

# Hillsboro Parks and Recreation Project, Program, or Service Prioritization Worksheet - Step 1

Updated 6/2/2025



## Documentation

Project Name:

Location/ site:

Project#

## Pre-prioritization Information

Anticipated Project Budget: \$

## Step One Documentation:

**Note:** This information is not scored criteria. This is supplemental information for project, program, or service analysis.

**Budget and annual CIP List (What CIP and Projects we will invest in and focus on):**

	General Fund	S.D.C.	Capital Replacement ????	Grant	Partner Resources	Gain Share	T.L.T.
1.1 - Identified funding project/ program (add "X" value for each funding source for the project program)							

Yes

No

Notes and details

1.2 - Does this project, service, or program require approval beyond the department level? (If yes, note what process it will need to go through.)				
1.3 - Is this a multi-phase project or program with multiple stages over multiple years?				
1.4 - Has funding been identified for future phases or stages?				
1.5 - Does this project have a Communication and Information plan (engagement) or will it enhance community communication and access to information.				
1.6 - Are there staffing hours available or is there capacity in work plans for the project/program?				

ADDITIONAL NOTES:

# Hillsboro Parks and Recreation Project and Program Prioritization Worksheet - Step 2 Prioritization Criteria



Project #: <input style="width: 90%;" type="text"/>  Name: _____  Location/ site: _____  _____  _____	Anticipated Budget: \$ <input style="width: 90%;" type="text"/>  Date Analysis Completed: _____  Project Sponsor (if outside community or dept.): _____
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**Instructions:** Review each Prioritization criteria for the project, program, or service. Insert "1" in the yes box if it meets the criteria. Provide documentation and notes of how the criteria are met in the adjacent column if clarification is necessary. After step 1 and 2 are completed, submit step 3 after the implementation decision is made (guidance: during CIP process, Budgeting, and Department bi-annual prioritization occurs). **GUIDANCE:** Focus on answering the question as it is asked with a simple yes or no. Try to pay attention to and acknowledge personal bias and not to think of other topic areas since they are covered in the criteria. The scorer should focus themselves on just the question, digging into nuances and focusing beyond the question can negate the criteria and the purpose of the process.

## Equity & Prioritization Criteria Index

**Note:** In item 2.0 If the project/program meets 2.0 criterion it is put on the CIP/Project list and elevated to final prioritization and potential implementation (still complete all steps for an informed project narrative/analysis). If it meets the following criteria please identify the reason why in the source section.

		<b>Yes (1)</b>	<b>Source</b> (Identify the regulation, liability, legal requirement, funding sources etc. as stated in the criteria.)
<b>2.0</b>	Is the project, program, or service a <b>legal requirement</b> or <b>legal mandate</b> ? By not implementing the project does it pose a potential (minor/significant?) <b>Liability, Safety, or Compliance</b> issue?		

**Steps 2.1 - 2.4 RESOURCE RETENTION AND FUNDING**

		<b>Yes (1)</b>	<b>Documentation</b>
<b>2.1</b>	<p>Would not implementing the project now result in a loss of resources or opportunities (examples: existing grant fund, other identified funds, synergies with other partners or projects, or available human capital)?</p> <p><b>Guidance</b> : <i>With a focus on the Hillsboro community, Does not implementing this opportunity put future opportunities to access outside funding at risk. (Example: Metro's focus on Indigenous engagement and prioritization, protecting existing investments, etc.).</i></p>		
<b>2.2</b>	<p>The City has already <b>secured</b> outside funding (Grants/Partnership/etc.) from public/private sources that is dedicated towards completing the project.</p>		
<b>2.3</b>	<p>The project, program, or service is part of a future phase or implementation that requires funding now to prepare further implementation (e.g., master plan prior to design/construction, acquisition, grant renewal) <b>Guidance</b> :<i>Does the completed project and/or subsequent phases fill gaps (minor/significant?) in the system?</i></p>		
<b>2.4</b>	<p>There there <b>known</b> funding or partnership opportunities that could be utilized for this project? (NON-SDC, this criteria is meant to identify potential funding partnerships or opportunities) <b>Guidance</b> : <i>Known funding is not intended to be guaranteed funding but potential funding options, not all funding will be known and that is ok. Think chances of securing the funding if the opportunity is well understood.</i></p>		

## Step 2 Continued

**Steps 2.5 - 2.14 CITY GOALS, BASIC NEEDS & VISION INDICATORS:** The following criteria inform whether the project, program, or service MEET key findings from the planning process. These questions are constructed around community confirmed indicators from System and Community Insights, the 50-year Vision, and adopted City goals/policies that formed foundation blocks of the plan. In some cases, the Goals, Action Areas, and Vision Indicators overlap, if this is the case they have been combined for simplicity/efficiency. The project, program, or service may not address all action areas or vision indicators; if the proposal only addresses a partial action area, provide professional insight and an explanation in the "How?" section. Totals will be added to the equity/and prioritization index number. If the project, program, or service is determined to address the following criteria insert a 1 in yes.

