



CITY OF HENDERSONVILLE
CITY COUNCIL SECOND MONTHLY MEETING
Operations Center Assembly Room | 305 Williams St. | Hendersonville, NC 28792
Wednesday, April 22, 2026 – 4:00 PM

AGENDA

1. **CALL TO ORDER**
2. **CONSIDERATION OF AGENDA**
3. **CONSENT AGENDA** - *Items are considered routine, noncontroversial in nature and are considered approved by a single motion and vote.*
 - A. Request for approval to accept the PARTF - Helene Recovery Fund grant for the Sullivan Park restroom and playground improvements.. - *Blake Fulgham, Management Analyst II*
 - B. Request for approval to accept the FTA Section 5310 Grant award for the Main Street & 7th Ave E enhanced pedestrian crosswalk signals. - *Blake Fulgham, Management Analyst II*
 - C. 2026 Street Resurfacing & Bearcat Blvd Improvements Tentative Award– *Richard Shook, Civil Engineer III*
4. **PRESENTATIONS**
 - A. Credit Card Processing Fee Update – *Krystal Powell, Finance Director*
 - B. NCDOT S Main Roundabout Design Presentation – *Brent Detwiler, PE, Assistant City Manager – Public Services, Hunter Marks, Watermark Landscape Architecture*
 - C. Oakdale Columbarium Concepts – *Brent Detwiler, PE, Assistant City Manager – Public Services, Hunter Marks, Watermark Landscape Architecture*
 - D. Water and Sewer Quarterly Update – *Adam Steuer, Utilities Director*
5. **NEW BUSINESS**
 - A. Approval to Submit an Application for the Parks and Recreation Trust Fund Grant Program. - *Blake Fulgham, Management Analyst II*
6. **CLOSED SESSION**
 - A. Closed Session – *John Connet, City Manager*
7. **ADJOURN**

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an

accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: Blake Fulgham **MEETING DATE:** 4/22/2026

AGENDA SECTION: CONSENT **DEPARTMENT:** Public Services

TITLE OF ITEM: Agreement – Parks and Recreation Trust Fund (PARTF) – Helene Recovery Fund – *Blake Fulgham, Management Analyst II-Strategy & Performance*

SUGGESTED MOTION(S): I move City Council adopt the *Resolution by the City of Hendersonville City Council to Authorize the City Manager accept the grant award and to Enter into an Agreement with the North Carolina Parks and Recreation Authority for the restoration and the development of Sullivan Park recreational facilities.*

SUMMARY:

The Disaster Recovery Act, ratified in June of 2025, allocated \$4,158,875 to the Parks and Recreation Trust Fund to facilitate redevelopment and restoration of recreational facilities for local governments in Hurricane Helene affected areas. As of 3/27/2025, our project application for the development of a new playground facility and new restroom facility at Sullivan Park was awarded. Once this project is completed, residents as well as attendees of the local Boys and Girls Club will have a park with high quality recreation and support facilities to utilize.

BUDGET IMPACT: \$361,762

Is this expenditure approved in the current fiscal year budget? YES / NO

If no, describe how it will be funded.

This project includes a 50% match by the Parks and Recreation Trust Fund.

PROJECT NUMBER: **PETITION NUMBER:** N/A

ADDITIONAL PETITION NUMBER: N/A

PETITIONER NAME: N/A

ATTACHMENTS:

Resolution

Agreement

Resolution # __ - ____

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL
IN SUPPORT OF ACCEPTING THE GRANT AWARD BY THE PARKS AND
RECREATION TRUST FUND HELENE RECOVERY FUND FOR SULLIVAN PARK**

WHEREAS, the North Carolina Parks & Recreation Authority was allotted \$4,158,875 in funds through the *Disaster Recovery Act* of 2025 for use in areas affected by Hurricane Helene.

WHEREAS, the City of Hendersonville is committed to providing its citizens and visitors with safe, accessible, and valuable parks and recreational infrastructure with the goal of providing the highest quality of life for its citizens.

WHEREAS, the City of Hendersonville wishes to pursue funding opportunities that would allow the City to repair and improve damaged recreational infrastructure at Sullivan Park to provide increased resiliency to future natural disaster and storms.

WHEREAS, the City’s financial resources have limited the City’s ability to restore all damaged infrastructure within our parks and green spaces network to pre-Helene conditions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that:

1. The City hereby endorses the application for the Parks and Recreation Trust Fund Helene Recovery Fund and, if awarded, provide dollar-for-dollar matching funds for the project, as well as staff assistance for the duration of the project; and
2. The City Manager is authorized to execute said application.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 22nd day of April, 2026.

Attest:
Hendersonville

Barbara G. Volk, Mayor, City of

Jill Murray, City Clerk

Approved as to form:

Angela S. Beeker, City Attorney

Helene Recovery Fund for PARTF 2025-2026

Non-Recurring Funding SL 2025-26, House Bill 1012

Environmental Sustainability: To assist the N.C. Department of Natural and Cultural Resources (DNCR) in being good stewards of the environment, please print your application documentation double-sided on 30% post-consumer recycled paper.

The Division of Parks and Recreation does not discriminate against anyone based on race, sex, color, national origin, age, or disability and is an equal opportunity employer. If anyone feels that he/she has been discriminated against, a complaint may be filed with either DNCR or the Equal Opportunity Office, U.S. Department of the Interior, Washington, D.C. 20240

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Helene Recovery Fund for PARTF Grant Cycle Schedule

October 1, 2025	Announcement The N.C. Division of Parks and Recreation (DPR) announces the availability of Helene Recovery Fund matching grants to local governments.
January 30, 2026	Application Deadline Applications are due, either via paper submission or online in SharePoint by 5pm . Paper submissions should be postmarked by January 30 to be eligible for consideration.
March 27, 2026	Selecting Grant Recipients The Parks and Recreation Authority meets to select grant recipients at Lake James State Park. A streaming option will be made available as well.
May 1, 2026, to April 30, 2029	Anticipated Project Period for Helene Recovery Fund projects.

Helene Recovery Fund Requirements and Resources

Overview

The Disaster Recovery Act of 2025 (SL 2025-26, House Bill 1012) was ratified on June 27, 2025, allocating \$4,158,875 to the Parks and Recreation Trust Fund for eligible uses in the affected area for local governments. Per statute, the North Carolina Parks and Recreation Authority shall not impose the maximum grant size set forth in NCAC Subchapter 13K .0100 with respect to funds provided by this subdivision. The Helene Recovery Fund has been allocated to the Parks & Recreation Trust Fund (PARTF), so the grant program will be administered through the PARTF administrative code. This application includes references to PARTF throughout as well.

Applications are due, either via paper submission or online in SharePoint by 5pm. Paper submissions should be postmarked by January 30 to be eligible for consideration.

Program Summary

Eligible Applicants: North Carolina counties and incorporated municipalities are eligible for Helene Recovery through PARTF grants. Two or more local governments may apply jointly with one serving as the primary sponsor.

Public authorities, as defined by GS 159-7, are also eligible if they are authorized by N.C. general statutes to acquire land and develop recreation facilities for public use.

Per SL 2025-26, House Bill 1012, eligible counties are listed below and include counties designated before, on, or after the effective date of this act under a major disaster declaration by the President of the United States under the Stafford Act (P.L. 93-288) as a result of Hurricane Helene.

Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Forsyth, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lee, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Nash, Polk, Rowan, Rutherford, Stanly, Surry, Swain, Transylvania, Union, Watauga, Wilkes, Yadkin, and Yancey.

A map of the eligible counties is also available online: https://gis.fema.gov/maps/disaster/dec_4827.png

Eligible Projects: Eligible applicants can apply to acquire land for parks and build recreational facilities for use by the public in the affected area.

Maximum Request: There is no maximum request for this grant.

Dollar-for-Dollar Match: An applicant must match the grant at least dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as matching funds. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match. The grantee is required to provide all matching funds within the three-year grant period.

Prioritization. Projects damaged or affected by Helene are eligible to prioritization if from counties that [\(i\) were designated, in whole or in part, by the United States Department of Housing and Urban Development \(HUD\) as the most impacted and distressed counties from Hurricane Helene](#) and [\(ii\) have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer](#). To seek this prioritization, applicants must attest that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Site Control: For development projects, the applicant must have legal control of the park property where PARTF facilities will be located at the time of application.

Public Use: Parks and trails must be open and accessible to the public with no restrictions such as membership. Facilities built or renovated with a PARTF grant are to be used for public recreation for at least 25 years. Facilities still under a PARTF 25-year restriction are not eligible for assistance through the Helene Recovery Fund grant.

Incomplete and Ineligible Applications will not be considered for funding. Only information received or postmarked by January 30, 2026 will be accepted. Mailed applications must include a tracking number.

The **Application Checklist** (page 9) contains the list of documents needed for a complete application.

Evaluation of Applications: The PARTF staff evaluates each application. The evaluation includes the Helene Recovery Fund scoring system included in this application, an on-site inspection by RRS, and a review of the applicant’s previous grant history.

Selecting Recipients: The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects grant recipients for funds allocated to PARTF. The factors that the Authority members consider include the following:

- the applicant’s description and impact narrative for the project
- the application’s ranking based on the scoring system
- the geographic distribution of grants across the eligible Hurricane Helene affected area
- the distribution of grants to local governments with small, medium, and large populations
- the applicant’s administration of previous grants
- the amount of grant funds that the applicant is requesting
- the amount of grant funds available

Additional Information is available on the [N.C. Division of Parks and Recreation website](#).

Assistance for Completing the Application

Read the entire application and understand how each application is evaluated. Start early to assemble all items on the checklist for submitting a complete application.

The Division of Parks and Recreation provide technical assistance to local governments through the Recreation Resources Service (RRS) at N.C. State University. Contact your [regional consultants](#) to discuss your application or project.

To Help Plan Facilities for Public Recreation

Making Facilities Accessible: All facilities funded by PARTF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:

[ADA Standard - index](#)
[About ADA Standards](#)
[Guidelines for Recreation Facilities](#)

Playground Safety Guidelines: PARTF encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for [Public Playground Safety](#) (publication #325).

Place Utility Lines Underground: All utility lines funded with a grant from PARTF must be placed underground.

DOT, FERC & FEMA Permitting for Facilities

For any project requiring a DOT, FERC, or FEMA permit, PARTF strongly recommends that the local government obtain the approved permit before applying. Examples include bridges and dams.

To Help Complete Environmental Review

If assistance is needed in creating maps from online resources, contact these agencies as early as possible.

Wetlands: The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying [wetlands](#).

Floodplains: <https://fris.nc.gov/fris/Home.aspx?ST=NC> has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.

Cultural Resources: North Carolina's [State Historic Preservation Office](#) can assist in identifying historical and archaeological resources.

Sites Funded by the Land and Water Conservation Fund (LWCF)

Reference these [lists of North Carolina's LWCF projects](#) to determine if your proposed project site has previously received LWCF funding.

If this is an LWCF site, list the LWCF grant number on the Basic Facts and Assurances grant template (page 29)

Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#).

Projects on School Property

Eligible Facilities: Only recreational facilities not generally provided at schools are eligible.

Joint-Use Agreement: A local government and a school system must include an executed joint-use agreement with their application. The agreement describes how the school site will be used for public recreation. PARTF must approve the agreement before the application can be considered. Contact your RRS regional consultant to receive a sample agreement.

Submitting Your Application

There are two ways to submit your Helene Recovery application:

- 1) Contact your RRS consultant to request a SharePoint folder to place your digital files in by 5pm on January 30, 2026
- 2) Submit one complete paper copy of the application as well as a flash drive containing the digital files in PDF format. Use the "Checklist to Submit a Complete Application." (page 28)

For paper submissions, only application packets postmarked or received by January 30, 2026, will be accepted.

Applications may be:

Mailed to: NC Division of Parks and Recreation
 Attention: PARTF Program
 1615 Mail Service Center
 Raleigh, NC 27699-1615

Delivered no later than 5 p.m. January 30 to: NC Division of Parks and Recreation
 Nature Research Center, 3rd Floor
 121 West Jones Street
 Raleigh, NC 27601

If You Receive a Grant

When to Start: To receive PARTF grant funds, a grantee must sign a contract before beginning a PARTF project.

Two exceptions:

- Some planning costs can be incurred before applying.
- DPR can approve a waiver allowing an applicant to acquire land before a grant is approved.

Signing the Contract: A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.

Project Costs submitted in the application will be part of the contract and serve as the budget for the project (page 32).

Reimbursements: PARTF grants are paid as reimbursements of documented expenses. Grantees may submit invoices for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.

Audits and Inspections: PARTF staff will conduct periodic site inspections of each PARTF project to inspect the progress as well as the financial records. All PARTF grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.

Completing a PARTF Project: A local government has three years to complete a PARTF project, as specified in the contract.

Checklist to Submit a Complete Application

All items listed are required documents. Complete and submit all items, including the checklist, using the application templates provided in Appendix III of this packet. Keep a copy of the application for your files.

- Electronic Submission - Applications are submitted through an electronic folder in Microsoft SharePoint. Applicants should contact their Recreation Resources Service regional consultant to request access to the SharePoint folder. Applicants are encouraged to request access early in the process to allow for technical support, as needed. Use the file names shown in the table below.
- Paper Submission – Must include Hard Copy and Digital Copy on flash drive
 - Hard Copy: Paper clip the pages and copies of each item on the checklist together. **Do not use staples.**
 - Digital copy: Submit a flash drive with individual files for the documents on the checklist. Use PDF format. Label the flash drive with the local government name. Use the file names shown in the table below.

<i>Required for All Applications – See Appendix III for Application Templates</i> Use the (file name) shown for each item.
1. Checklist for Submitting a Complete Application (Checklist)
2. Applicant’s Basic Facts and Assurances (Basic facts)
3. Project Description (Description)
4. Project Justification (Justification)
5. Site Plan (Site plan)
6. Site Vicinity Map (Site vicinity)
7. Project Costs (Project costs)
8. Source of Matching Funds (Matching funds)
9. Attorney’s Certification of Site Control (Site control)
10. Environmental Review (ENV review)
11. Prioritization (Prioritization) <i>OPTIONAL</i>
12. Resiliency Planning (Resiliency) <i>OPTIONAL</i>
13. Applicant Self-Scoring System (Self Scoring)

Project Description

Use the Project Description template to submit a short project description. This description will be published and/or used publicly.

You will describe your project in 3-5 sentences. Be concise and discerning, including recreation facilities being added, renovated or replaced, acres acquired, and whether the facility renovation is due to damage sustained during Hurricane Helene.

Project Justification

Use the Impact Narrative template to submit a project narrative. This narrative will be used in application evaluation and will be provided to the Authority to consider in their selection.

This narrative may not exceed one page, font size 10 points or larger.

This narrative should address why the project is needed and how the repair, replacement or addition of parks and trails projects will support long-term community resilience, environmental recovery, and equitable access to outdoor recreation following damage or effects from Hurricane Helene. It will be used in application evaluation and will be provided to the Authority to consider in their selection.

Site Plan

Submit 1 copy on a one-page color-coded site plan. Use the examples on the following pages as a guide. Include the items and color coding listed below. Use either 8½"x11" or 11"x17" paper using landscape orientation if possible. Do not use card stock or similar paper. Include 1 copy of a floor plan if your project includes a community center or similar large building to be used for recreation.

