Some other barriers might include:

- Communication: can include hard-to-read print, signs without universal symbols or Braille patches
- Programs: can include staff or volunteers assuming people with disabilities can not participate or will not benefit, or that they do not have similar desires and interests as people without disabilities
- Organization: can include program staff not trained, willing or able to support participation from persons with disabilities or requiring unnecessarily detailed forms to request information or service that would be difficult or impossible to complete because of a disability
- Attitude: can include fear, lack of knowledge about a disability or uncertainty about communicating with a person with a disability

Inclusion is a practice where individuals with disabilities participate in programs, services, and activities along with individuals who do not have disabilities. It is an effective strategy for removing social or attitudinal barriers.

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, the 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, North Carolina 27695-8613
(919) 515-3082; Fax: (919) 515-8951; Info Line: (800) 647-6777;
<http://www.design.ncsu.edu/cud/>).

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 down to the department level, such as parks and recreation departments. Parks and recreation administrators should verify the level at which your 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 possible effort to provide access to all citizens.

Accessibility Self-Evaluation

All park boards and departments are governed by Title II of the Americans with Disabilities Act (ADA). Section 504 of the Rehabilitation Act applies to park boards and departments that receive federal financial assistance. It is essential to identify any architectural, transportation, communication, or service barriers. The IDNR-OR strongly encourages all park boards and departments to regularly self-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
- A Section 504 Assurance of Compliance form with original signatures

Accessibility Transition Plan

If the self-evaluation indicates that changes to facilities or programs are necessary, a transition plan to accomplish the changes or modifications 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 in detail the methods to be used 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 should 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.

The federal guidelines for complying with Section 504 are available from the Division of Outdoor Recreation or online at: <http://www.in.gov/dnr/files/504.pdf>

IDNR Accessibility Requirements for Local Plans

Consider the ADA [1990], ABA [1968], Rehab. 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.

- Designated ADA coordinator for either the local government entity or for the park department in particular (required only if government entity has 50 or more employees)
- Self-evaluation or commentary on currently accessible facilities, programs, etc.
- Self-evaluation or commentary on currently inaccessible facilities, programs, etc. with suggested timeline for improvements, estimated costs, and potential funding sources
- Information about public notice of ADA requirements (short discussion of methods, formats, locations, etc.)
- Information about ADA grievance procedures for either the local government entity or park department
- Section 504 of the Rehabilitation Act of 1973 compliance form 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 [Internet]

The U.S. Department of Education provides ten regional centers that offer technical assistance on the ADA:

ADA Assistance Centers
(800) 949-4232 [voice/TTY]

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans - 2008

www.adata.org [Internet]

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

Publications and Questions

(800) 872-2253 [voice]

(800) 993-2822 [TTY]

www.access-board.gov [Internet]

ta@access-board.gov [E-mail]

The Great Lakes ADA Center is a source for current information regarding accessibility issues and questions:

Great Lakes ADA Center

1640 W. Roosevelt Road – Room 405

Chicago, IL 60608

(800) 949-4232 [voice/TTY]

(312) 413-1407 [FAX]

www.adagreatlakes.org [Internet]

The National Center on Accessibility is another source for current information regarding accessibility issues and questions:

National Center on Accessibility

501 North Morton Street – Suite 109

Bloomington, IN 47404-3732

(812) 856-4422 [voice]

(812) 856-4421 [TTY]

(812) 856-4480 [FAX]

nca@indiana.edu [E-mail]

www.ncaonline.org [Internet]

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

Center for Disability Information and Referral

2853 E. Tenth Street

Bloomington, IN 47408-2696

(812) 855-6508 [Voice]

(812) 855-9396 [TTY]

IDNR-Division of Outdoor Recreation

Planning Guidelines for 5-Year Parks and Recreation Master Plans - 2008

(812) 855-9630 [Fax]

iidc@indiana.edu [E-mail]

<http://www.iidc.indiana.edu/cedir/> [Internet]

The Indiana Family and Social Services Administration maintains an online list of Independent Living Centers (with addresses and contact persons) scattered around the state that may provide a useful local source of information regarding accessibility issues and questions:

<http://www.in.gov/fssa/ddrs/4960.htm> [Internet]

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 about issues and answers concerning people with developmental disabilities:

The Arc of Indiana

107 N. Pennsylvania St., Suite 300

Indianapolis, IN 46204

(317) 977-2375 [Voice]

(800) 382-9100 [Toll Free]

(317) 977-2385 [Fax]

<http://www.arcind.org/> [Internet]

The ADA Indiana website has a page that provides "ADA Resources for Local Government" with useful links to other websites, documents, online trainings, publications, and accessibility legal settlement agreements between the U.S. Dept. of Justice and several Indiana communities:

<http://www.iidc.indiana.edu/cpps/ada/resources/localgovernment.asp> [Internet]

The Governor's Planning Council for People with Disabilities offers a 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:

<http://www.in.gov/gpcpd/2331.htm#2> [Internet]

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

http://www.saind.org/Local_Groups.htm [Internet]

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 very visible and 'transparent' planning process prevents many 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 alternative priorities and actions. Your public input process should strive to find common ground between the park board and the public. Public participation should:

- Educate the general public about park and recreation issues, problems and potential solutions
- Identify parks and recreation issues, their impacts, and opportunities
- Document the needs, opinions, and goals of affected individuals and communities within the planning area
- Inform the park board and other decision makers of the impacts, values, etc. associated with each proposed action
- Recognize conflict while providing a process 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 many 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 such as:

- A variety of age groups, occupations, income levels, and ethnicities
- 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 go about collecting 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 communications with the public. At public meetings, try to seek out the issues your residents feel are important. Be particularly 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 inviting stakeholder groups directly should help 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 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 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. Record the comments with notes, video, or audio recordings.

An additional technique that has proven to be very 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 in public places or businesses
- Hand out flyers
- Internet web page announcement
- E-mail announcements/invitations
- Telephone reminders

- Door-to-door announcements
- Special announcements read at club, community organization, or chamber of commerce meetings
- Mass media/advertising

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 ten to fourteen days in advance of 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.

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 answering "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 in advance of 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 interview include:

- **Stakeholder interviews** collect information from individual people that have a 'stake' or some kind of personal involvement or interest in parks and recreation in your

community. Including agency representatives from competing recreation organizations and groups often provides different perspectives and can encourage potential cooperation/partnerships.

- **Park employee interviews** are useful since they gather information directly from the people that 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** in this case refer to interviews of 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, educational, service, and recreation-related agencies from your community (such as Area Council on Aging, city council, schools, Kiwanis, or YWCA). Request permission for your interviewer to ask a group of 5 to 30 of their members a short series of questions.

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 very useful way of collecting 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 whole 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. They 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** - provide a greater chance of getting responses from a broad range of people, are labor intensive, and can be very expensive to conduct. 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 at all. Try not to call during established mealtimes or on Sundays.

- **Internet (web-based) surveys** - becoming more popular, offer an alternative to traditional survey methods, 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** - a time-honored low-cost method, take a great deal of time, interrupt personal time of park users, and quality of the result depends on the skills of the person administering the interview. In this method, the interviewer randomly chooses users in park system 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 of the questions you *would like to ask* the members of your community
- Prepare a draft questionnaire with 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
- 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% of the 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% of the returns 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, 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 to various 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 online at: <http://www.in.gov/dnr/outdoor/2582.htm>

Advisory Committees

The planning effort affects all people and agencies in the planning area. It is often useful to form one or more committees of people 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 to a minimum. To be most effective, a committee should be relatively small,

consisting of 5-7 members. Examples of desirable committee members might include:

- Minorities 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 Park and Recreation Board.

The primary purpose of an advisory committee is to provide positive, active 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 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 is available from the National Recreation and Park Association Publications Center, (703) 858-2190 or <http://www.nrpa.org/>.