		Yes (1)	How?
<b>2.5</b>	Does the project, program, or service <b>improve</b> design and performance of current <b>infrastructure</b> for accessibility, longevity, long term savings, or fill gaps that bring areas closer to system averages? <i>Guidance: refer to System analysis data to determine if an area or community demographic group is under the average.</i>		
<b>2.6</b>	Does the project, program, or service enhance, expand, or deliver programs, events or community services that promote <b>community wide representation and gathering</b> ?		
<b>2.7</b>	Does the project, program, or service provide a component of <b>community engagement, communication, partnerships, or inclusivity</b> ? (is it minor or significant?)		
<b>2.8</b>	Does the project, program, or service include aspects of <b>resource or environmental sustainability</b> ? (Are they minor/significant?)		
<b>2.9</b>	Does the project, program, or service provide <b>operational efficiencies</b> including long term resource management/stability, management efficiencies, and best practices in long terms <b>community resource stewardship</b> ?		

## Step 2 Continued

		Yes (1)	How?
<p><b>2.10</b></p>	<p><b>Basic Needs - Safety, Barriers, and Access</b> - Does the project, program, or service remove barriers and invest in making Parks and Recreation parks, centers, green corridors, programs, operations, and services more accessible? <b>Guidance:</b> <i>1) ACCESS - means that Parks and Recreation opportunities are inclusive and designed to be universally accessible. Will the project, program, or service add or expand accessibility including physical disadvantages, social, financial, communication, location, and representation? 2) SAFE/SAFETY - means that communities feel a sense of social safety within parks and facilities, and while participating in programs and services offered by the department. Does this project, service, or program add safety aspects to the community and system, does it particularly add safety to areas that are underserved, underinvested, or with perceived safety issues? BASIC NEEDS will be determined through additional analysis of existing system and updated after those needs have been revealed.</i></p>		
<p><b>2.11</b></p>	<p><b>Shared Evenly</b> - Parklands and services are provisioned across the community in proportion to need (fills gaps). The project, program, or service will add value and create a more evenly shared system. <u>Example:</u> The project, program, or service removes a disparity or brings an underserved group a basic need therefore bringing the area/community <b>closer to system average.</b> <b>Guidance :</b> <i>Use the information within the workbook to analyze communities that are below average or have system gaps. Reference the location in the plan or appendices.</i></p>		
<p><b>2.12</b></p>	<p><b>Welcoming</b> - Does the project, program, or service represent the diverse community adding cultural representation and inclusion to the community (bring together more than one user group)? <b>Guidance :</b> <i>Does the proposed project, program, or service add or enhance cultural inclusiveness, welcome additional community members and/or reflect the community's composition?</i></p>		

## Step 2 Continued

		Yes (1)	How?
<b>2.13</b>	<p><b>Connected and Weaving our Community Fabric</b> - Does the project, program, or service invest in underserved or areas performing below average? Is it designed to connect the community to project, program or service location and have elements that represent the community within Hillsboro? <b>Guidance</b> : <i>For example, spaces, amenities, locations, programs, events, that create opportunities for community and community groups to come together and share.</i></p>	0	
<b>2.14</b>	<p><b>Fill operational gaps or needs</b> - Enhance planning, asset management, and service metrics while creating a community-based data-driven approach to service delivery for future parks, programs, and services. Does the project help us serve the community better and more effectively?</p>	0	

Yes

**Total criteria met for step two:**

Hillsboro Parks and Recreation Project and Program  
 Prioritization Worksheet - Step 3 Project Decision  
 Prioritization/Implementation



Updated 6/2/2025

ADDITIONAL NOTES:

Project Number:

**Criteria Index Results**

	Yes	No												
2.0 Legal Mandage or Requirement	<input type="text"/>	<input type="text"/>												
<b>Total criteria met for step two? (Circle score)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>

Anticipated Project Budget: \$

Step Three: \_\_\_\_\_

**Final Prioritization Decision**

	Yes	No	Notes and details
Is this project on the <b>funded</b> annual CIP or Project list?			
Is this project on the <b>funded</b> 5 year CIP or Project list?			
Is this project on the <b>unfunded</b> annual CIP or Project list?			
Is this project on the <b>unfunded</b> 5 year CIP or Project list?			