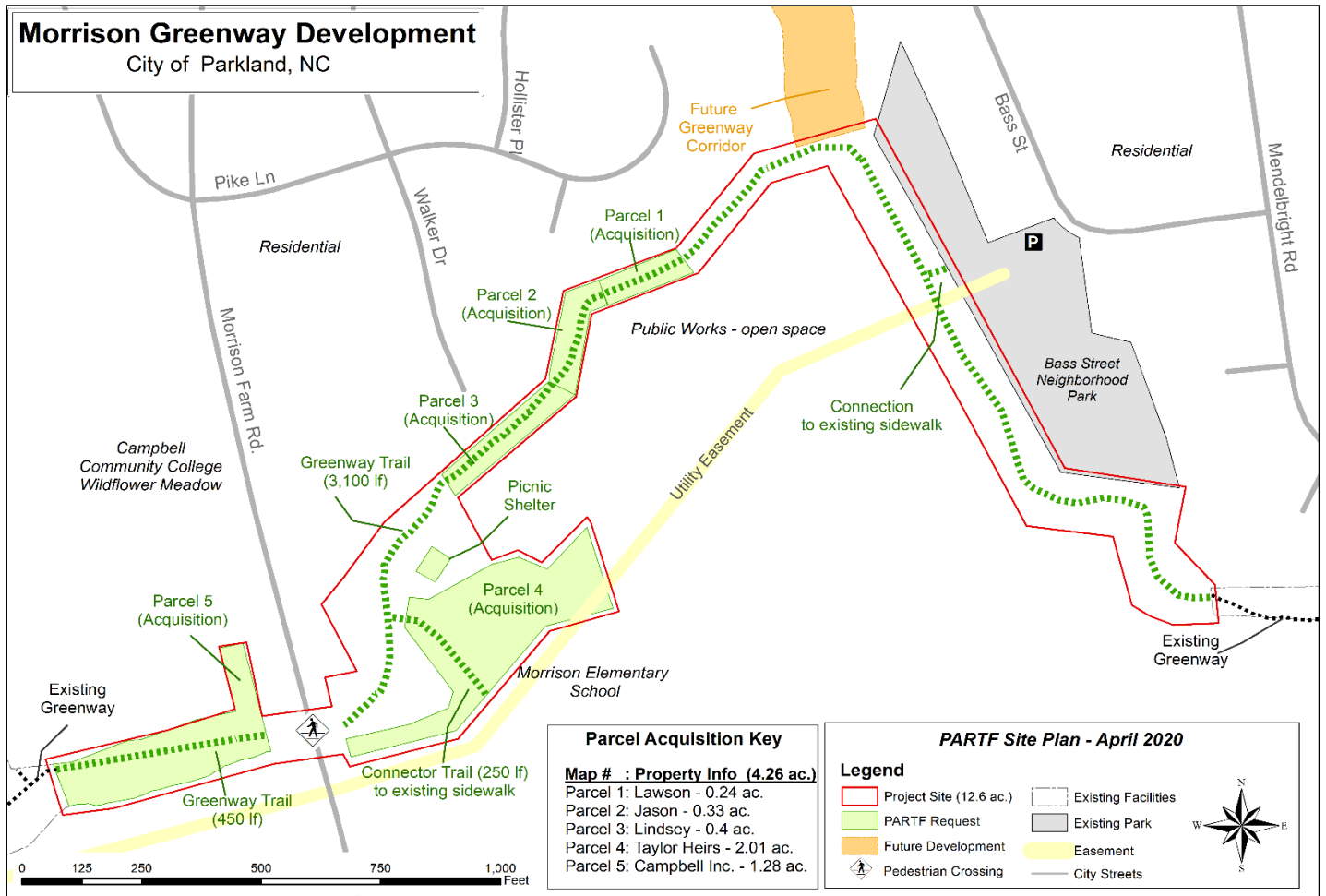
Include the following items and color-codes on the site plan for both non-linear and linear parks:

- Title: Name of project and applicant
- Acreage
- Elements of the proposed PARTF project: light green. Include land to be acquired, recreational and support facilities.
- Known streams, lakes, and wetlands
- Park boundaries: red for existing boundaries/ green for new land to be acquired
- Existing facilities: white
- Future facilities: orange
- Utility easements (power, sewer, and water lines): yellow
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

Example site plan of a non linear park



Example site plan of a linear park

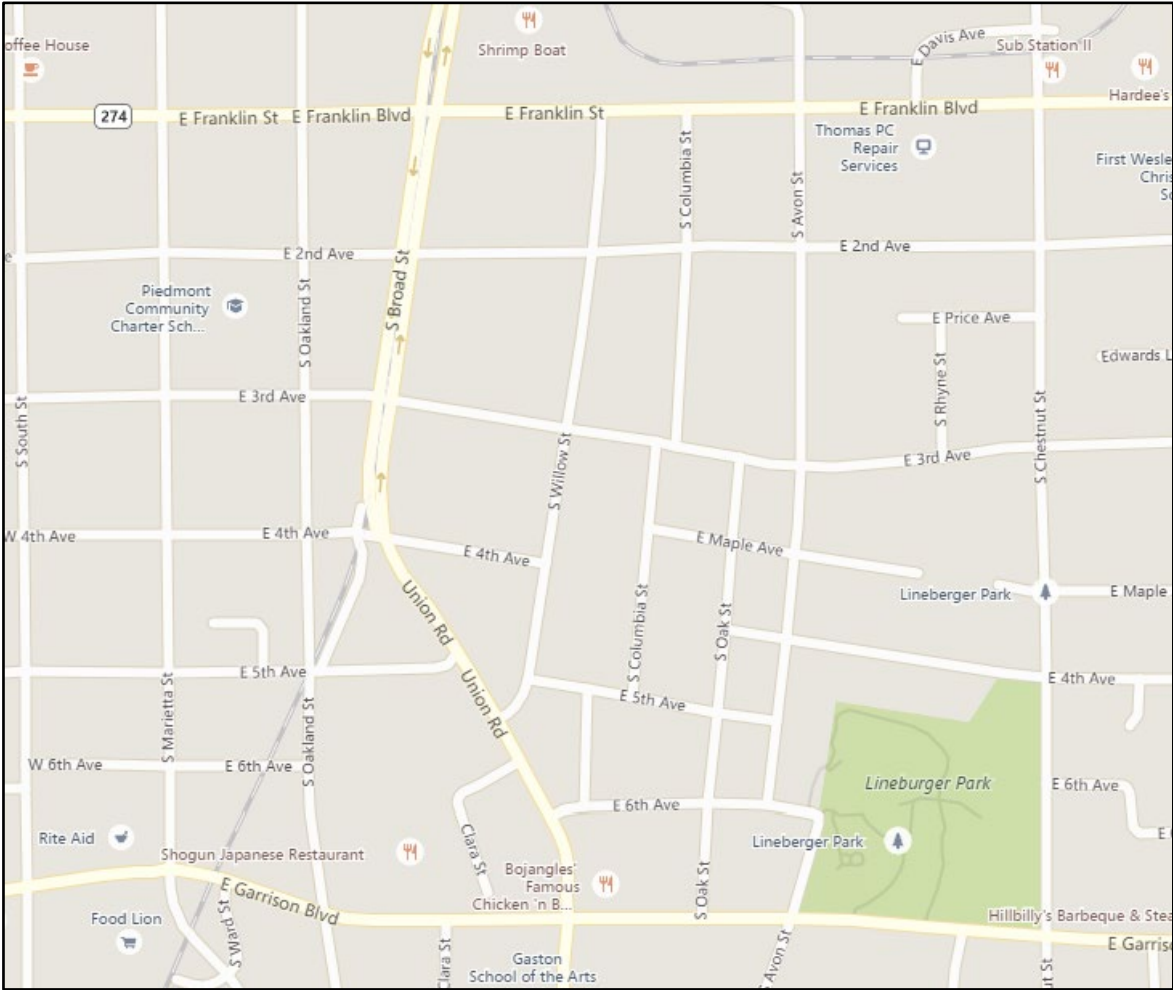


Site Vicinity Map

Please provide 1 copy of an 8½" x 11" map showing the location of the proposed project. Include the following items on the map:

- Title of the project
- The name of the road a visitor uses to get to the park entrance
- The closest major highway/road
- Legible street names
- North arrow
- Physical address (such as a street address)
- Latitude/longitude coordinates of the central point in the site

Sample: Site Vicinity Map
Lineberger Park
632 Garrison Blvd.
Gastonia, NC
Latitude / Longitude: 35°15'16.8"N / 81°10'19.7"W



Project Costs

- **Project costs submitted in the application will become the grant's budget.** List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for items such as grading, utilities, and planning. Round project costs to the dollar.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to cover the increased costs.

Costs to Build or Renovate Facilities

- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Consider the impact of inflation.** Construction may be delayed as permitting and planning are completed. Construction costs can increase in the interim
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **Contingency:** A contingency of five percent of the total cost to build or renovate a project (up to \$50,000, whichever is less) may be included.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.

Planning and Incidental Costs

- **Planning Costs:** For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans and system-wide plans are not eligible for reimbursement.
 - These costs are eligible if they are incurred after January 30, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.
- **Limit on Planning and Incidental Land Acquisition Costs:** The sum of planning costs, incidental land acquisition costs, and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less.

Sample - Project Costs

Applicant: Town of Parkland

Project Name: Green Park Redevelopment

Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Picnic Shelter (2 grills, 4 tables, and 2 trash receptacles) and Rest Room Renovation - 20 x 30 feet	Lump Sum	\$147,000	\$147,000
Playground (play structure and accessible surfacing)	Lump Sum	\$80,200	\$80,200
Walking Trail - 6 feet wide, trail with 1 bench	1,500 linear ft.	\$32 / linear foot	\$48,000
Ballfield with irrigation, dugouts, fencing, and benches	Lump Sum	\$239,000	\$239,000
Accessible Routes (paved, 6 feet wide)	400 linear ft.	\$45 / linear foot	\$18,000
Parking Lot - paved for 45 cars	Lump Sum	\$72,800	\$72,800
Site Preparation (clearing, grading, and erosion control)	4 acres	\$23,750	\$95,000
Utilities	Lump Sum	\$40,000	\$40,000
Cost to Build or Renovate			\$740,000
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$50,000 of the cost to build, whichever is less)	5%		\$37,000
Land Value – (Indicate Purchase or Donation)			
Land Acquisition <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Donation	5 acres	\$14,600	\$73,000
Planning and Incidental Land Acquisition Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% or \$200,000 of the cost of the project, whichever is less)	8%	\$74,000	\$74,000
Total Project Cost			\$924,000
Total PARTF Grant Request			\$400,000
Total Local Match			\$524,000

Sources of the Applicant's Matching Funds

Use the format below to describe the sources of the applicant's matching funds. Indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval. Matching funds must be available during the three-year grant period.

Sample

Sources of the Applicants Matching Funds

Applicant: Town of Parkland

Project Name: Green Park Redevelopment

Type of Matching Funds	Amount of Funds	Funding Source	Availability
Cash	\$ 16,000	Private Donation	In Hand
	\$ 402,570	Town's Budget or Capital Improvement Plan (CIP)	Town's Approved CIP
Fee Simple Land Donation	\$ 56,400	Value of Donated Property	Pending PARTF Grant Approval
State Grant*	\$ 100,000	NC Land and Water Fund	Pending DNCR Approval by September 2023
Total Matching Funds	\$574,970		

*PARTF allows other state and federal funding to be used as local match. PARTF cannot be used as a match for the Helene Recovery Fund.

Attorney's Certification of Site Control

The applicant's attorney should review the Site Plan for the project (as described on page 9). An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by January 30, 2026.

The project must be located on a single contiguous site.

Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

Environmental Review

All applicants who are proposing any development (roads, buildings, ball fields, etc.) with a PARTF grant must provide the following information to help determine the proposed project's impact on the environment. Project design should minimize adverse impacts on the environmentally sensitive features of the site. Each item must be accurately and adequately addressed to allow the Department of Natural and Cultural Resources to determine if the proposed project will comply with the requirements of the State Environmental Policy Act (SEPA).

Some projects will require an additional evaluation called an "environmental assessment" if they are selected for funding. For any project that meets *all three* of the following criteria, an environmental document must be prepared:

An expenditure of \$10 million in funds provided by the state of North Carolina for a single project or action or related group of projects or action

Or

land-disturbing activity of equal to or greater than 10 acres of public lands resulting in substantial, permanent changes in the natural cover or topography of those lands (or waters)

An action by a state agency, and

Has a potential detrimental environmental effect upon natural resources, public health and safety, natural beauty, or historical or cultural elements, of the state's common inheritance.

The PARTF program will notify the applicant if an environmental assessment is required. If needed, the grantee must complete the environmental assessment before signing the PARTF contract and beginning the project.

Resiliency Planning

Resilience is more than reducing the impact of hazards. The North Carolina Climate Risk Assessment and Resilience Plan (NC Resilience Plan, 2020) defines resilience as “the capacity of a community or business to prevent, withstand, respond to, and recover from a disruption.” It encompasses the characteristics that enable a community to survive and thrive when disasters happen. Resilience helps us build the future that we want – it helps us bounce forward after a disaster, not just bounce back. The NC Resilience Plan also tells us that “a resilient North Carolina is a state where our communities, economies, and ecosystems are better able to rebound, positively adapt to, and thrive amid changing conditions and challenges, including disasters and climate change; to maintain quality of life, healthy growth, and durable systems; and to conserve resources for present and future generations.” (Source: [NC Resilient Communities Planning Guide](#))

How is this project incorporating resiliency planning?

Damage assessment and Recovery

- What specific damage did your parks and trails sustain during Hurricane Helene?
- Have you completed a formal damage assessment? If so, please attach documentation (photos, engineering reports, etc.).
- What immediate recovery actions were taken to stabilize or secure the site?

Resiliency Planning and Design

- How has your community incorporated resilience into the design of the proposed project?
 - Examples: elevated structures, permeable surfaces, native vegetation, flood-tolerant materials.
- Does your project include nature-based solutions (e.g., bioswales, rain gardens, living shorelines) to mitigate future storm impacts?
- Have you updated your master plan or hazard mitigation plan to reflect lessons learned from Hurricane Helene?

Community and Interagency Coordination

- What role did your parks play in community response or recovery during/after the hurricane?
 - Shelter, distribution site, cooling center, etc.
- Have you coordinated with local emergency management or public health agencies in your recovery or planning efforts?

Long-Term Maintenance and Monitoring

- What strategies are in place to maintain and monitor the resilience features of your project?
- How will you ensure that future maintenance budgets account for climate-related wear and tear?

Supporting documentation

- Show resilient design features on the site plans.
- Hazard mitigation plans or climate adaptation strategies.
- Letters of support from emergency management or public health partners.

Resiliency Planning Resources:

[Overview of the Steps | U.S. Climate Resilience Toolkit](#)

[NC Resilient Communities Planning Guide](#)

[NC Resilience Exchange Actions Database](#)

[RISE Regional Resilience Portfolios](#)

[NC DOA Uniform Floodplain Management Policy For State Construction](#)

[FEMA National Resilience Guidance](#)

[DOI Nature-Based Solutions Roadmap](#)

[The Power of Parks to Address Climate Change: A Special Report](#)

Case Studies

- [Town of Black Mountain addresses streambank erosion with restoration efforts](#)
- [Hoke Community Forest institutes a prescribed burn program](#)
- [New Bern project grows natural stormwater resilience while improving native ecosystems](#)
- [Incorporating climate change into a new forest management plan](#)

Prioritization

Projects damaged or affected by Helene are eligible to prioritization if from counties that (i) were designated, in whole or in part, by the United States Department of Housing and Urban Development (HUD) as the most impacted and distressed counties from Hurricane Helene and (ii) have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

To seek this prioritization, applicants must attest that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

HUD Report: <https://www.commerce.nc.gov/2025-04-17hud-action-plancdbg-drapproved/download?attachment>

State Demographer County Population Estimates:

https://demography.osbm.nc.gov/explore/assets/historical-certified-estimates-2010_2024/

Scoring System for Helene Recovery Fund Grants

A. Project Justification (up to 10 possible points)

This narrative should address why the project is needed and how the community will be impacted. If seeking prioritization, please include how the replacement of damaged or affected parks and trails will support long-term community resilience, environmental recovery, and equitable access to outdoor recreation following Hurricane Helene.

B. Resiliency Planning (up to 20 possible points)

1. Resiliency Planning (4 possible points)
2. Damage & Damage Assessment and Recovery (4 possible points)
3. Resiliency Planning and Design (4 possible points)
4. Community and Interagency Coordination (4 possible points)
5. Long-Term Maintenance and Monitoring (4 possible points)

C. Acquisition (up to 15 possible points)

Identify and provide justification for the acquisition type and impact to protect the unique natural resources. Select one of the following three options and explain why land acquisition will create a positive impact on the community. (Possible 10 points)

- The site is a significant, unique, and threatened natural resource that will be used for other development purposes if not acquired. The recommendation is to conserve/ protect the resource while providing low-impact passive recreation, education, and conservation opportunities. (10 points)
- The site is an excellent natural resource that will be protected in addition to providing active and passive outdoor recreational opportunities and supports education and conservation efforts. (7 points)
- The site is an average natural resource that will be used to provide predominantly active outdoor recreation opportunities and support the education and conservation efforts. (5 points)

Justification for selection:

Number of acres of land acquired - parcel acres or linear acquisition for greenway/ trails (Possible 5 points)

- 5 acres or less (3 points)
- Medium acquisition, 6-25 acres (4 points)
- Large acquisition, 26 or more acres (5 points)

Documentation Required: Site plan should include acreage and any highlighted resources.

