**Getting Started with PRORAGIS**

The complete PRORAGIS profile is divided into eight sections, including the GIS mapping. Each section requires different pieces of data. To help you complete your data in the most efficient way, NRPA has compiled this tip sheet which lists the important documents or other items that you will need to complete each section. Please remember to click “Save This Section” as you complete each data tab.

**Jurisdiction Questions**    
Obtain the jurisdiction budget and the [Quick Facts Census](http://quickfacts.census.gov/qfd/index.html) page. The land area can be found at the bottom of the Quick Facts Census page.

**Specific Department Responsibilities Questions**   
These are Yes and No answers and should be fairly easy to complete. If you don’t know who provides the function leave it blank. Remember that you can return to your profile and edit the information in at any time. Also, if you do some work and another department does some work, answer Yes or No depending on who does the majority of the work.

**Programs Information Questions**   
If you are not familiar with the recreation programs gather the last year’s program promotion documents for reference. Either your budget documents or your Recreation Director should be able to provide an attendance number.

**Budget/Funding – Annual Data Questions**   
You will need a copy of your department’s operating and capital budget. They may be in separate locations within the budget. The department’s Total Operating Budget (TOB) includes all expenditures for the year. They may be shown as Personnel, Operations, and Capital or Equipment. Sometimes the TOB is made up of monies from various separate sources such as revenue funds, enterprise funds, or independent tax sources such as levies. Be sure to include all sources that affect your department’s operation.

**Personnel Information Questions**   
The personnel information may be within your budget documents. If it is not, ask for printouts for full-time staff with all charged benefits, and the non-full-time printouts with all charged benefits. If you’re fortunate your HR person can provide you with the answers.

**Facilities Questions**   
These are all Yes or No questions. If you are unsure leave the facility blank. Many departments have a matrix that shows parks on one axis and facilities on the other axis. If you don’t have one it may be worth creating because it will help with your GIS element as well.

**Parklands – Land Information Questions**   
The Park Director should have the overall attendance for the parks and facilities. Make sure it includes the program attendance number given earlier. A distinction is made between parks with public facilities and sites owned by parks that may be maintenance facilities, undeveloped land, small parcels, etc.