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, or is available 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, employment practices, 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 or similar data 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 specific 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 take inflation into consideration
- **Potential 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 be the primary fund sources

Sample Priority Action Schedule:

Year	Site	Action	Cost Estimate	Potential Source of Funds
2007	All	Administrative Priorities ADA Compliance	\$5,000 \$7,500	Operating Budget Operating Budget
2008	System	Develop Five Year Master Plan	\$1,000	Operating Budget

2009	Central Park	Construct New Soccer Fields and Parking.	\$25,000	Donations, Operating Budget, Fundraising, Foundation Grant
2010	O&R Rail Corridor	Purchase and Develop Bike Trail	\$125,000	Operating Budget, RTP Grant
2011	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 prior to 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 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

No matter what type of final plan presentation takes place, gather up any last comments received, place a synopsis of the method used, and the comments made under their own heading 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. Evaluation of 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: 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. Preferred hard copy submissions are black-and-white, double-sided (duplex printed), unbound pages. Maps may be in color.

Updating the Plan

Sometimes circumstances change the priorities during your five-year planning period. Significant budget 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 at any time.

NOTE: Please 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. **Amendments must be approved in writing by IDNR-OR planning staff.**

NOTE: Master plan amendments submitted to IDNR-OR for the purpose of a community's project becoming eligible for grant monies 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

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 online at: <http://www.in.gov/dnr/outdoor/2576.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.

The LWCF requires a legally established Park Board under Indiana Code 36-10-3 or 36-10-4, and 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 including a potential grant project 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 over \$75 million dollars.

There are two eligibility requirements, which must be met in order to receive LWCF assistance.

1. The applicant must be a town, city, township, or county park and recreation board established by ordinance under current Indiana Code, (IC.36-10-3 or IC 36-10-4)
2. The park board must have a current IDNR-OR approved five-year park and recreation master plan on file

Recreational Trails Program (RTP)

The Recreational Trails Program (RTP), is part of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU) funding. 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% of the overall grant program must be for motorized use, 30% is 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, and is 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 rifle, handgun, shotgun, and archery facilities available to the public. The intent of this program is to train the public, 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

Indiana Heritage Trust (IHT)

The Indiana General Assembly created the Indiana Heritage Trust in 1992 for the sole purpose of buying public natural areas from willing sellers. 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:
Indiana Heritage Trust
402 W. Washington St., Room W256
Indianapolis, IN 46204
(317) 233-1002

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

For additional information, contact:

IDNR Division of Outdoor Recreation - Grants Section
402 W. Washington Street, Room W271
Indianapolis, IN 46204
(317) 232-4075

IDNR Division of Historic Preservation and Archaeology
402 West Washington St., Room W274
Indianapolis, IN 46024-2739
(317) 232-1646

IDNR Division of Forestry
402 West Washington St., Room W296
Indianapolis, IN 46204-2739
(317) 232-4105

Wabash River Heritage Corridor Fund (WRHCF)

The Wabash River Heritage Corridor Fund is **not currently funded**; funded monies are potentially allocated every two years by the state legislature. 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 Commission's web page at: <http://www.in.gov/wrhcc/>.

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 nineteen 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 \$10,000; the maximum is \$250,000.

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

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 originating ordinance 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 (January 15th 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 January 15th. 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: <http://www.in.gov/dnr/outdoor/2533.htm> . Each online application contains the directions and forms necessary to submit the project application. Contact the IDNR-OR grants staff for the current status of grant programs and consultation on your proposed project
 5. **Make and submit master plan revisions (April 15th 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 (electronic or hard copy) of the final plan, along with a park board resolution officially adopting it (hard copy only, with original signatures), 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 grants staff 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 grants 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

Appendices

1. List of possible sources of park and rec. 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
FortWayne, 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 Group 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

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
FortWayne, IN 46804
(260) 969-8800

Browning, Day, Mullins, Dierdorf P.C.
Landscape Architecture, Architecture, Planning 626 N. Illinois Street
Indianapolis, IN 46204
Barth D. Hendrickson
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

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/

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

Earth Source Inc. (Heartland Restoration Serv.)
14921 Hand Road
FortWayne,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 Imscher 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

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
<http://www.citiesandtowns.org/>

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

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

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.
501 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 Rd.
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

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

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

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 Brown
1003 Lincolnway West
Mishawaka, IN 46544
(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

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

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

Red = Required data **Blue = Suggested additions**

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 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:

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 this _____ day of _____, 20 _____.

ATTEST:

Board President

Town Attorney