D. Public Recreational Facilities (up to 45 possible points)**1. New, like, or renovated facilities to be provided: (30 points)**

A maximum of 30 total points will be awarded for the sum of 1a, 1b and 1c.

a. The project will provide (check one):

- 3 or more types of new recreational facilities (20 points)
 2 types of new recreational facilities (15 points)
 1 type of new recreational facility (10 points)

List the new types of recreational facilities:

b. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- 3 or more types of recreational facilities (12 points)
 2 types of recreational facilities (8 points)
 1 type of recreational facility (4 points)

List the types of recreational facilities:

c. The project will provide major renovation of (check one):

- 3 or more types of recreational facilities (8 points)
 2 types of recreational facilities (6 points)
 1 type of recreational facility (4 points)

List the recreational facilities to be renovated and why each renovation is needed:

2. The project will provide a trail or greenway (1/4 mile or longer) that links to existing recreation area(s), school(s), downtown businesses, and/or communities located outside of the park. (5 points)

Yes No

Site plan must show trail linkage to receive points. Identify by name and location the existing trail and areas to be linked by the proposed trail:

E. Commitment to Operation & Maintenance (15 possible points)

1. The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)
2. The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)
3. The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)
4. An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site. (2 points)

Provide the name of the organization that will operate and maintain the site:

If the applicant is not going to operate the site with full-time staff, (see items #3 & #4), describe how and when the site will be open to the public.

F. Availability of Other Funds for the Project (up to 5 possible points)

- Limited Funds (5 points)
- Average Funds (3 points)
- Significant Funds (1 point)

G. Additional Points (10 possible points +/-)

- Project is applicant's only park (Possible +3 points)
- The applicant provides maximum access to outdoor recreation opportunities (Possible +3 points)
- Project provides public access to public waters (such as river, ocean, sound, or lake). (Possible +2 points)
- Project provides a trail connection that links daily destinations i.e. bus stop, retail, existing recreation area(s), school(s), businesses, and/or communities located outside of the project site. (Possible +2 points)
- Poor application documentation (unclear maps or incomplete site plan, instructions not followed, missing documentation, unrealistic budget, inconsistencies, etc.) (Possible -4 points)

H. Prioritization (10 possible points)

County designated by HUD as most impacted and distressed:

County Population per 2023 State Demographer Report:

- Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid (page 40).

Definitions

1. **Recreational Facility:** The following list provides examples of projects that will qualify as recreational facilities or areas.
 - A. **Examples of Recreational Facilities and Areas:**
 - Adult and youth sports facilities including tennis courts, soccer fields, ballfields, running tracks, volleyball courts and basketball courts.
 - Fishing and boating facilities including man-made lakes or ponds, docks, launching ramps, piers, overlooks/observation facilities, boardwalks, and marinas.
 - Swimming facilities including swimming pools, spray-grounds, wave-making pools, wading pools, and swim beaches.
 - Trails within a park with a minimum continuous length of 1/4 mile including nature trails, hiking trails, bicycling trails, and equestrian trails.
 - Greenways - linear open spaces connecting parks or other public areas that are 1/4 mile or longer and usually contain a multi-purpose trail.
 - Camping facilities including cabins, group camps, and tent and trailer campgrounds.
 - Picnic facilities including picnic shelters with tables and grills, or picnic areas with groups of tables, grills, and trash receptacles.
 - Indoor recreational facilities including recreation centers, fitness centers, multi-purpose rooms, arts and crafts centers, nature centers, weight rooms, aquatic centers, handball courts, gymnasiums, and community centers. One building may include more than one recreational facility. For example, a new recreation center could contain a gymnasium, a weight room, and a multi-purpose room.
 - Playgrounds / Tot Lots: one or more areas with multiple play structures for children that are sometimes differentiated by the age of the child.
 - Amphitheaters
 - Court and lawn games: One or more areas with equipment for informal games such as horseshoes, bocce, corn hole, and volleyball.
 - B. **Support facilities** are **not** recreational facilities: Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, fencing, landscaping, site preparation, bridges, utilities, sidewalks, stairways, drinking fountains, and maintenance buildings. Recreational programs, such as sports activities, classes, or lessons, are not facilities.
2. **Renovation:** The extensive reconstruction of a facility to restore or improve its usefulness to its original purpose. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime. Renovating a recreational or non-recreational facility for a new recreation use would apply to new and/or like recreational facilities.

Appendix I: Eligible Counties List

On October 15, 2024, FEMA added twelve counties to the list of North Carolina counties adversely affected by Hurricane Helene. As of October 18, 2024, the following counties in North Carolina are Disaster Counties:

Alexander	Clay	Lincoln	Stanly
Alleghany	Cleveland	Macon	Surry
Ashe	Forsyth	Madison	Swain
Avery	Gaston	McDowell	Transylvania
Buncombe	Graham	Mecklenburg	Union
Burke	Haywood	Mitchell	Watauga
Cabarrus	Henderson	Nash	Wilkes
Caldwell	Iredell	Polk	Yadkin
Catawba	Jackson	Rowan	Yancey
Cherokee	Lee	Rutherford	

Those projects seeking Prioritization:

Projects damaged or affected by Helene are eligible to prioritization if from counties that (i) were designated, in whole or in part, by the United States Department of Housing and Urban Development (HUD) as the most impacted and distressed counties from Hurricane Helene and (ii) have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

To seek this prioritization, applicants must attest that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

HUD-Identified MID Areas:	<p>Full Counties: Ashe; Avery; Buncombe; Burke; Haywood; Henderson; McDowell; Mitchell; Rutherford; Transylvania; Watauga; Yancey</p> <p>Full Counties Based on HUD-Identified zip code: Caldwell (zip code 28645); Cleveland (zip code 28150); Madison (zip code 28753); Polk (zip code 28782)</p> <p>Partial Counties Based on HUD-Identified zip code: Mecklenburg (zip code 28214)</p>
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Appendix II: Recreation Resources Service (RRS)

RRS provides grant administration as part of its duties for the NC Division of Parks and Recreation. Your RRS Consultant is the first point of contact for questions or assistance related to the Parks & Recreation Trust Fund (PARTF), non-recurring grants administered by the Parks & Recreation Trust Fund, and the Federal Land and Water Conservation Fund (LWCF). For Grant assistance, contact the regional consultant assigned to your County.

West	Central North	Central South	Northeast	Southeast
Blake Covington bwcoving@ncsu.edu (919) 513-5885	Trey Fouché jfouche2@ncsu.edu (919) 513-3644	Terri Stowers tlstower@ncsu.edu (919) 513-4083	Scott Payne rrspayne@ncsu.edu (919) 513-3937	Brittany Shipp bwshipp@ncsu.edu (919) 513-5951

go.ncsu.edu/rrs



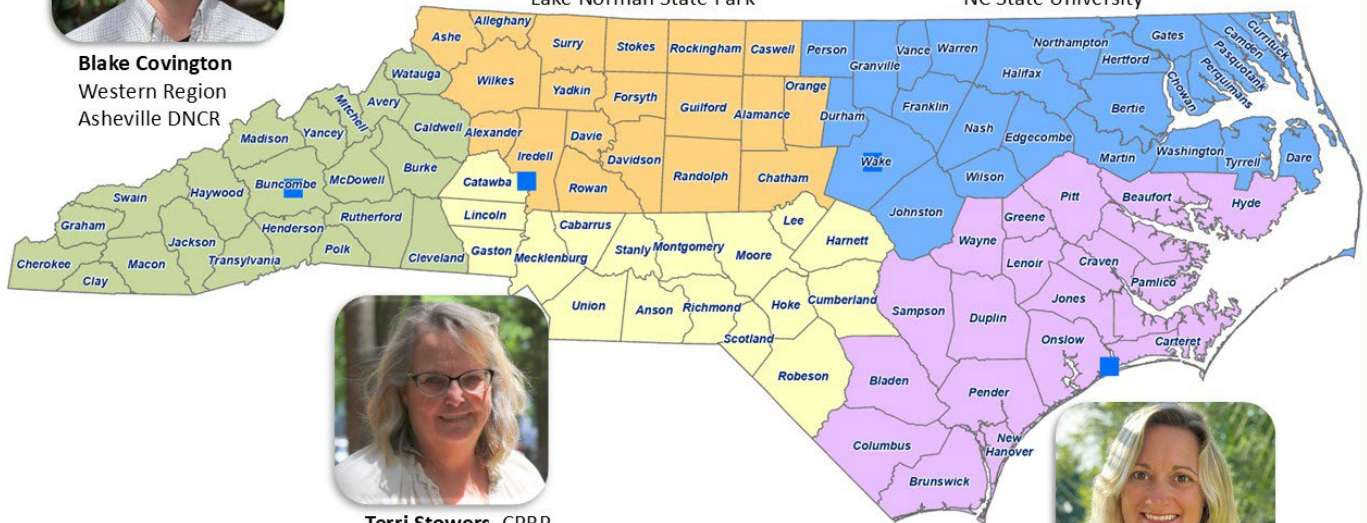
Blake Covington
Western Region
Asheville DNCR



Trey Fouché
Central North Region
Lake Norman State Park



Scott Payne
Northeast Region
NC State University



Terri Stowers, CPRP
Central South Region
Lake Norman State Park



Brittany Shipp, CPRP
Southeast Region
Hammocks Beach State Park

Meet The Team

RECREATION RESOURCES SERVICE

Appendix III: Grant Application Templates

Applicants should use the following templates when submitting their applications to ensure their application is eligible for consideration.

Checklist to Submit a Complete Application

All items listed are required documents. Complete and submit the checklist with your application. Keep a copy of the application for your files.

- Paper Submission – Must include Hard Copy and Digital Copy on flash drive
 - Hard Copy: Paper clip the pages and copies of each item on the checklist together. **Do not use staples.**
 - Digital copy: Submit a flash drive with individual files for the documents on the checklist. Use PDF format. Label the flash drive with the local government name. Use the file names shown in the table below.
- Electronic Submission - Applications are submitted through an electronic folder in Microsoft SharePoint. Applicants should contact their Recreation Resources Service regional consultant to request access to the SharePoint folder. Applicants are encouraged to request access early in the process to allow for technical support, as needed. Use the file names shown in the table below.

Applicant: City of Hendersonville **Project Name:** Sullivan Park Playground & Restroom Redevelopment

<i>Required for All Applications</i> Use the (file name) shown for each item.	Included ✓
Checklist for Submitting a Complete Application (Checklist)	<input checked="" type="checkbox"/>
Applicant’s Basic Facts and Assurances (Basic facts)	<input checked="" type="checkbox"/>
Project Description (Description)	<input checked="" type="checkbox"/>
Project Justification (Justification)	<input checked="" type="checkbox"/>
Site Plan (Site plan)	<input checked="" type="checkbox"/>
Site Vicinity Map (Site vicinity)	<input checked="" type="checkbox"/>
Project Costs (Project costs)	<input checked="" type="checkbox"/>
Source of Matching Funds (Matching funds)	<input checked="" type="checkbox"/>
Attorney’s Certification of Site Control (Site control)	<input checked="" type="checkbox"/>
Environmental Review (ENV review)	<input checked="" type="checkbox"/>
Prioritization (Prioritization) <i>OPTIONAL</i>	<input checked="" type="checkbox"/>
Resiliency Planning (Resiliency) <i>OPTIONAL</i>	<input checked="" type="checkbox"/>
Applicant Self-Scoring System (Self Scoring)	<input checked="" type="checkbox"/>

Helene Recovery Fund 2025-2026 Basic Facts & Assurances

Local Government Name: City of Hendersonville	County: Henderson
Federal Employer I.D. Number: 56- 6001242	
Local Government Contact Person for the Grant: Name: <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Blake Fulgham Title: Management Analyst- Strategy & Performance Organization: City of Hendersonville Mailing Address: 305 Williams Street City/State/Zip: Hendersonville/ NC/ 28792 Telephone: (828) 341-7080 E-mail: bfulgham@hvlnc.gov (must be an employee of the sponsoring local government)	Local Government Manager: Name: <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. John Connet Title: City Manager Mailing Address: 160 6th Ave. E City/State/Zip: Hendersonville/ NC/ 28792 Telephone: (828) 697-3000 E-mail: jconnet@hvlnc.gov
Chief Elected Official: Name: <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Barbara G. Volk Title: City Mayor Mailing Address: 160 6th Ave. E City/State/Zip: Hendersonville/ NC/ 28792	
Site Control (check all that apply): <input checked="" type="checkbox"/> Owned by local government <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Easement <input type="checkbox"/> Owned by school board	Costs rounded to nearest dollar: <i>(Should match project budget)</i> Grant funds requested: \$ _____ .00 Local government's matching funds: \$ _____ .00 Total cost of project \$ _____ .00
Project Name: Sullivan Park Playground & Restroom Redevelopment	
Is this an LWCF-funded park on these lists of NC projects? <input type="checkbox"/> yes <input checked="" type="checkbox"/> No If yes, list the grant number(s):	
Certification and Approval by Local Governing Board I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.	
Chief Elected Official	
(Print or Type Name and Title)	(Signature)
If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.	
This form must be complete in its entirety for your application to be considered	

Project Description

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

Describe your project in 3-5 sentences. Be concise and discerning, including recreation facilities being added, renovated or replaced, acres acquired, and whether the facility renovation is due to damage sustained during Hurricane Helene.

The City of Hendersonville is proposing a project that consists of the replacement and relocation of the restroom facility for Sullivan Park due to the current restroom being inundated by the flood waters of Hurricane Helene. The restrooms experienced multiple feet of floodwater breaching the facility, which also damaged the facilities security system and locking mechanisms. The project will also include a replacement of the playground structure at Sullivan Park that was damaged due to Hurricane Helene. The playground floor surface which experienced high levels of erosion and wash out will also be removed and replaced with a playground safe rubber surfacing to provide greater resiliency for the future. The existing inundated restroom facility will be converted into a covered shelter area with benches and tables as well as the building itself will be converted into storage.

Project Justification

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

Explain why the project is needed and how the repair, replacement or addition of parks and trails projects will support long-term community resilience, environmental recovery, and equitable access to outdoor recreation following damage or effects from Hurricane Helene.

This project is necessary for our community for many reasons. To date, we have received no insurance proceeds or FEMA assistance for Sullivan Park, though we do plan on conducting a formal damage assessment and receiving FEMA Public Assistance funds in the near future. Although the existing playground has been restored and repaired for the community to be able to safely utilize the structure, the wooden structure has taken on structural damage and deterioration. Wooden playground structures deteriorate quicker than many other structural materials that are more commonly found in more recently developed playground structures such as HDPE plastic, steel, or aluminum. Wooden structures experience splintering, structural rot, and UV degradation in ways that other materials do not. These factors were exacerbated by Hurricane Helene and the park being inundated by multiple feet of floodwater for multiple days as any deficient structural point of the playground described prior would have been worsened by the invasion of additional water to deteriorate the material.

Another reason that this project is necessary is that high volumes of the playground floor surfacing for the playground was washed away and out of the playground boundaries. The mulch surface that currently exists on the park can be moved and removed very easily, and the flooding due to Hurricane Helene resulted in high levels of mulch being washed out into the park grass, into the streambank located south of the park, as well as into a nearby street just north of the park. The project calls for a new, permanent surface to be installed for the entire playground facility to provide additional resiliency for the park surface while still providing a high quality and safe surface for park visitors.

Project Costs

Applicant: City of Hendersonville

Project Name: Sullivan Park Playground & Restroom Redevelopment

Date Prepared _____

Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Cost to Build or Renovate			
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% of the cost to build or renovate or \$50,000 - whichever is less)			
Land Value – (Indicate Purchase or Donation)			
Land Acquisition - <input type="checkbox"/> Purchase <input type="checkbox"/> Donation			
Planning and Incidental Land Acquisition Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project or \$200,000 - whichever is less)			
Total Project Cost			
Total Grant Request			
Total Local Match			

Attorney's Certification of Site Control

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

Instructions: Review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by January 30, 2026. The project must be located on a single contiguous site. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

1. TYPE OF SITE CONTROL: Indicate the type(s) of control the applicant has for the project site.	
TYPE OF CONTROL	Check all that apply
<input type="checkbox"/> Fee Simple Title	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> Lease (25 years or longer)	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:	
<input type="checkbox"/> No limitations, conditions, or encumbrances <input type="checkbox"/> Limitations, conditions, or encumbrances Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.	
3. ATTORNEY'S CERTIFICATION	
I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge. The proposed project will be on one contiguous site.	
NAME (Printed/Typed) _____	
TITLE _____	
SIGNATURE _____ Date _____	

Environmental Review

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

- 1. Site Description:** Describe in detail the existing or proposed park property including the park acreage (for land and water), topography, streams, lakes, and any significant natural resources that are on or adjacent to the site. Attach a separate page if needed.

Sullivan Park currently resides on the Northeast part of Hendersonville, less than 0.5 miles away from the North end of our Downtown District. The park is roughly 3.3 acres of land which includes two covered basketball courts, two playground structures surrounded by mulch flooring, a restroom facility, as well as a pedestrian bridge on the South side of the park. The park also consists of a small streambank that runs along the southern portion of the Park and runs from the west side all the way to the east boundary of the park which helps mitigate flooding and rain accumulation for the park. To the east of the park resides the Oklawaha Greenway, passing about 500 feet to the northeast of Sullivan Park and is connected to the park via the greenway walking trail.

- 2. Past/Current Property Use:** What are the past and/or current uses of the property? Examples: Urban/developed, forest, agricultural, industrial site, landfill, water, or wetland. Attach a separate page if needed. **Important:** If the property has been contaminated (examples: brownfield sites), all cleanup actions must be completed before a PARTF contract is executed and the project can begin. Use this space to describe any cleanup actions that are in progress or proposed. The PARTF program recommends that local governments wait until cleanup is completed before applying.

The current use of the property is as a public park. This means that Sullivan Park is currently used for active recreation such as playing on the playground, utilizing the park's open space for various sports, games, and activities, as well as an area to exercise in the grass or along the boundaries of the park along the sidewalk. The park also provides opportunities for nature watching, provides a direct connection to the Oklawaha greenway as a walking, running, cycling trail, as well as providing opportunities for additional activities for visitors such as reading or picnics at the park.

During the Hurricane Helene aftermath and recovery efforts, Atkinson Elementary School utilized Sullivan Park frequently due to the damage that they had received at their school facility. Atkinson Elementary partnered with the Hendersonville Boys and Girls Club to utilize their facility for educational purposes and thus utilized the neighboring Sullivan Park each day for their recess and outdoor activities for recreation. The Boys and Girls Club resides 1 block away from Sullivan Park, which is less than a 400-foot walk to the park for students. This partnership between Atkinson Elementary, the Boys and Girls Club, and Hendersonville helped provide recreational opportunities for students directly impacted by Hurricane Helene, where otherwise recreation opportunities would not have been readily available.

- 3. Streams on Site:** Attach a copy of a map of the park property from this website: <https://experience.arcgis.com/experience/7073e9122ab74588b8c48ded34c3df55?views=Stream-Details>
- 4. DWR Riparian Buffer:** Attach a copy of a map of the park property from this website: <https://arcg.is/0Ojj8D>
- 5. Floodplains:** Attach a copy of a map of the park property from this website: <https://fris.nc.gov/fris/Home.aspx?ST=NC>.
- 6. Archaeological or historical sites:** Attach a copy of a map of the park property from this site: [NC HPOWEB 2.0](#)v. Additional review will be required if ground disturbance occurs within study list or historic district (per HPOWEB), if federal funds will also be used, or if a 404 permit is needed.

Resiliency Planning

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

How is this project incorporating resiliency planning?

One of the resilient features that will be incorporated into this project will be the increased elevation of the bathroom facility being relocated from the southern to the northern part of the park, which will add about 18 inches of elevation to the building. This will make the building less likely to flood in future events and, if impacted, reduce the inundation of floodwater into the structure due to being raised higher out of the flood zone and further away from the stream bank. We also plan on installing a playground made from more resilient construction material than the current design. The current playground is constructed from wood, which can deteriorate at a more rapid pace from natural weather conditions compared to counterpart materials such as aluminum, steel, or high-density polyethylene. These materials are more resilient to water as well as have a longer life expectancy regarding both general maintenance and replacement of parts. A third resiliency feature that we are incorporating into this project is the replacement of mulch as the playgrounds fall protection surfacing and to instead install PIP rubber surfacing around the playground boundaries. The ground mulch that we currently use has a resiliency risk regarding washout and erosion, as the material is small and light enough to be impacted by moderate to severe weather conditions. During Hurricane Helene, the mulch area of the park experienced extreme washout as the mulch was washed out of the playground boundaries and spread throughout the park. The team was forced to remove all contaminated mulch and replace the park with all new mulch around the playground. Lower levels of washout can occur during regular rain events as well as the park can experience natural mulch loss overtime as mulch is displaced outside of the playground boundaries through usage of the playground and the park itself. Over time, mulch can be drug or kicked outside of the boundaries and then must be replaced. The PIP rubber solution does not erode or wash out due to weather events and requires less annual maintenance than ground mulch does.

Damage assessment and Recovery

- What specific damage did your parks and trails sustain during Hurricane Helene?

Hendersonville parks and greenways experienced drastic levels of flooding and erosion during what was later referred to as a 1000-year storm event by scientists. Parks and trails were inundated with floodwater and debris, both construction and green debris, for multiple days and in some cases weeks due to the damage that the Hurricane Helene floodwaters created.

- Have you completed a formal damage assessment? If so, please briefly describe here and attach documentation (photos, engineering reports, etc.)

We have not yet performed a formal damage assessment with FEMA after the hurricane incident; however, we have conducted a formal damage assessment for additional parks & recreation properties such as at Patton Park and the Whitmire Recreation Center. Both facilities received very similar damage induced by the floodwaters, damaging electrical components, causing high levels of erosion and sediment infiltration, as well as contaminating all surfaces that received floodwaters. We do plan on conducting a formal damage assessment with FEMA and receiving FEMA Public Assistance funds in the future. AT this time, we have identified and provided FEMA with detailed information about the damages that Sullivan Park sustained during Hurricane Helene, and we are currently awaiting further feedback and mitigation by FEMA Public Assistance.

- What immediate recovery actions were taken to stabilize or secure the site?

The immediate actions that we took were to clean, repair, and stabilize the site from any immediate risks to safety caused by Hurricane Helene. This included the removal of all remaining playground mulch up to 12 inches deep for the full 11,800 sq/ft playground facility. Once all mulch was removed, the Public Works Property Maintenance Division worked with the Stormwater team to test and ensure that the drainage system was still working properly. Once that was completed, the team cleaned and disinfected all of the playground equipment surfaces with outdoor Clorox to clean any contamination off the playground structures. Once this was completed, the playground structure was then power washed. Then, the team added 12 feet of new playground wood mulch back into the playground vicinity to replace the contaminated mulch. Once complete, the team moved on to restoring the basketball facility by pressure washing the 10,000 sq/ft court space. Two basketball courts reside under a large, shaded structure where they accumulated sediment and various material that was washed onto the basketball courts. The team also repaired a section of the park's boardwalk structure that was damaged by the flooding, ensuring that it was safe to access by the public before reopening.

Resiliency Planning

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

Resiliency Planning and Design

- How has your community incorporated resilience into the design of the proposed project?
Examples: elevated structures, permeable surfaces, native vegetation, flood-tolerant materials.

The project design focuses on incorporating resiliency at multiple levels for the infrastructure of Sullivan Park. The first resiliency feature to be incorporated is the elevation of the restroom facility by relocating a new building to the north side of the park. This new location will add roughly 18' of elevation to the structure which should reduce the risk and possible impact of flooding to the restroom facility. We are also planning on replacing the current wooden playground structures at the park to be replaced by playground structures that are made of steel, aluminum, or high-density polyethylene material. These materials require less general maintenance and are more water resilient than wooden structures and have a longer expected life cycle than their wooden counterparts. Wooden playground structures require staining and sealing every few years to reduce risks of infiltration of water and other substances into the wooden structure. This could lead to splintering or rotting or fungus developing within the wood, compromising the structural integrity. Though metal structures require touch-up painting every few years, they are not at risk for splintering or rotting the same as wood is and are frequently designed as set and forget structures. The modern powder coated metal structures are also more resistant to UV rays than wood structures, as UV rays overtime can cause wood to warp or even crack after long-term exposure to UV rays. Structural integrity improvements are also possible as the metal in steel or aluminum playground structures has an increased ability to handle the rhythmic stress and strain of high volumes of people running, jumping, and swinging on the playground concurrently, while wooden structures may develop hairline fractures or breaks at high-stress points, which overtime can compromise the structural integrity of the playground.

A final resiliency improvement that we plan on incorporating into our project is the replacement of the current wood mulch surfacing to be replaced by a PIP rubber surfacing material. This PIP rubber surfacing material is much more resilient than the current wood mulch as the material is a single surface bonded together throughout the playground vicinity, so the structure will stay in place permanently. The current mulch is at risk for wash out and to be washed away by weather events, which can lead to bald spots or mulch displacement in areas that can create increased risk for injury for park visitors. The additional maintenance to replace and evenly distribute mulch throughout the vicinity is eliminated by the PIP rubber surface. The current wood mulch also absorbs and retains water much more than the PIP rubber surfacing, which can not only harden the mulch surface to the hardness of dirt, but also can retain water longer and lead to rot or molding in warmer months and freezing in colder months. This water passes through the rubber surface much easier than wood and drains through the underground drainage infrastructure much more easily.

- Does your project include nature-based solutions (e.g., bioswales, rain gardens, living shorelines) to mitigate future storm impacts?

The project itself does not incorporate specific nature based solutions to mitigate future storm impacts, but does have existing nature-based adaptations that do add resiliency to the park. There is currently a streambank that runs the length of about 750-800 feet along the southern portion of Sullivan Park that continues part the eastern boundary of the park that may serve as passive flood storage during certain weather events. This streambank provides resilience to the park by collecting and storing excess water from rainfall and/or flooding events, reducing the amount of floodwater that would otherwise reside and collect throughout the park and along the sidewalks along the park. Detouring the rain and floodwater towards the creek can reduce the overall floodwater inundation and infiltration into the playground mulch as well as throughout the surrounding greenspaces that could lead to erosion, washout, as well as soil rot.

- Have you updated your master plan or hazard mitigation plan to reflect lessons learned from Hurricane Helene?

Currently, we have not formally updated a hazard mitigation plan, however the team has worked to provide communication and guidance for our community prior to, during, and after the hurricane. This includes our website providing resources to the Henderson County Emergency Management website to receive resources about various weather natural disaster and storm activities, as well as Statewide resources such as the NC Traffic and Road Conditions webmap, the ReadyNC website, and the NC Department of Public Safety Emergency Management website for resources about how to prepare and stay safe during emergencies. We also include federal emergency management resources such as resources to FEMA and the National Weather Service so that community members can receive federal updates and guidelines to prepare and maintain safety during emergencies. These resources support our community in preparing for emergencies, as well as provide updates and alerts to communicate updates to emergency situations, updating the community about potential risks and locations of impacted areas, as well as guidance about how to reduce risk and increase our resiliency by controllable measures for the general public. We also include direct contact information for public services departments such as our Water & Sewer Department, Public Works Department, North Carolina Department of Transportation, and Duke Energy to improve communication between the public and our public service and utility organizations to improve response times in emergency situations.

Resiliency Planning

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

Community and Interagency Coordination

- What role did your parks play in community response or recovery during/after the hurricane?
Examples: shelter, distribution site, cooling center, etc.

Our city parks served multiple roles both during and after Hurricane Helene impacted our region. One of the first roles that our parks and green spaces served was as a source of flood mitigation and flood water retention that helped reduce the overall flooding that impacted businesses, residential homes, and other infrastructure throughout the city. The grass surfaces allowed for increased water absorption underground, which reduced the amount of water that could overflow into streets creating the “river effect”. This resiliency was expanded by the current bioswales, streambanks, and man-made marshes at municipal parks within the city, that helped absorb and manage some of the flood waters. Without these nature-based resiliency features, the absorbed water would have remained on the surface for much longer and increased the overall flood levels of the city which could’ve resulted in much greater damage and flood related contamination throughout the region. City parks and greenspaces were also pivotal in our communities mental and emotional health, providing our community members an opportunity to receive a sense of “normalcy” after the devastation of Hurricane Helene had ended. The damage and destruction of the hurricane was immense, and there was immediately a need for emotional outlets and resources to move forward. Our city parks, when restored to safe and accessible conditions, provided our community with safe outdoor spaces to visit, engage with their community socially, play games or activities, as well as gain a sense of community and pride in their community, which can be beneficial and often necessary when recovering from a storm as severe as Hurricane Helene. Our city parks became a physical, mental, and emotional resource and outlet that supported community members in their journey towards perseverance and recovery directly after the storm event and continue to serve as a pivotal health and wellness resource for our entire community moving forward.

- Have you coordinated with local emergency management or public health agencies in your recovery or planning efforts?

We partnered with our Henderson County emergency response team in our cleanup and response efforts for multiple weeks leading up to and following Hurricane Helene. We continued to meet with our county emergency response leadership team to identify opportunities through hazard mitigation and funding opportunities to identify ways that we can become more flood resilient as well as improve our emergency response activities moving forward.

Resiliency Planning

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

Long-Term Maintenance and Monitoring

- What strategies are in place to maintain and monitor the resilience features of your project?

There are multiple strategies that the City of Hendersonville intends to maintain and/or incorporate to ensure the resilience of this project for the future. The first activity would be to ensure we continue to conduct routine maintenance and inspections of the park facilities multiple times per year and conduct the necessary preventative maintenance immediately as problems arise to prevent larger problems from accumulating. This will be conducted by our Property Maintenance crew and crew leadership, led by the Property Maintenance Superintendent. This will include maintenance checks on all features of the restroom facility (to include utilities), as well as structural integrity inspections of both the playground structure and PIP rubber surfacing to ensure timely repair of any damage or deterioration that could lead to further damage. To aid in this goal, we plan to work closely with the playground developers that are selected to create a routine maintenance schedule that provides guidance on the life cycle of different material, parts, or applications that are to be incorporated in the playground, surfacing, and restroom facilities. This will help us develop an overall maintenance schedule for the park components.

We also plan on utilizing and monitoring flood zone data overtime through the Flood Risk Information Systems (FRIS) website to recognize how nearby flood zones may evolve overtime, and how this evolution may impact park structures.

- How will you ensure that future maintenance budgets account for climate-related wear and tear?

The City of Hendersonville will meet internally with Public Works, Budget, and administrative staff to identify estimated maintenance costs for both the Sullivan Park new playground and playground surface as well as for the new restroom facility. This will include expected lifespan of the facilities as well as components to the project, such as the security and locking mechanisms for the restroom and the floor surface of the playground being evaluated separate from playground components. Once we identify the estimated maintenance activities to occur over a 5-year timespan, we will calculate a yearly estimated maintenance budget that can financially support the climate-related maintenance schedule based on asset life cycle as well as our local environmental trends. The city also plans for its General Fund to be able to provide funding to mitigate any additional climate-related maintenance issues to maintain safe accessibility of the park and its amenities to the public.

Supporting documentation

- Show resilient design features on the site plans.
- Hazard mitigation plans or climate adaptation strategies.
- Letters of support from emergency management or public health partners.

Helene Recovery Fund for PARTF 2025-2026 Prioritization Attestation

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

To qualify for the Western NC Prioritization, applicants must be from counties that were designated, in whole or in part, by the United States Department of Housing and Urban Development as the most impacted and distressed counties from Hurricane Helene

Applicant County: Henderson County

To qualify for the Western NC Prioritization, applicants must have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

County Population per the State Demographer 2023 Report: 121,023

Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Certification and Approval by Local Governing Board	
I hereby certify the information contained in the attached application is true and correct	
Print Name / Title	Signature

NOTICE:

Receipt of Allocations: A recipient of State funds under S.L. 2025-26 shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the State funds are provided, including funds from insurance policies in effect and available federal aid. State funds paid under S.L. 2025-26 are declared to be excess over funds received by a recipient from the settlement of a claim for loss or damage covered under the recipient's applicable insurance policy in effect or federal aid.

Remittance of Funds: If a recipient obtains alternative funds, the recipient shall remit the funds to the State agency from which the State funds were received. A recipient is not required to remit any amount in excess of the State funds provided to the recipient under this act.

Scoring System for Helene Recovery Fund Grants

Item A.

Applicant: City of Hendersonville Project Name: Sullivan Park Playground & Restroom Redevelopment

Project Justification (up to 10 possible points)

This narrative should address why the project is needed and how the community will be impacted. If seeking prioritization, please include how the replacement of damaged or affected parks and trails will support long-term community resilience, environmental recovery, and equitable access to outdoor recreation following Hurricane Helene.

Applicant Self Score for Justification: 10

Resiliency Planning (up to 20 possible points)

- 1. Resiliency Planning (4 possible points)
Applicant Self Score: 4
- 2. Damage & Damage Assessment and Recovery (4 possible points)
Applicant Self Score: 3
- 3. Resiliency Planning and Design (4 possible points)
Applicant Self Score: 4
- 4. Community and Interagency Coordination (4 possible points)
Applicant Self Score: 4
- 5. Long-Term Maintenance and Monitoring (4 possible points)
Applicant Self Score: 4

I believe we have earned a strong score of 19 as we have adequately and thoroughly described the long-term considerations when developing this project plan, in terms of resiliency maintenance. The project will make multiple resiliency improvements for the restroom facility, for the playground infrastructure, and for the playground surfacing that will support the effective maintenance over the projects life-cycle. We have worked hard to effectively communicate with both the public as well as Henderson County leadership to identify areas of opportunity to enhance public safety and resiliency of infrastructure within the City of Hendersonville. Although we have not completed a formal damage assessment for Sullivan Park, we have completed them for other parks such as Patton Park and the Whitmire Center, and have identified and addressed and restored many park features since the impacts of Hurricane Helene.

Applicant Self Score for Resiliency Planning Total: 19

Acquisition (up to 15 possible points)

Identify and provide justification for the acquisition type and impact to protect the unique natural resources. Select one of the following three options and explain why land acquisition will create a positive impact on the community. (Possible 10 points)

- The site is a significant, unique, and threatened natural resource that will be used for other development purposes if not acquired. The recommendation is to conserve/ protect the resource while providing low-impact passive recreation, education, and conservation opportunities. (10 points)

- The site is an excellent natural resource that will be protected in addition to providing active and passive outdoor recreational opportunities and supports education and conservation efforts. (7 points)

- The site is an average natural resource that will be used to provide predominantly active outdoor recreation opportunities and support the education and conservation efforts. (5 points)

Justification for selection:

Number of acres of land acquired - parcel acres or linear acquisition for greenway/ trails (Possible 5 points)

- 5 acres or less (3 points)
- Medium acquisition, 6-25 acres (4 points)
- Large acquisition, 26 or more acres (5 points)

Applicant Self Score for Acquisition: _____

Public Recreational Facilities (up to 45 possible points)

3. New, like, or renovated facilities to be provided: (30 points)
A maximum of 30 total points will be awarded for the sum of 1a, 1b and 1c.

d. The project will provide (check one):

- 3 or more types of new recreational facilities (20 points)
- 2 types of new recreational facilities (15 points)
- 1 type of new recreational facility (10 points)

List the new types of recreational facilities:

The new playground structures qualify as our one new type of recreational facility developed by this project. The new and elevated restroom building for the park is a support facility for the park.

e. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- 3 or more types of recreational facilities (12 points)
- 2 types of recreational facilities (8 points)
- 1 type of recreational facility (4 points)

List the types of recreational facilities:

The new playground structures are recreational facilities like the facilities currently existing at the park.

f. The project will provide major renovation of (check one):

- 3 or more types of recreational facilities (8 points)
- 2 types of recreational facilities (6 points)
- 1 type of recreational facility (4 points)

List the recreational facilities to be renovated and why each renovation is needed:

The playground and space itself qualifies as the one recreational facility that will undergo major renovation through this project.

4. The project will provide a trail or greenway (1/4 mile or longer) that links to existing recreation area(s), school(s), downtown businesses, and/or communities located outside of the park. (5 points)

- Yes No

Site plan must show trail linkage to receive points. Identify by name and location the existing trail and areas to be linked by the proposed trail:

Applicant Self Score for Facilities: 18

Commitment to Operation & Maintenance (15 possible points)

- 1. The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)
- 2. The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)
- 3. The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)
- 4. An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site. (2 points)

Provide the name of the organization that will operate and maintain the site:

City of Hendersonville

If the applicant is not going to operate the site with full-time staff, (see items #3 & #4), describe how and when the site will be open to the public.

Applicant Self Score for Operation & Maintenance: 15

Availability of Other Funds for the Project (up to 5 possible points)

- Limited Funds (5 points)
- Average Funds (3 points)
- Significant Funds (1 point)

Applicant Self Score for Availability of Funds: 5

Additional Points (10 possible points +/-)

- Project is applicant's only park (Possible + 3 points)
- The applicant provides maximum access to outdoor recreation opportunities (Possible +3 points)
- Project provides public access to public waters (such as river, ocean, sound, or lake). (Possible +2 points)
- Project provides a trail connection that links daily destinations i.e. bus stop, retail, existing recreation area(s), school(s), businesses, and/or communities located outside of the project site. (Possible +2 points)
- Poor application documentation (unclear maps or incomplete site plan, instructions not followed, missing documentation, unrealistic budget, inconsistencies, etc.) (Possible -4 points)

Applicant Self Score for Additional Points: 5

Prioritization (10 possible points)

County designated by HUD as most impacted and distressed: Yes

County Population per 2023 State Demographer Report: 121023

Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Applicant Self Score for Prioritization: 9

Applicant Total Score:

81

Additional Comments:

Resolution # __ - ____

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL
IN SUPPORT OF ACCEPTING FUNDING FROM THE FEDERAL TRANSIT
ADMINISTRATION ENHANCED MOBILITY OF SENIORS
AND INDIVIDUALS WITH DISABILITIES PROGRAM,
SECTION 5310 PROGRAM GRANT OPPORTUNITY**

WHEREAS, the Federal Transit Administration has developed a grant program that provides financial assistance to develop new transit systems as well as maintain, improve, and operate currently existing transit systems; and

WHEREAS, the City of Hendersonville is committed to providing its citizens and visitors with safe and accessible travel within the community; and

WHEREAS, in accordance to the U.S. Access Board on PROWAG, section R308.2 states that “*Accessible pedestrian signals shall have an audible and vibrotactile walk indication during the walk interval only. The audible walk indication shall be audible from the beginning of the associated crosswalk. Following the audible and vibrotactile walk indication and during the pedestrian change interval, accessible pedestrian signals shall revert to the pedestrian push button locator tone.*”

WHEREAS, the City’s financial resources have limited the City’s ability to implement the new pedestrian signals with appropriate audible and vibrotactile capabilities; and

WHEREAS, according to the 2023 American Community Survey 5-year estimates, the City’s disabled population consists of 17.9% of the City’s population, which is 3.9% higher than the state of North Carolina and 4.2% higher than the United States statistic.

WHEREAS, the City of Hendersonville plans to install new audible and vibrotactile street crossing technology throughout the Historic Hendersonville Main St. during instances of roadway & crosswalk/curbing infrastructure repairs that occur within a designated pedestrian crosswalk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that:

1. The City hereby endorses the application for the Enhanced Mobility of Seniors and Individuals with Disabilities Program Section 5310 Program grant opportunity and, if the grant is awarded, agrees to provide matching funding up to 20%, and any staff assistance for the duration of the Project; and
2. The City Manager is authorized to execute said application.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 1st day of January, 2026.

Attest:
Hendersonville

Barbara G. Volk, Mayor, City of

Jill Murray, City Clerk

Approved as to form:

Angela S. Beeker, City Attorney

French Broad River MPO Section 5310 - Application Form

Funding Available

FY 2024 FTA Section 5310 Funds Available to Asheville UZA	\$486,152	55% of Funds (Traditional)*	\$267,384
Section 5310 Admin at 10%	\$48,615	35% of Funds (Other)*	\$170,153
Remaining Section 5310 after Admin	\$437,537	*note: percentage divisions were calculated before 10% admin.	

Funding Type Selection

Select the funding type (check box at right, below) being applied for and notate the amount requested. Cost Sharing/Match Requirements are noted for each funding type (i.e. Federal % / Local %).

Traditional (80/20) Other (50/50) ADA vehicle equipment (90/10)

Federal Funds Requested	Local Match	Source of Match	Total Cost
\$163,518	\$66,354.88	Municipality	\$229,872.88

French Broad River MPO Section 5310 - Application Form

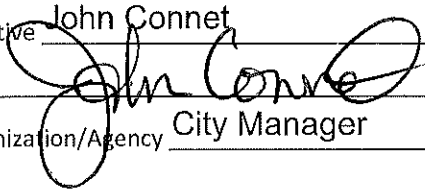
Preliminary Period of Performance

All applications should develop budgets based upon the assumption of being able to utilize the funds during the Period of Performance. This may change when successful projects begin negotiations with the City of Asheville, but for application purposes sponsors should use **July 1, 2026 to June 30, 2027** as the presumed Period of Performance.

Authorization:

I, John Connet, am the person duly authorized to sign this application and associated certifications on behalf of my agency/organization. I also acknowledge that the information in this application package is a public record.

To the best of my knowledge and belief, all the data in this application is true and correct. My agency/organization will comply with applicable Certifications and Assurances and FTA requirements if federal assistance is awarded.

Printed Name of Authorized Representative John Connet
Signature of Authorized Representative 
Title of Authorized Representative Organization/Agency City Manager
Date 1-14-26

Part 1:

Applicant Data

Legal Name	Blake Fulgham, City of Hendersonville		
Type of Applicant (check box at right)	Government <input checked="" type="checkbox"/>	Non-Profit <input type="checkbox"/>	Transit Agency <input type="checkbox"/>
Address	305 Williams St.		
City, State, ZIP code	Hendersonville, NC 28792		
Telephone	(828) 697-3000		
Email	bfulgham@hvlnc.gov		
Organization Website	https://www.hendersonvillenc.gov/		
Federal Tax ID:			
Name/Title of Designated Official with Signature Capacity	John Connet/ City Manager		
Phone	(828) 697-3000		
Email	jconnet@hvlnc.gov		
Name/Title of Project Contact Person	Brandon Mundy/ Public Works Superintendent		
Phone	(828) 697-3084		
Email	bmundy@hvlnc.gov		

French Broad River MPO Section 5310 - Application Form

Is your organization receiving funds from any of the following programs? Mark the appropriate boxes

5311 5310 5339 5307 Other FTA Funds

Are there any other federal or state funding sources utilized by your organization? If so, please describe

The Federal funding agencies that the City of Hendersonville has utilized in the past include the Federal Emergency Management Agency (FEMA), Department of Housing and Urban Development, U.S. Department of Justice (DOJ), U.S. Department of Transportation (DOT), U.S Environmental Protection Agency (EPA), U.S. Department of Agriculture (USDA), American Rescue Plan - Earmark.
State funding agencies we have utilized include the NC Department of Environmental Quality, NC Association of Chiefs of Police - Performance and Wellness, NC Department of Environmental Quality, NC Office of State Budget and Management, NC Department of Transportation, NC Department of Natural and Cultural Resources.

Briefly justify the projects eligibility for 5310 funding.

The project is eligible as a non-traditional project as a project that will build accessible paths to a bus stop through the use of accessible pedestrian signals. There are a total of five bus stops staged on Main Street and 7th Avenue that are within the project site area, with two more bus stops located about one-eighth of a mile from the project site area. The addition of enhanced ADA compliant pedestrian signals will provide increased safety for our disabled community. The audible and vibrotactile pedestrian signals will be able to provide enhanced notifications for when to and when not to cross a street for pedestrians who live with either a hearing or visual disability.

French Broad River MPO Section 5310 - Application Form

Project Description

Title	Improving Pedestrian Transportation Safety at Intersections
Brief Description	The City of Hendersonville has observed a trend of accidents and injuries within our pedestrian population due to collisions with vehicles. Our goal is to make infrastructure investments to improve the notification system that provides critical communication to pedestrian travelers, especially those with disabilities, on when our intersections are safe to cross. Our goal is to increase the accessibility of our pedestrian travel network and to invest in solutions that provide accessibility and safety for all Hendersonville travelers.

Project Narrative:

Please provide a detailed project description, no more than 400 words. This summary is NOT a description of your agency, but should provide a description of the purpose and specifications of the project to be funded. While capital purchases are eligible under the program, their necessity should be identified and described as to how they support the goal and purpose of the project.

The project is to purchase and install ADA compliant pedestrian crosswalk signals that are programmed with audible and vibrotactile signaling to provide safer and more accessible pedestrian transportation for our community members living with disabilities. The project location will occur between 1st street and 5th street along Main Street, Hendersonville, NC. The project will also extend along the 7th Avenue and Highway 64 at 7th Ave and Ashe St. The ADA compliant pedestrian crosswalk signals with audible and vibrotactile notification systems will increase safety for travelers with both hearing and visual disabilities by providing pedestrians multiple forms of safety notifications, allowing users a higher level of awareness and personal security when attempting to cross the street. Additional safety and accessibility infrastructure create opportunity to increase public transportation ridership by decreasing barriers and risks for the public to access bus stops as pedestrians.

French Broad River MPO Section 5310 - Application Form

Project Needs and Goals (25 points)

- 1. Describe the unmet transportation need that the proposed project seeks to address and the relevant planning effort that documents that need. *List the goals and corresponding plans here (i.e. the Locally Coordinated Plan, any local plans, the MTP, etc.)* Include the following:
 - a. Does the project cover an area targeted in the Coordinated Public Transit-Human Services Transportation Plan?
 - b. Describe how the project will mitigate transportation need.

This project targets both recommendations E-1 & E-3 in the French Broad River Coordinated Public Transit-Human Services Transportation Plan, which are: E-1 Increase and/or improve bicycle and pedestrian infrastructure connecting to bus stops and stations, and E-3 Improve roadway crossings for pedestrians near bus stops. Our project centers around improving accessibility for pedestrians to safely access bus stops in two highly vehicle trafficked regions of Hendersonville, Main Street and 7th Avenue E. Currently, our pedestrian crosswalk signs do operate on a set time clock to provide crosswalk signs, which occur periodically based on the variables they are set at. The upgraded crosswalk signals operate using sensors that can identify vehicles and traffic at the intersection and better identify when the most efficient and safe opportunity will be to cross the street. This could improve transportation efficiency by allowing pedestrians to safely cross the street when given notice to by the pedestrian signal at the earliest opportunity, rather than requiring the pedestrian to wait for the crosswalk signal and traffic light signal timers to complete, and then the signal changing guiding the pedestrian to walk. The second greatest impact that will help mitigate the transportation need is the audible and vibrotactile notifications that the new crosswalk signals will provide. Having multiple forms of notification for “ when to and when not to cross the street ” will greatly benefit our community living with hearing, visual, or additional disabilities that often create risk for pedestrians when crossing a street. If pedestrians are provided with safer transportation infrastructure to travel throughout the city, pedestrians are more likely to feel safe when attempting to cross streets to reach an Apple Country bus stop and participate in public transportation.

French Broad River MPO Section 5310 - Application Form

2. What are the project’s goals and objectives? Are these goals consistent with 5310 funding goals? Describe.

The project's goals are to reduce pedestrian-related vehicular accidents and to increase the accessibility and safety of our pedestrian transportation network for community members living with disabilities. Our project does align with the goals of the Section 5310 program as this program aims to "improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options everywhere." One of the biggest barriers our disabled community is facing, is the accessibility to a safe pedestrian transportation network that will provide security and safe guidance for them while traveling throughout the city. The population living with a disability in Hendersonville, NC is about 17.9% according to the U.S. Census Bureau, which is 3.9% higher than North Carolina's average. Without pedestrian crossing infrastructure that can communicate and provide notification that can provide feedback in ways that all travelers can effectively understand and respond to, there are populations of the public that will be at risk when crossing the street. Our project to purchase and install new pedestrian crossing signals that provide both audible and vibrotactile alerts will provide disadvantaged populations of the disabled community additional physical resources that can be utilized to cross a street more safely, and thus result in a reduction of vehicle and pedestrian related accidents and in turn reduce the amount of injuries related to street crossings.

3. Complete the following table (cite sources for data)

<p>Total population in area served: The population of Hendersonville, NC is about 15,656, and Henderson County's population is about 120,771. Hendersonville is the county seat of Henderson County both populations should be considered.</p>	<p>Enter the cumulative total in the column to the left. Source of Information: www.census.gov</p>
<p>Total number of seniors (65+) in service area: Hendersonville's 65+ year elderly community is 30.9% +or- 3.1% of the total population. This puts the estimated population of ag</p>	<p>Enter number and percentage of population served in column to the left. Source of information: data.census.gov/</p>
<p>Total number of individuals with disabilities in service area: <small>Hendersonville's disabled population makes up 17.9% + or - 2.3% of its total population. This means between 2,442 and 3,163 citizens are disabled living in Hendersonville.</small></p>	<p>Enter number and percentage of population served in column to the left. Source of information: data.census.gov/</p>
<p>Total number of low-income individuals in service area: The poverty rate of Hendersonville is 16.8% + or - 3.8%, which makes the poverty population total between 2,035 and 3,225.</p>	<p>Enter the number and percentage of population to be served who are at or below 150% of the HHS Poverty Guidelines in column to the left. Source of Information: data.census.gov</p>
<p>Other: _____</p>	<p>If your project targets other specific populations, specify group in the column to the left and percentage of total population to be served. Source of information:</p>

French Broad River MPO Section 5310 - Application Form

<p>Accessibility: The project will include ADA accessibility by providing increased security and communication to pedestrians with hearing or visual disabilities, providing them with better direction when attempting to cross the street while traveling to a bus stop within this project</p>	<p>In the left box, describe ADA accessible aspects of your program, including vehicle(s) used, facilities related to the project, clientele, etc. Attach a separate document if necessary Source of Information:</p>
<p>Service availability</p>	<p>24/7 full accessibility to the public.</p>
<p>Monday</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Tuesday</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Wednesday</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Thursday</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Friday</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Saturday</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Sunday</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Holidays</p>	<p>Hours: ___:___ a.m. to ___:___ p.m.</p>
<p>Other</p>	<p>Hours: ___:___ a.m. to ___:___ p.m. or Describe</p>
<p>Rides provided per Fiscal Year:</p>	<p>Enter the cumulative total in the column to the left. Source of Information:</p>
<p>How many volunteers are utilized to provide transportation services per Fiscal Year:</p>	<p>Enter the cumulative total in the column to the left. Source of Information:</p>

French Broad River MPO Section 5310 - Application Form

4. Describe services currently provided to meet the needs of the elderly and individuals with disabilities in your service area.

