

Maine Bureau of Parks and Lands  
**Maine Trails Program Grant Review and Scoring Worksheet**

Applicant - \_\_\_\_\_

Reviewer - \_\_\_\_\_

**TOTAL SCORE** :

Total score will self-total as you insert a value into each score box for each evaluation question.

Scoring Criteria	Value	Score	Comments / Notes
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**Part 1: Land Use**

Corresponds to Part 3 of the application. MTP should prioritize projects on property that guarantees 10 or more years of public access where possible. The longer the duration of use, the better. Permanent use is best.

**1.A Ownership/tenure of proposed project site(s)** - Easement/lease terms held for:

Permanent use/public lands or 10+ year history of renewed agreement	15	Notes
10 years or 5-10 year history of renewed agreement	10	
5 years or less than 5 year history or renewed agreement	5	
Easement or lease terms for one year only and no history or renewed agreement	0	

**1.B Control** - Applicant has permission to do what the project proposes for:

Permission is ongoing or 10+ year history of renewed agreement	15	Notes
10 years or 5-10 year history of renewed agreement	10	
5 years or less than 5 year history or renewed agreement	5	
less than 1 year and no history or renewed agreement	0	

**1.C User Fees**

Free to all users	2	Notes
Users are charged a fee to use	0	

**Part 2: User Relevance**

Corresponds to Part 4 of the application. MTP prioritizes projects that include features and management plans that make it suitable for all intended users and that address potential conflicts among various types of trail users.

**2.A Suitability** - Project includes features and management plans that make it suitable for all intended users and that address potential conflicts among various types of trail users:

All intended users	15	Notes
75% of intended users	13	
50% of intended users	10	
25% of intended users	8	
Not suitable for any of intended users	0	

**2.B Proximity to Potential Users** - Project is close to large number of potential users

greater than 50% of local population density within one mile radius of trailhead	10	Notes
greater than 35% of local population density within one mile radius of trailhead	7	
greater than 25% of local population density within one mile radius of trailhead	5	
greater than 15% of local population density within one mile radius of trailhead	3	
less than 15% of local population density within one mile radius of trailhead	0	

**2.C Attractive Features** - Project is special or unique that it will attract users

Unique features exist and applicant is aware of who the potential users are	10	Notes
Unique features exist but applicant has not considered potential users	5	
No unique features exist	0	

**2.D Project Priority** - Project is part of a written plan and that have involved inclusive community and stakeholder engagement and demand:

Documented plan, a <i>variety</i> of stakeholders, and <i>extensive</i> community input	10	Notes
Documented plan, a <i>few</i> stakeholders, and <i>some</i> community input	7	
Documented plan, <i>no</i> stakeholders outside the organization	5	
Project is not part of any plan and did not involve community input/demand	0	

**Part 3: Project Implementation**

Corresponds to Part 5 of the application. MTP prioritizes projects that include Accessible Trail Design, possess a funded plan for maintenance, and will be designed, managed, and/or built by qualified professionals **RELATIVE TO THE PROJECT SCOPE**.

**3.A Project Design** - Project was designed by:

Professionals with exemplary credentials and extensive, relevant experience	10	Notes
Professionals with credentials but limited, relevant experience	5	
Individuals with no qualifications nor relevant experience	0	

**3.B Project Construction** - Project construction will be managed by:

Professionals with exemplary credentials and extensive, relevant experience	10	Notes
Professionals with credentials but limited, relevant experience	5	
Individuals with no qualifications nor relevant experience	0	

**3.C Project Build** - Project will be built by:

Professionals with exemplary credentials and extensive, relevant experience	10	Notes
Professionals with credentials but limited, relevant experience	7	
Professionals with credentials but limited, relevant experience	4	

Individuals with no qualifications nor relevant experience	0	
<b>3.D ADA/ABA Design Elements</b>		
Project is fully ADA/ABA compliant	10	Notes
Project has some ADA/ABA components	5	
Project has design elements that will improve access	5	
Project has NO design elements that will improve access and no ADA/ABA design elements	0	
<b>3.E Project Maintenance</b>		
Realistic plan and has budgeted funds and staffing for future maintenance	10	Notes
Simple plan, but has not budgeted funds or staffing for future maintenance	5	
No plan or budget for future maintenance	0	

**Part 4: Environmental Implications**

Corresponds to Part 6 of the application. MTP prioritizes projects that have minimal environmental impacts and correct existing environmental conditions.

<b>4.A Environmental Impacts</b> - Applicants should have acquired clearance letters from MFIW, MNAP, and MHPC		
Clearance responses indicate no detrimental impacts related to the project	15	Notes
One/more clearance letters identify possible impacts which are appropriately mitigated by project sponsor	10	
One/more possible impacts identified, but project sponsor response is questionable	5	
Impacts are identified, but poorly addressed or not addressed at all	0	
<b>4.B Positive Implications</b>		
An existing negative & unsustainable condition is corrected, design features have been included to prevent future degradation	15	Notes
Existing conditions corrected, implied prevention of future degradation	10	
Existing conditions corrected, no indication of prevention	5	
No existing conditions or not addressed	0	
<b>4.C Permits Needed</b> – Either from Code Enforcement Officer (CEO) or Land Use Planning Commission (LUPC) if on unorganized territory		
Applicant has checked with CEO or LUPC AND accounted for permit expenses in budget OR permit not needed	10	Notes
Applicant has checked with CEO or LUPC, but did NOT account for permit expenses in budget	5	
Applicant did not check with CEO or LUPC	0	

**Part 5: Budget**

MTP prioritizes projects that have sound budgets based on professional designs and cost estimates, that have at least 10% match confirmed, and that do not request more funding than needed.

<b>5 Budget</b>		
Based on cost estimates/quotes and is sufficient to execute the proposed project	10	Notes
Appears adequate for proposed work, some estimates included	7	
Adequate for work, no estimates	4	
Budget does not support the proposed work; cost estimates too low/high	0	

**Part 6: Match**

MTP requires at least 10% local share. A project with sufficient match will score higher than a project showing minimum or insufficient match. A project showing excess match will be viewed more favorably.

<b>6 Match</b>		
Cash / in-kind committed at least 10% of total project	15	Notes
Cash / in-kind promised at least 10% of total project	8	
Cash / in-kind is less than 10% of total project	0	

**Part 7: History**

MTP wants to fund projects across the landscape of Maine, not necessarily serve as a repeat funder of the same agencies / organizations.

<b>7 History of past MTP Award</b>		
Applicant has <b>never</b> received an award	5	Notes
Applicant has received an award	0	

**Part 8: Merit**

In addition to giving each project a score for the criteria listed, please consider the relative priority of each proposal. Does this project have merit?

<b>8 Merit</b>		
		Missing information, for example maps, permits, clearance letters, etc. - note infractions
<b>Priorities include:</b>		
Meets a documented <i>PUBLIC</i> need that will benefit trail users:	5	Notes
Is well-planned and seems feasible:	5	
Has sufficient local financial support (including match, in-kind goods, services, or materials) to complete project:	5	

Corrects or greatly alleviates adverse environmental or social impact:	5
Provides for long-term, stable management once project is completed:	5
Is of state-wide or national significance:	5

### Part 9: Demerits

Due to the relatively complex application process, it is not uncommon for applicants to submit their application with missing documentation. Missing documentation may not necessarily disqualify the application if the project is otherwise of merit.

#### 9 Demerits

**Penalty Points (-5 per infraction)** - Deduct 5 pts for each missing yet required, application

- a
- b
- c
- d
- e

*Missing information, for example maps, permits, clearance letters, etc. - note infractions*

Notes

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#### 10 Additional comments if any: