Self-Assessment Instructions

Florida Trail Town Program | Florida Department of Environmental Protection | Office of Greenways & Trails

Start here before completing the assessment

Use this assessment to document community conditions, identify priorities and guide your Trail Town Action Plan. OGT uses the assessment and supporting evidence to review readiness for designation consideration.

Go to the Self-Assessment

Prepare together

Bring together local government, trail managers, tourism and economic development representatives, businesses, community organizations and residents. Include accessibility perspectives and partners who will carry out the work. Gather maps, photographs, plans, committee records, business participation information, marketing materials and available performance data.

Use evidence for each score

Discuss each item, agree on a score and use the section notes to identify evidence and priority improvements. Apply the scoring descriptions in the assessment and score conservatively when evidence is limited. Document current facilities and services; claim credit for plans, goals and future connections only where the item expressly allows it.

For a connection included in an adopted plan and funded for implementation, provide both the adopted plan and funding evidence. For an existing connection, provide maps, photographs or other records showing its safety, directness and identification.

Use the guidance where you need it

The assessment opening page contains designation thresholds and PDF completion steps. The next page lists the point allocation. Each section contains its criteria, maximum scores and notes area; the final page contains the score summary and priority improvements. Use the PDF bookmarks to move between these parts.

Review and submit

Complete every item and check the calculated section totals, overall total, connection threshold and assessment level. Include your Trail Town Action Plan and the supporting evidence cited in the assessment. Verify contact information, save the completed file and retain a copy of the submission.

Submit the assessment and supporting materials to your OGT Regional Coordinator. OGT may request additional information or a site visit. Use the findings to update your Action Plan and track progress; a qualifying score does not automatically confer designation.

Florida Trail Town Self-Assessment

Florida Trail Town Program | 120-point assessment

Complete this assessment to document current conditions, identify priorities and evaluate readiness for designation consideration.

Community Name	
County	
Primary Contact	
Email	
Date	

Designation Thresholds

Ready for Designation Consideration: 90-120 points AND at least 7 of 10 points in item 1.1.

The qualifying trail connection must either be existing, safe, direct and identifiable, or included in an adopted plan AND funded for implementation.

Developing: 66-89 points. Emerging: 0-65 points.

A score of 90 or more does not meet readiness requirements if the item 1.1 threshold is not met.

How to complete

Enter whole-number scores within each item’s maximum. Section totals and the final summary calculate automatically after you leave a score field. Blank scores count as zero. Use the notes fields to identify evidence and priority improvements.

For automatic calculations, open the downloaded file in Adobe Acrobat Reader with JavaScript enabled. Some browser and mobile PDF previews do not run PDF calculations.

Section maximums

The 12 section maximums below total 120 points.

SECTION	POINTS
1. Trail Connection & Regional Integration	**24**
2. Trail-to-Town Experience	**18**
3. Leadership & Organization	**12**
4. Planning & Goals	**14**
5. Amenities & Infrastructure	**8**
6. Information, Branding & Promotion	**9**
7. Sense of Place & Design	**6**
8. Safety & Emergency	**6**
9. Business Engagement	**7**
10. Events & Activation	**6**
11. Data & Performance	**6**
12. Implementation Capacity	**4**
TOTAL	**120**

Section 1: Trail Connection & Regional Integration

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Maximum Points: 24

REQUIRED THRESHOLD: At least 7 of 10 points in item 1.1 are required for Ready for Designation Consideration. The connection must be existing or included in an adopted plan AND funded.

1.1 Existing or Planned AND Funded Trail Connection (10 points)

SCORE

0 = no connection or documented plan; 2 = concept; 5 = adopted plan without funding; 7 = connection included in an adopted plan AND funded for implementation; 10 = existing safe, direct and identifiable connection.

1.2 Trail Role (5 points)

SCORE

Score the community as an access point, connector, destination or hub using defined evidence.

1.3 Regional Integration (6 points)

SCORE

Participation in a qualifying regional trail system, corridor partnership or coordinated regional initiative.

1.4 Connectivity, Safety & Signage (3 points)

SCORE

Extent and severity of barriers, plus directional information between the trail, entry route and town center.

Section Notes / Evidence

SECTION TOTAL 0

Section 2: Trail-to-Town Experience

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Maximum Points: 18

2.1a Navigation Clarity (3 points)

Continuous, understandable wayfinding in both directions.

SCORE

2.1b Destination Visibility (2 points)

Key destinations are visible or clearly identified from the trail/route.

SCORE

2.1c Shade Availability (2 points)

Score coverage and frequency of shade along the primary route.

SCORE

2.1d Crossing Safety (3 points)

Visibility, accessibility and user comfort at crossings.

SCORE

2.1e Comfort Opportunities (3 points)

Frequency and distribution of seating, water and rest opportunities.

SCORE

2.2 Entry Experience (5 points)

Welcoming identity, accessibility and entry features.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 3: Leadership & Organization

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Maximum Points: 12

3.1 Active Trail Town Committee (6 points)

Score active leadership, assigned roles, regular meetings, progress tracking and documented implementation.

SCORE

3.2 Stakeholder Representation (6 points)

Public, private, nonprofit, tourism, grassroots/community and accessibility perspectives are represented.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 4: Planning & Goals

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Maximum Points: 14

4.1 Trail Town Action Plan (4 points)

Current priorities, timelines and responsible partners.

SCORE

4.2 Plan Alignment (2 points)

Connection to adopted comprehensive, transportation, parks and/or capital improvement plans.

SCORE

4.3 SMART Goal Framework (3 points)

Defined 1-, 3- and 5-year goals with responsibility.

SCORE

4.4 Measurable Outcomes (2 points)

Relevant KPIs, baselines and targets.

SCORE

4.5 Feasibility (1 point)

Goals reflect available resources, partners and realistic timing.

SCORE

4.6 Early Actions / Quick Wins (2 points)

Visible completed improvements or implementation momentum.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 5: Amenities & Infrastructure

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Maximum Points: 8

5.1a Accessible Restrooms (1 point)

Publicly available and accessible during trail-use periods.

SCORE

5.1b Water (1 point)

Free drinking water or bottle refill access is encouraged and identified.

SCORE

5.1c Shade & Seating (1 point)

Available at useful intervals and maintained.

SCORE

5.1d Bicycle / User Support (1 point)

Racks, repair station or relevant support for the trail type.

SCORE

5.1e Trail Information Boards (1 point)

Maps, safety information, rules and educational information.

SCORE

5.2 Quality & Distribution (3 points)

Condition, accessibility, year-round maintenance and distribution of amenities.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 6: Information, Branding & Promotion

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Maximum Points: 9

6.1 Wayfinding & Visitor Guidance (3 points)

Consistent signs show direction, location, distance and nearby amenities.

SCORE

6.2 Digital Presence (2 points)

Current maps, amenities, businesses, events and resources.

SCORE

6.3 Trail Town Identity (1 point)

Consistent, recognizable identity across places and materials.

SCORE

6.4 Marketing Frequency (1 point)

Visitor information is reviewed and promoted on a regular schedule.

SCORE

6.5 Regional Promotion (2 points)

Participation in regional trail or tourism marketing.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 7: Sense of Place & Design

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Maximum Points: 6

7.1a Placemaking (1 point)

Trail-oriented features encourage welcome, comfort and activity.

SCORE

7.1b Design (1 point)

Coordinated, durable design supports the community identity.

SCORE

7.1c Public Space (1 point)

Inviting and accessible public gathering areas.

SCORE

7.1d Cultural Interpretation (1 point)

Local history, arts or culture are meaningfully presented.

SCORE

7.1e Natural Interpretation (1 point)

Natural resources and trail context are meaningfully presented.

SCORE

7.2 Overall Identity & Cohesion (1 point)

The five elements work together to create a recognizable Trail Town experience.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 8: Safety & Emergency

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Maximum Points: 6

8.1 Emergency Access Planning (2 points)

Access points are mapped and appropriate to trail type, length and conditions.

SCORE

8.2 Responder Coordination & Training (2 points)

Documented coordination, familiarity and training.

SCORE

8.3 Location Reference System (1 point)

Reliable mile markers or equivalent system is installed and maintained.

SCORE

8.4 Safety Information & Maintenance (1 point)

Emergency information and safety features are current and maintained.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 9: Business Engagement

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Maximum Points: 7

9.1a Bike / Equipment Parking (1 point)

Visible, usable parking appropriate to trail users.

SCORE

9.1b Water Refill (1 point)

Free refill encouraged; availability clearly communicated.

SCORE

9.1c Trail-Responsive Hours (1 point)

Hours reflect documented local trail-use patterns.

SCORE

9.1d Gear Support (1 point)

Free or paid tools, pumps, repair items or assistance are available.

SCORE

9.2 Business Participation (2 points)

Organized and documented involvement in planning, services or promotion.

SCORE

9.3 Trail Town Business Program (1 point)

Active participation under defined program expectations.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 10: Events & Activation

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Maximum Points: 6

10.1 Trail-Oriented Events (3 points)

Frequency, quality and partner participation in rides, walks, paddles, festivals or similar events.

SCORE

10.2 Alignment with Action Plan Goals (1 point)

Event purpose and outcomes connect to Section 4 goals.

SCORE

10.3 Seasonal Alignment (2 points)

Scheduling complements local trail-use seasons and Florida conditions.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 11: Data & Performance

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Maximum Points: 6

11.1a Trail-Use Data (1 point)

Counts, observations or other measures are collected.

SCORE

11.1b Visitor Data (1 point)

Origin, profile, satisfaction or behavior information is collected.

SCORE

11.1c Economic Data (1 point)

Business participation, spending or related indicators are tracked.

SCORE

11.1d Goal-Performance Data (1 point)

Action Plan measures are updated.

SCORE

11.2 Use of Data (2 points)

Findings inform decisions and are shared with partners.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Section 12: Implementation Capacity

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Maximum Points: 4

12.1 Leadership & Resources (2 points)

Leadership and staff/volunteer or financial capacity are documented.

SCORE

12.2 Partnerships & Responsibilities (1 point)

Partners and responsible parties are assigned and active.

SCORE

12.3 Ongoing Plan Updates (1 point)

A schedule and responsibility for reviewing the Action Plan are established.

SCORE

Section Notes / Evidence

SECTION TOTAL 0

Score Summary & Designation Review

Florida Trail Town Program | 120-point assessment

SECTION	MAX	SCORE
1. Trail Connection & Regional Integration	24	0
2. Trail-to-Town Experience	18	0
3. Leadership & Organization	12	0
4. Planning & Goals	14	0
5. Amenities & Infrastructure	8	0
6. Information, Branding & Promotion	9	0
7. Sense of Place & Design	6	0
8. Safety & Emergency	6	0
9. Business Engagement	7	0
10. Events & Activation	6	0
11. Data & Performance	6	0
12. Implementation Capacity	4	0
TOTAL SCORE	**120**	0

ITEM 1.1 THRESHOLD MET? Not scored

ASSESSMENT LEVEL Not scored

Priority Improvements / Reviewer Notes