Henderson County manages and operates a public transit service, the Apple Country Public Transit (ACPT), which provides public bus services throughout Hendersonville, Fletcher, and Laurel Park. The Apple Country Public Transit consists of three public bus routes that drive fixed routes and stop at over 110 stops throughout the public transit network of Henderson County. These buses run either every hour (routes one & two) or every 90 minutes (route three). The ACPT also provides a service called the "ADA Paratransit Services Program", which is intended to provide specialized assistance and transportation for community members living with one or more disabilities that prevent them from utilizing their standardized bus service. What the program does is it allows users who are unable to safely commute to their nearest bus stop, to be able to go online and schedule a ride with "door-to-door" service with the transit vehicle picking up the rider from their own home to then transport them to their desired destination with as limited pedestrian travel as possible. Passengers can schedule trips up to 30 days in advance as well as may schedule a subscription service if they require regularly scheduled trips that occur two or more times per week, allowing for consistency and reliability to the passengers. This service is provided free of charge for all qualifying passengers, as long as they meet the eligibility requirements of: Living within the program service area (defined as living within three-quarters of a mile of the fixed-transit route), are unable to safely navigate the fixed-route system, and live with a disability (cognitive, mobility, and/or visual) that make it impossible to travel to or from the nearest ACPT public transit stop or independently use the current fixed-route system.

5. **Vehicle(s) requested:** Yes No (if no, skip to next section)

- a. Vehicle 1 Quantity: _____ Type: _____
- b. Vehicle 2 Quantity: _____ Type: _____
- c. Vehicle 3 Quantity: _____ Type: _____

6. **Vehicle Usage**

If you are purchasing multiple vehicles, provide a separate worksheet for each vehicle that shows calculations for the following:

- a. Average estimated number of operating days per vehicle per year: _____
- b. Average estimated number of operating hours per vehicle per year: _____
- c. Average estimated mileage per vehicle per year: _____
- d. Average estimated passenger trips per vehicle per year: _____*

*A passenger trip is each time a passenger boards a vehicle. For example, 5 passengers are taken to, and from, a destination. That would be 5 trips there and 5 trips back, totaling 10 passenger trips.

7. **Existing Fleet:**

Attach a fleet inventory for existing vehicles that you use, indicating for each vehicle: Vehicle type, capacity, ADA Capacity, model year, and funding source.

Attach a replacement schedule for indicated vehicles.

8. **Other Capital Purchase:** Yes No (If no skip to next section)

Provide a list of capital equipment you will purchase with the funds from this program (other than vehicles) and describe how equipment will be utilized. Capital purchases must be used for the scope of enhancing mobility for seniors and individuals with disabilities.

French Broad River MPO Section 5310 - Application Form

Item B.

9. Project application should demonstrate the project is the most appropriate match of service delivery to the need. Identify performance measures to track the effectiveness of the service in meeting the identified goals.

Our main goal for this project is to increase public transit ridership by making improvements to pedestrian transportation infrastructure. One performance metric that we will track closely will be the Apple Country Public Transit ridership data and trends both before and after project execution. Apple Country Public Transit conducts a ridership count for each transit stop, every day that they are operating. That means it is a consistent and reliable performance measure that could express how ridership trends are evolving in our designated project area and compare this data with the rest of the transit network. Identifying the change in ridership data can express to city staff how effective the project is to increase ridership and how impactful we can assume the project would be if developed at another location. A second, but long-term performance measurement would be utilizing the NCDOT Non-Motorist Crash Map managed by the NCDOT. This ArcGIS map provides detailed information about every vehicular crash that involved a non-motorist, which may include pedestrians, bicyclists, skateboarders, wheelchair operators, and more. The goal to improve safety and accessibility for all travelers includes eliminating all possible non-motorist related crashes, so overtime we can utilize this map to identify if this project leads to a reduction of accidents within the project zone.

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Project Budget and Organizational Preparedness (30 points)

1. Organizational Capacity

- a. Provide the existing mission statement of your organization or develop a statement for the purpose of this application that covers its mission if you do not have an existing mission statement. The mission statement should be brief, but identify the purpose of the organization, who it serves, and how that service is provided.

Be sure to make the connection of the organization’s benefits to the French Broad River MPO planning area

- How does the organization improve the quality of life within the Asheville urbanized area?
- How does the organization serve a wide range of citizens within the Asheville urbanized area?
- How does the organization demonstrate broad-based support within the urbanized area?

The City of Hendersonville's mission statement is as follows: "The City of Hendersonville is committed to providing quality, efficient services to all citizens, visitors and businesses through open communication, timely responses, and quality results."

The goal of the City of Hendersonville is to provide the highest quality of living for all citizens and visitors. This includes providing safe and accessible forms of transportation, both traditional and alternative transportation methods, that allow community members efficient and effective movement throughout the city. Our project to implement improved ADA compliant pedestrian signals throughout our highly trafficked Downtown Main Street and 7th Avenue E directly align with our mission statement, recognizing safety risks for our visually or hearing disabled community, due to infrastructure gaps. City leadership strives to provide resources to support all community members, removing barriers that prevent community members from traveling to public transit locations, participating in community events, or from freely traveling to their destinations within the city. This project will provide increased awareness and notification signals that can better communicate crosswalk communications and provide better direction for our disabled community, decreasing risks of crosswalk related accidents.

The City of Hendersonville is designated as the "county seat" for Henderson County, so naturally Hendersonville experiences an increase in transportation usage due to increased municipal employment, medical services, as well as hosting over two dozen city sponsored special events throughout the year. Improving our crosswalk signals to provide heightened notification and safety guidance will impact all travelers who utilize them, as the devices will be able to provide greater communication to travelers when and when not to cross the street safely. According to the North Carolina Department of Transportation's Non-Motorist Crash Map Data, the City of Hendersonville has witnessed 11 vehicle-related accidents along Main Street since 2007, with 9 of the accidents involving pedestrians and the remaining 2 involving cyclists. 5 of these accidents have occurred since 2019. Our goal is to provide high quality safety infrastructure for our community to eliminate pedestrian related vehicle accidents and improve the accessibility of our pedestrian transportation network, which allows our citizens to safely commute to destinations like bus stops, government service centers, social community centers, and even grocery stores without the fear of being involved in a traffic accident.

- 2. Describe the assumptions used to develop the budget for proposed project. Administrative expenses cannot exceed 5% of total project cost. Only direct costs will be eligible for reimbursement. **This can be answered as an attachment with budget spreadsheet/table.**

- For direct labor, include job title, description of tasks to be performed, hours to be dedicated to project, and hourly rates. Include unit costs for all budget items, as applicable. Applicants may be required to provide additional details

Details regarding hours dedicated to the project and project completion timeline are based on assumptions that the construction activities and installation of the crosswalk signals at each intersection (4-per intersection) will take one week per intersection.

See budget page attachment for additional budget details.

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3. Provide proof of available local financial match source (i.e. letter of support, please attach). How do you propose to continue commitment to the life of the project beyond the availability of grant resources?

We plan to allocate funds to general and preventative maintenance for the crosswalk signals in our General Fund within future budgets that will be utilized to ensure the assets are and remain functioning properly and effectively in the designated project areas. Our Traffic Division Supervisor and crew members will be responsible for the timely assessments and functional analysis throughout the life of the project to ensure all problems are addressed in a timely fashion.

4. Describe what the effect of not receiving the requested funds will be—how will target population be affected if project is not funded.
- Will agency seek funds from other sources for this project and/or continue this project once funding has expired? Will these funds be from another federally funded agency? If so, include contract, agreement, and/or authorization. Describe how you plan to continue this project and how it will be funded and/or other agencies approached to assist with the proposed project.

If this project is not awarded as a recipient of this grant opportunity, city staff does intend to pursue additional funding sources and strategies to fund and complete this project. City staff has worked hard to identify additional grant funding programs that do align with our multimodal transportation project in terms of purpose and eligibility. The City of Hendersonville may apply for and seek funding through the Formula Grants for Rural Areas- Section 5311 as a capital infrastructure project supporting a community of less than 50,000 residents. We also may apply for a Transportation Alternatives Set-Aside grant through the Surface Transportation Block Grant (STBG) Program to support pedestrian travel in relation to connecting to our local public transit system. The third program that city staff has been researching is the Federal Highway Administration's Carbon Reduction Program, established as a grant program to fund projects that will reduce transportation emissions. The goal of our project is to install infrastructure that will increase safety and accessibility for potential public transportation passengers, resulting in an increase in public transportation ridership and a decrease in reliance of passenger vehicular transportation, thus reducing overall fuel emissions by decreasing the number of single party vehicular trips.

Although there are multiple grant programs that are designed to support and help facilitate the improvement, creation, and restoration of pedestrian transportation and public transportation infrastructure, not being awarded this grant funding will directly impact the completion of this project. If our grant proposal is not selected for award during this cycle, the City of Hendersonville will be required to adjust our project schedule by a minimum of one year in order to reassess the funding and budget required to finance this project. This project has been identified as a project of great potential, even outside of the current designated project sites due to the potential positive impact that the upgraded ADA compliant crosswalk signals provide for our community and its visitors. Our goal within the next 5-years is to begin installing the new cross walk signals at other high risk pedestrian locations such as along 5th Avenue West and at various city park and greenway locations connected to public streets in order to increase pedestrian transportation accessibility where the risk is greatest and where pedestrian transportation frequency is the highest. If our project is not awarded during this grant cycle, the proposed project will likely be delayed between 1-3 years but will be reassessed and researched further in order to continue progressing forward for our community.

5. Does your organization plan to apply indirect costs to this application for eligible reimbursement? If so, your organization will be fully responsible and agree that all intended indirect costs must and will be approved prior to the approved application and executed agreement under an indirect cost allocation plan. If this is your intention please explain your program goal, intended indirect expenses that will be directly related to the 5310 program. Please see 2 CFR Part 200 subpart E and C9070.1H regarding indirect cost allocation plan.

N/A.

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Project Implementation (30 points)

1. Describe key personnel assigned to this project and your agency’s ability to manage the project.

Blake Fulgham (Management Analyst- Strategy & Performance)- My responsibilities will include the development and submission of our grant application, as well as support operational reporting requirements throughout project development. Brandon Mundy (Traffic & Streets Superintendent)- Responsibilities will include project leadership and operational leadership for the Traffic division throughout all project activities. Brandon Mundy will be responsible for project updates and project reporting throughout the project’s development as well as throughout the tenure of the grant process. Brandon is responsible for the staffing for the Traffic division as well as the project assignment activities and overall communication with city staff. Krystal Powell (Finance Director) & Emily Nickell (Grant & Project Accountant)- Both Krystal and Emily will be responsible for the financial reporting for the project regarding costs related to product acquisition, accounts payable, as well as providing financial updates when necessary. Logan Hickey (Procurement & Contract Administrator)- Logan’s responsibilities will include development of the procurement PO prior to asset acquisition, as well as tracking invoices regarding inventory acquisition throughout the grant process. Brent Pope (Traffic Control Supervisor)- Brent’s responsibilities will include supporting operational decisions of project and task assignments for the Traffic division, as well as lead the operational crew that will be installing the ADA compliant pedestrian crosswalk signals according to local, state, and federal traffic guidelines. Brent will also be responsible for providing Brandon Mundy progress updates to include completion status of installing all new pedestrian crosswalks throughout the year, identification and communication of barriers impacting project progress, as well as providing critical feedback for process improvements throughout the grant cycle. Our municipality has the capacity to effectively manage this project throughout the project’s lifecycle as we have both a crew supervisor and superintendent dedicated to the traffic division that will be able to manage all daily activities of the project. We have administrative support staff that will be involved in the project progression throughout the lifecycle of the project to ensure we execute all procurement and financial activities within designated and approved timeframes as well as ensure all financial activities are monitored and documented. We will have multiple team members within the Finance Department that will ensure that funding is budgeted and available throughout the grant lifecycle.

2. Provide an operational plan for delivering service. Include route or service area map if applicable as attachment. Include any other operational planning documents deemed relevant.

Operational Plan for Service Delivery
Project: Installation of Video Detection System and Audible Pedestrian Push Buttons

1. Project Overview
This operational plan outlines the methods, resources, and procedures for delivering installation services for traffic video detection systems and audible pedestrian push buttons at designated signalized intersections. The plan ensures safe, efficient, and compliant execution while minimizing impacts to traffic and pedestrians.

2. Service Area and Locations
The service area for this project is focused within the City’s downtown core and surrounding corridors, specifically:
a) Main Street corridor from 1st Avenue through 5th Avenue
b) 7th Avenue area, including the intersection of 7th Avenue and Ashe Street

These locations represent high volume pedestrian and vehicular activity areas and have been prioritized to improve detection accuracy, traffic operations, and pedestrian accessibility. Installations will be performed at pre approved signalized intersections within this service area, as confirmed by City staff. Work sequencing will be coordinated to minimize impacts to downtown traffic, businesses, and pedestrians.
Attachment A: Service Area / Route Map (Main Street 1st Ave – 5th Ave and 7th Ave & Ashe St)

3. Scope of Services
a) Field verification of existing signal infrastructure, pedestrian facilities, and communications availability

Recommended (but not required) to include project schedule with key milestones as attachment

3. Explain how this project can be achieved within your technical and financial capacity.

This project is within the capacity of our Public Works- Traffic Division as well as our matching portion for this project would be within our funding capabilities if awarded. Our Traffic Division is composed of 3 Traffic Technicians, 1 Traffic Supervisor, and 1 Traffic Superintendent who will be responsible for overseeing all project aspects, including: procurement of all project assets, operational activities to include transportation and installment of the crosswalk signals, financial transactions and documentation of invoices, as well as communication with the FBRMPO and Federal Transit Administration staff when necessary. The Traffic Superintendent will also receive support from Hendersonville’s Management Analyst-Strategy & Performance regarding financial and progress documentation and communication with the FTA and MPO. The funds will likely come from our municipal General Fund, which will be able to support our capital project matching portion.

4. Describe a plan for monitoring and evaluation of services and steps to be taken if original goals are not achieved.

One way that we can monitor effectiveness of our project overtime is tracking the Apple Country Public Transit usage at the specific bus stops located within a close proximity of where the newly installed ADA compliant pedestrian crosswalk signals are installed. Apple Country Public Transit records passenger ridership data for each bus stop within their routes. Hendersonville staff plans to partner with Henderson County to analyze this data overtime, and will analyze how Apple Country public transit usage trends prior to project initiation in comparison to post project completion over the next several years. This will allow us to not only research and identify potential changes in ridership for the directly impacted bus stops, but to compare the ridership trends to other various bus stops within the network that are outside of the impact zone for our project. If our initial goals are not met, we plan to reassess our educational campaign to ensure that we have communicated the details and benefits of the program to the public as well as provided additional resources on our website. We may also analyze the infrastructure itself to identify if the project itself completely resolves the problem(s) that the public is faced with, and if there are remaining barriers then how we can best address and resolve the remaining barriers. Our goal is to increase the safety and accessibility for pedestrian travelers to travel to public transit locations, so this may require continues improvement and identification of risks or opportunities even after the project is complete.

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5. What are the project outcomes that will be used to demonstrate the success of the project?

One project outcome that will demonstrate the success of the project would be an increase in ridership for the Apple Country Public Transit system at the specific bus stops within ¼ mile of the project sites on Main Street and 7th Avenue E. The project sites will be at each intersection where we will install the upgraded new pedestrian crosswalk signals and should create more safe and accessible pathways that allow public transportation users to travel to and from these bus stops more safely. The goal would be to improve pedestrian safety infrastructure to encourage utilization of public transportation and increase the number of travelers who choose to ride the Apple Country bus each day.

Another goal outcome that the City of Hendersonville strives for is the reduction and eventual elimination of vehicle-pedestrian related accidents in these project locations. The city holds safety as a top priority, and that includes implementing infrastructure that reduces individual and community risk and provides reasonable accessibility for people to travel freely and safely throughout the city. We hope that the improved pedestrian crosswalk signals with enhanced ADA notification features like the audible and vibrotactile notification systems create increased awareness and security for pedestrian travelers.

6. Will your program utilize 3rd party contractors to complete the eligible activities supported by this 5310 program? Which elements?

The city will need a 3rd party contractor to run internet lines to various locations within the project site to connect to the new crosswalk signals for the project. Beyond this, the city should not need additional 3rd party contractors.

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Coordination, Outreach, and Community Impact (15 points)

1. Describe how the project will be coordinated with public and/or private transportation and social service agencies serving seniors and individuals with disabilities.

Apple Country Public Transit (ACPT) is the sole public transportation organization that operates in Hendersonville. Project coordination will include working directly with Henderson County planning department, including representation from Apple Country Public Transit to ensure that all municipal stakeholders understand the project's intentions and designed impacts, and how pedestrians and public transit travelers can most effectively utilize the new transportation infrastructure. City staff will partner with Henderson County to discuss how these new safety infrastructure upgrades may impact route travel times, what pedestrians might experience when utilizing the new pedestrian signals, and identify the most effective way to educate our community that may benefit from the project.

2. Describe efforts to market the project and promote awareness of the program.

To ensure that the public is aware of the new pedestrian safety improvements that we will be making with this project, the city strives to utilize our partnership with Henderson County and their staff to communicate the new opportunities across multiple platforms. We would request that Henderson County broadcast information about the project itself as well as the goals behind the project to increase Apple Country bus ridership with our elderly and disabled community on their website, allowing interested parties a web page to visit and learn about the vast project details so that parties can learn when the project will be complete and accessible, why the project initiative is so important to our community, and how this project impacts them and their loved ones. We would also encourage that the Henderson County team post information about this project under their Apple Country Public Transit "Service Alerts" page for interested parties to recognize as a significant change/improvement to their current transportation network. This will be important, not only for residents living in nearby neighborhoods, but for passengers throughout the network due to the project locations. Main Street and 7th Avenue East are business centers, home to numerous restaurants and small businesses, which means travelers from throughout the county may utilize the surrounding bus stops.

The City of Hendersonville would also develop a webpage for this project that would provide important project details to the public including: the estimated project timeline, updates regarding what phase the project is currently in, as well as communicate the problem that the project intends to solve and how the project features can be best utilized. City staff also intend to reach out to our many retirement communities and assisted living facilities to develop educational materials or speaking events that could provide additional resources to our intended project beneficiaries. City staff sees public education and awareness about the project as pivotal to project success and would like to work directly with both the organization that manages the public transit system, as well as the organizations that work with and care for our targeted beneficiaries to our project as much as possible.

3. Describe (or include) your Title VI Plan or the commitment to the spirit of Title VI your organization has. How is your organization's commitment to Title VI reflected in your 5310 project? (no more than 7 sentences)

The City of Hendersonville complies with Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities, and will not exclude from participation in, deny the benefits of, or subject to discrimination any person based on race, color, national origin, limited English Proficiency, income-level, sex, age, or disability (or religion, where applicable), under any programs or activities conducted or funded by the City of Hendersonville.

The project we are proposing reflects our commitment to all Hendersonville community members by our recognition of a safety and accessibility barrier to an underrepresented population and could prevent them both the ability to freely travel and access necessary public services as well as may prevent them the ability to participate in community programs and events such as city sponsored events, city committees, or other various activities throughout the city. The City of Hendersonville strives to not only provide the highest quality of services for our community, but to aid in facilitating the utilization of our city services and aid our community members in the participation of the various activities and programs by all people within our great city.

4. How does this project expand mobility and/or availability of transportation services?

This will expand the availability of the local transportation services by increasing pedestrian accessibility to multiple bus stops within the Apple Country Public Transit network. The goal is to improve the walkability to and from multiple bus stops along Main Street as well as on 7th Avenue East by installing ADA compliant pedestrian crosswalk signals that improve awareness and pedestrian safety within these regions. Providing a safer route to utilize these bus stops will make them more accessible for pedestrians who may not have been able to safely access the transit stops prior. Travelers may have to rely on the ADA Paratransit Service, which although it is a fantastic, free service, it does have its own barriers for passengers. Some passengers may struggle with the ability to commute at specific times, as rides through this service are shared with other travelers and must be scheduled ahead of time and riders could be asked to change their trip schedule time to accommodate other travelers. For travelers who rely on consistency for their travel, access to the Apple Country buses could be vitally important to them. Another barrier arises if a customer is outside of the ¼ mile range of the fixed route for the public transportation network, so they are ineligible for the ADA Paratransit Services. A traveler may find it acceptable to travel as a pedestrian on routes less frequently traveled by vehicles but feel unsafe walking along heavily trafficked routes. As Main Street and 7th Avenue East are both regions of the city that experience high levels of vehicle traffic, this may deter potential public transportation riders from attempting to travel to these region's bus stops at all.

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5. Will this project reduce duplication of services and/or increase efficiency? If so, explain?

This project does have the potential to increase efficiency of services for the Apple Country Public Transit system by reducing the number of passengers who work with Henderson County to arrange, reserve, and then are picked up and transported by the ADA Paratransit Service. This specialized transportation rideshare service provides "door-to-door" service, where operators often come to the passenger's door to notify regarding their arrival. This transportation service is very beneficial for passengers who may not be able to navigate themselves to the nearest Apple Country bus stop or are unable to navigate the fixed route transit system. However, if we reduce barriers for pedestrian transportation and develop safer transportation infrastructure that is designed to increase pedestrian accessibility, we may be able to reduce the demand for the ADA Paratransit Services Program with passengers instead being able to safely travel to their nearest bus stop and to ride the Apple Country buses. This is efficient because although the ADA Paratransit Services are a great resource for some individuals, it is relatively inefficient as a form of travel compared to the local buses for a few reasons. First, the buses operate on a fixed schedule and route, while the ADA Paratransit vehicles do not. This can lead to issues regarding arrival times, scheduling, unavailable reservations when a passenger needs one, or inconsistent ride times. The ADA Paratransit vehicle is also smaller, so although it provides rideshare attributes which are more efficient than single route services, it can transport less passengers per gallon of gasoline, and per gram of fuel emissions per passenger ride than an Apple Country bus would.

6. What services will be coordinated by this project? (check all that apply)

- Client Trips
- Schedules
- Training
- Marketing
- Dispatching
- Admin Supplies
- Operational Planning (ITS, GPS, Tech)
- Purchasing Supplies/Fuel
- Vehicle Sharing
- Preventative Maintenance
- Trip Referrals
- Accessibility
- Fare Collection
- Private Transport Contracts
- Vehicle Storage
- Other (Describe)

BONUS Alternative Fuels (5 points):

Does the project utilize high-efficiency or alternative fueled vehicles/transportation methods?

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ATTACHMENT A

SELF-CERTIFICATION FOR THE LOCALLY DEVELOPED COORDINATED PUBLIC TRANSIT- HUMAN SERVICES TRANSPORTATION PLAN "COORDINATED PLAN"

This project is derived from the "locally coordinated plan", the *French Broad River Metropolitan Planning Organization Coordinated Public Transit and Human Services Transportation Plan for Buncombe, Haywood, and Henderson Counties* adopted in 2012, updated in 2018. This application agency is identified as a city municipality (type) and the unmet needs presented in this application fall into the target groups ranked as a priority in the following sections of the plan:

Intermodal Connectivity:E-1: Increase and/or improve bicycle and pedestrian infrastru

The plan can be found at: <https://frenchbroadrivermpo.org/wp-content/uploads/2020/01/CPT->

Funding restrictions, all applicants project must be for the benefit for the citizens of the FBRMPO region.

Printed Applicant Name City of Hendersonville

Signature of Authorized Authority, Title

John Conrad, City Manager

Date

1-14-26

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Appendix C: FTA Certifications and Assurances Form

1. The applicant has coordinated or will coordinate to the maximum extent feasible with other transportation providers and users, including social service agencies authorized to purchase transit service;
2. The applicant has complied or will comply with all applicable civil rights requirements, including but not limited to full compliance with Title VI of the Civil Rights Act of 1964 and related statutes and regulations, in all programs and activities (see Appendix A);
3. The applicant has complied or will comply with applicable requirements of U.S. DOT regulations regarding participation of disadvantaged business enterprises in U.S. DOT programs (see Appendix A);
4. The applicant has complied or will comply with all applicable lobbying requirements for each application (per 49 CFR 20.110) exceeding \$100,000 (see Appendix A);
5. The applicant will comply with all applicable federal requirements per the FTA Federal Fiscal Year 2017 (or latest available) list of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements, as referenced at: <https://cms.fta.dot.gov/sites/fta.dot.gov/files/docs/FTA%20FY%202017%20Certifications%20and%20Assurances.pdf>

Printed Name of Authorized Representative of Applicant John Connet

Signature of Authorized Representative of Applicant 

Date 1-14-20

Appendix D: Civil Rights, Disadvantaged Business Enterprise, and Lobbying Requirements

Civil Rights Requirements

29 U.S.C. § 623, 42 U.S.C. § 2000

42 U.S.C. § 6102, 42 U.S.C. § 12112

42 U.S.C. § 12132, 49 U.S.C. § 5332

6. FR Part 1630, 41 CFR Parts 60 et seq.

1. **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the applicant agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the applicant agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
2. **Equal Employment Opportunity** - The applicant agrees to the following equal employment opportunity requirements:
 - a. **Race, Color, Creed, National Origin, Sex** - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the applicant agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The applicant agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the applicant agrees to comply with any implementing requirements FTA may issue.
 - b. **Age** - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the applicant agrees to refrain from discrimination against present and

French Broad River MPO Section 5310 - Application Form

prospective employees for reason of age. In addition, the applicant agrees to comply with any implementing requirements FTA may issue.

- c. **Disabilities** - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the applicant agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the applicant agrees to comply with any implementing requirements FTA may issue.

- 3. The applicant also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

- 4. The applicant also agrees to comply with the portion of Title VI of the 1964 Civil Rights Act that states, "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The applicant must supply any person who believes that he/she has been aggrieved by an unlawful discriminatory practice on the basis of race, color, or national origin by the applicant with a Title VI Complaint form (see Applicant Resources) & must investigate the matter.

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U.S. DOT Disadvantaged Business Enterprises (DBE) Requirements

49 CFR Part 26

1. The applicant agrees to meet the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.
2. The applicant also agrees to not discriminate on the basis of race, color, national origin, or sex in the performance of this project. The applicant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this project. Failure by the applicant to carry out these requirements is a material breach, which may result in the termination of this project or such other remedy as the City of Asheville deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
3. The applicant also agrees to report its DBE participation obtained through race-neutral means throughout the period of performance.
4. The applicant also agrees to pay its subcontractors performing work related to this project for satisfactory performance of that work no later than 30 days after the applicant's receipt of payment for that work from the City of Asheville. In addition, the applicant may not hold retainage from its subcontractors.
5. The applicant also agrees to promptly notify the City of Asheville whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The applicant may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the City of Asheville.

French Broad River MPO Section 5310 - Application Form

Lobbying Requirements

31 U.S.C. 1352

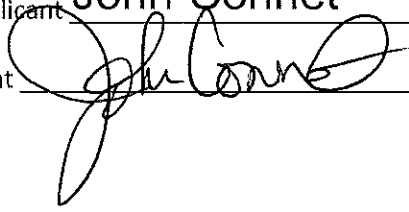
49 CFR Part 19

49 FR Part 20

1. The applicant agrees that no Federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. The applicant also agrees that if any funds other than Federal appropriated funds will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (See Applicant Resources.)
3. The applicant also agrees to require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. The applicant also agrees that, pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The applicant also understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Printed Name of Authorized Representative of Applicant John Connet

Signature of Authorized Representative of Applicant 

Date 1-14-26

CITY COUNCIL:
BARBARA G. VOLK
Mayor
DR. JENNIFER HENSLEY
Mayor Pro Tem
LYNDESE SIMPSON
MELINDA LOWRANCE
MARGINA M. BAXTER

CITY OF HENDERSONVILLE
The City of Four Seasons

OFFICERS:
JOHN F. CONNET
City Manager
ANGELA S. BEEKER
City Attorney
JILL MURRAY
City Clerk

1/13/2026

City of Hendersonville

Enhanced Mobility of Seniors and Individuals with Disabilities Program

Subject: Letter of Financial Support

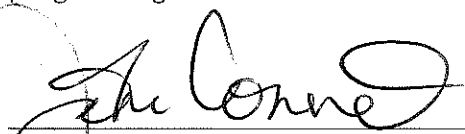
On behalf of the City of Hendersonville, I am writing to express our full support for the "Purchase and installation of ADA compliant crosswalk signals" application for the Federal Transit Administrations Section 5310 grant program. This project will include the installation of audible and vibrotactile crosswalk signals along downtown Main Street as well as along our historic 7th Avenue. We recognize the importance in developing a safe and accessible pedestrian transportation network to increase accessibility for pedestrians to our local bus stops and other public transportation access points.

The City of Hendersonville formally commits to providing the necessary matching funds that are required for this project, if awarded. Our commitment will be as follows:

Total Grant Request: \$229,873

Local Match Contribution: \$66,354.88

The City of Hendersonville is prepared to manage these funds in compliance with all state, federal, and program regulations.



Signature of Designated Signatory

John Connet

Printed Name of Signatory

City Manager

Title of Signatory

1-14-26

Date Authorized

City of Hendersonville

Traffic Signal Engineering Division – Section 5310 Proposed Project Budget

A. Direct Labor

Job Title	Description of Tasks	Hours Dedicated to Project	Hourly Rate	Total Cost
Public Works Superintendent	Executive oversight; policy guidance; approval of project actions; coordination with City leadership	80	\$41.00	\$3,280.00
Traffic Signal Supervisor	Project oversight; supervision of signal staff; coordination with NCDOT/FTA; compliance monitoring and reporting	240	\$31.35	\$7,524.00
Signal Systems Technician	Installation, maintenance, and repair of traffic signal equipment supporting eligible transportation routes	360	\$29.26	\$10,533.60
Traffic Operations Technician (2 positions)	Field operations, signal timing adjustments, and system monitoring directly supporting project objectives	640 (320 × 2)	\$28.00	\$17,920.00
Administrative Support	Timekeeping, documentation, reimbursement requests, and reporting directly related to the project	100	\$24.00	\$2,400.00
Total Direct Labor				\$41,657.60

B. Fringe Benefits (City Standard Rate – 30%)

Position	Fringe Rate Total
All Direct Labor Positions 30%	\$12,497.28
Total Fringe Benefits	\$12,497.28

C. Other Direct Operating Costs

Item	Unit Cost	Quantity	Total
Signal Equipment (Interactive Audible Ped Button System, Video Vehicle, Ped Detection Systems)	\$28,303	6	\$169,818
Replacement Parts & Consumables	\$5,000	1	\$5,000
Vehicle Fuel (project-related travel only)	\$4.00	400 gallons	\$1,600
Vehicle Maintenance (allocated portion)	\$1,000	1	\$1,000
Training / Certifications (signal systems)	\$500	1	\$500
Total Other Direct Costs			\$173,518

D. Administrative Costs (≤ 5%)

Description	Total
Direct administrative oversight and grant management	\$2,200
Total Administrative Costs	\$2,200

Administrative costs equal **approximately 3.4%** of the total project cost.

E. Budget Summary

Category	Total
Total Direct Labor	\$41,657.60
Total Fringe Benefits	\$12,497.28
Total Other Direct Costs	\$173,518
Total Administrative Costs	\$2,200.00
Total Cost	\$229,872.88

Operational Plan for Service Delivery

Project: Installation of Video Detection System and Audible Pedestrian Push Buttons

1. Project Overview

This operational plan outlines the methods, resources, and procedures for delivering installation services for traffic video detection systems and audible pedestrian push buttons at designated signalized intersections. The plan ensures safe, efficient, and compliant execution while minimizing impacts to traffic and pedestrians.

2. Service Area and Locations

The service area for this project is focused within the City’s downtown core and surrounding corridors, specifically:

- **Main Street corridor from 1st Avenue through 5th Avenue**
- **7th Avenue area, including the intersection of 7th Avenue and Ashe Street**

These locations represent high-volume pedestrian and vehicular activity areas and have been prioritized to improve detection accuracy, traffic operations, and pedestrian accessibility.

Installations will be performed at pre-approved signalized intersections within this service area, as confirmed by City staff. Work sequencing will be coordinated to minimize impacts to downtown traffic, businesses, and pedestrians.

Attachment A: Service Area / Route Map (Main Street 1st Ave–5th Ave and 7th Ave & Ashe St)

3. Scope of Services

- Field verification of existing signal infrastructure, pedestrian facilities, and communications availability
- Contracting for and installation of **fiber optic cable and associated infrastructure** to provide reliable internet connectivity at each project location
- Coordination with internet service providers and utility owners as required
- Installation and configuration of video detection cameras
- Installation of audible pedestrian push buttons, including accessible features

- Integration of all equipment with existing traffic signal controllers and communications networks
- System testing, calibration, and fine-tuning
- Staff coordination and operational handoff

4. Installation Approach

4.1 Pre-Installation Planning

- Review signal plans, cabinet layouts, and power/communication availability
- Confirm equipment compatibility
- Schedule work to avoid peak traffic hours where feasible
- Notify City staff of planned work windows

4.2 Field Operations

- Deploy certified traffic signal technicians to each site
- Establish work zones in accordance with MUTCD and NCDOT standards
- Always maintain a minimum 5-foot ADA-compliant pedestrian pathway
- Install equipment using manufacturer-recommended methods

4.3 Traffic and Pedestrian Safety

- Temporary lane closures or shoulder work will use appropriate signage, cones, and flaggers
- Pedestrian detours will be clearly marked and ADA-compliant
- Audible pedestrian push buttons will be tested for clarity and volume compliance

5. Staffing and Roles

- **Traffic Signal Supervisor:** Project oversight, coordination, and quality assurance
- **Signal System Technicians:** Equipment installation, wiring, and controller integration
- **Traffic Operations Technicians:** Field support, traffic control setup, and testing
- **Public Works Superintendent:** Executive oversight and interdepartmental coordination

6. Equipment and Materials

- Video detection cameras and mounting hardware
- Audible pedestrian push buttons with accessible features
- Conduit, cabling, and connectors
- Bucket truck and service vehicles
- Traffic control devices (cones, signage, barricades)

7. Schedule and Sequencing

- Installations will be completed on an intersection-by-intersection basis
- Average installation duration: **approximately 5 days per intersection**
- Final sequencing will be coordinated with City staff to minimize disruptions

8. Quality Control and Testing

- Verify camera detection zones and accuracy
- Confirm pedestrian call registration and audible output
- Perform system diagnostics and controller checks
- Document final settings and configurations

9. Compliance and Standards

All work will comply with:

- MUTCD requirements
- ADA accessibility standards
- NCDOT work zone requirements
- Manufacturer installation guidelines

10. Communication and Reporting

- Daily coordination with City staff as needed
- Immediate notification of any field issues or conflicts
- Completion reports for each intersection

11. Risk Management and Contingencies

- Weather delays will be communicated promptly
- Equipment failures will be addressed with spare components
- Traffic safety remains the top operational priority

12. Closeout and Documentation

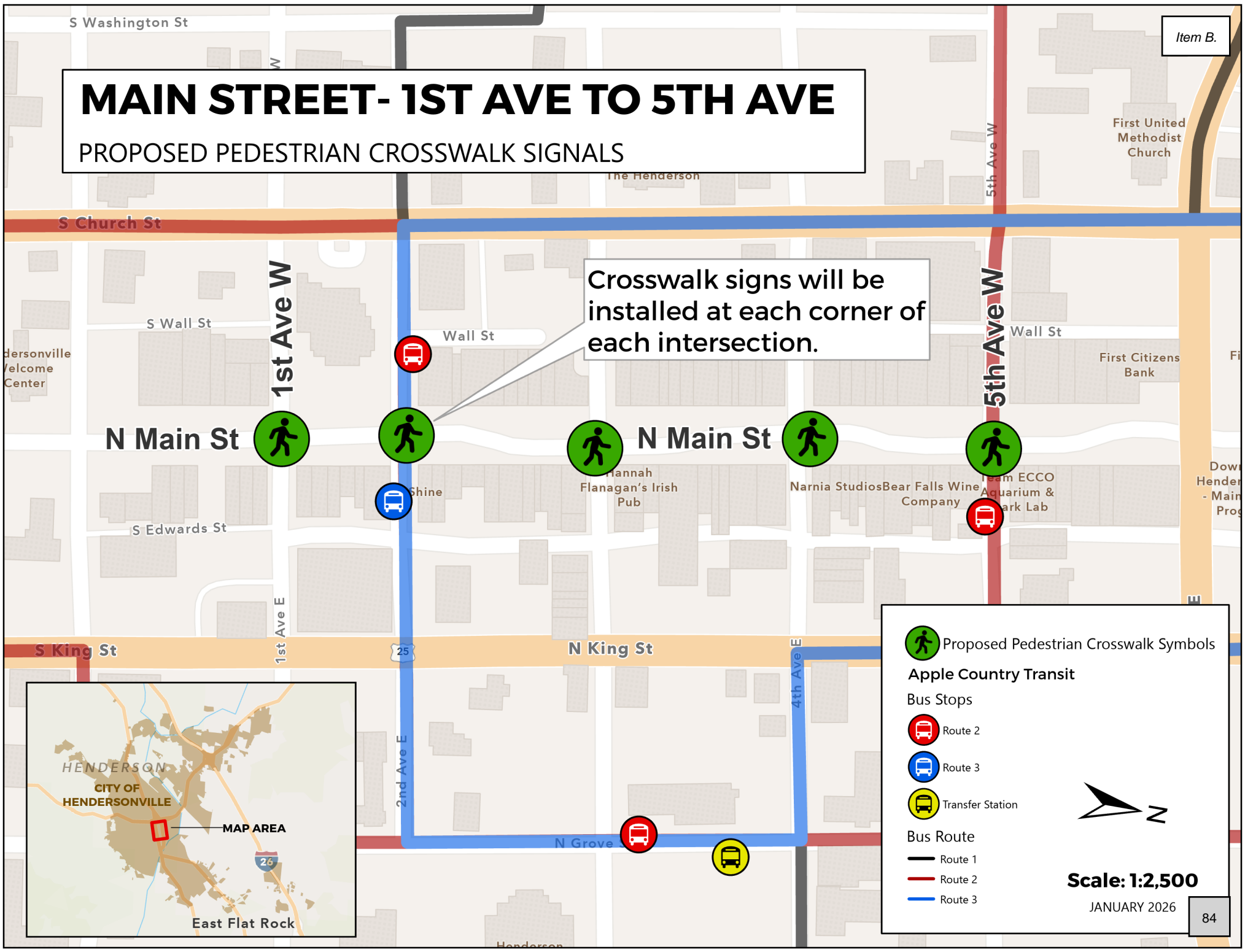
- As-built documentation provided upon completion
- Operational overview and maintenance guidance
- Final acceptance walkthrough with City staff

Attachments:

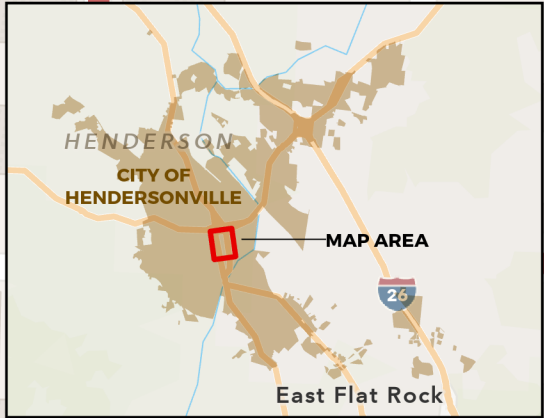
- Attachment A: Service Area / Route Map
- Attachment B: Equipment Cut Sheets and Specifications
- Attachment C: Typical Work Zone Traffic Control Diagram


MAIN STREET- 1ST AVE TO 5TH AVE

PROPOSED PEDESTRIAN CROSSWALK SIGNALS






Crosswalk signs will be installed at each corner of each intersection.






 Proposed Pedestrian Crosswalk Symbols


Apple Country Transit

Bus Stops

-  Route 2
-  Route 3
-  Transfer Station

Bus Route

-  Route 1
-  Route 2
-  Route 3



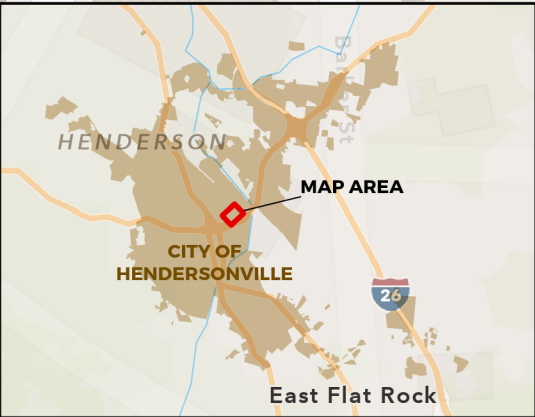
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JANUARY 2026

7TH AVENUE E & ASHE ST

PROPOSED PEDESTRIAN CROSSWALK SIGNALS


Crosswalk signs will be installed at each corner of each intersection.




 Proposed Pedestrian Crosswalk Symbols


Apple Country Transit


Bus Stops


 Route 1

 Route 2

Bus Route

 Route 1

 Route 2



Scale: 1:1,500

JANUARY 2026

Standard:

1. When crosswalks or other pedestrian facilities are closed or relocated, temporary facilities shall be detectable and shall include accessibility features consistent with the features present in the existing pedestrian facility.
2. Curb parking shall be prohibited for at least 50 feet in advance of the midblock crosswalk.

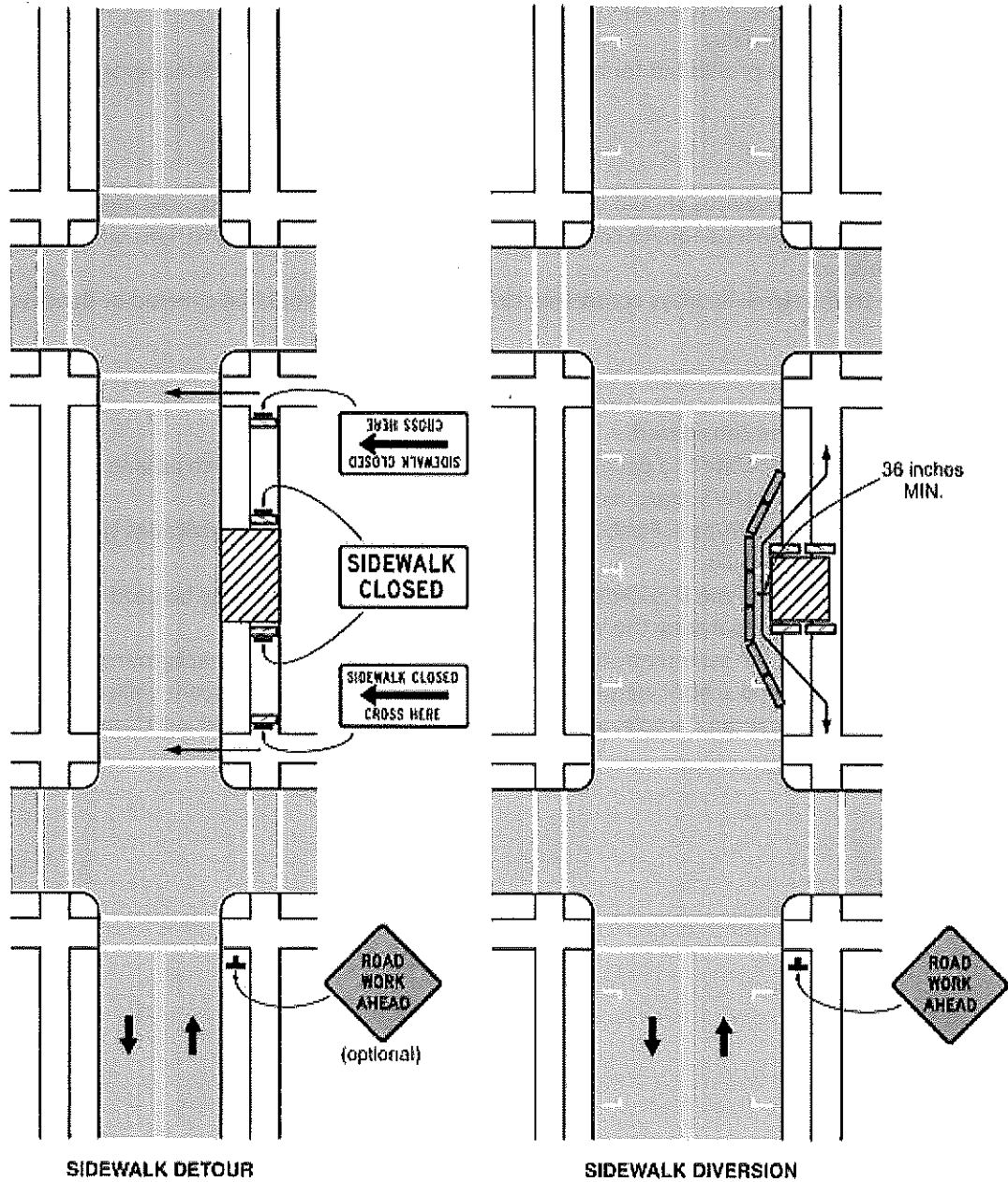
Guidance:

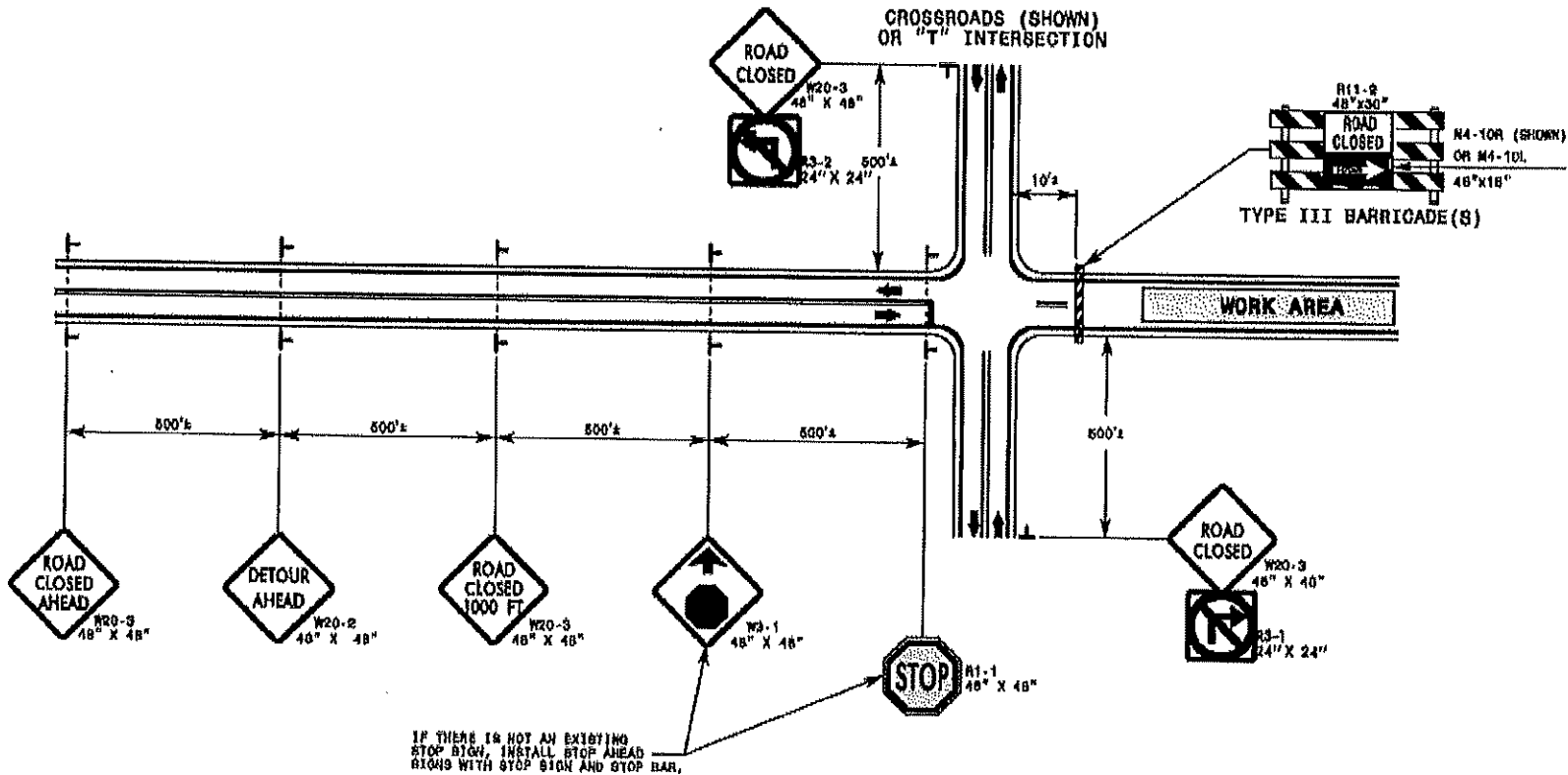
3. Audible information devices should be considered where midblock closings and changed crosswalk areas cause inadequate communication to be provided to pedestrians who have visual disabilities.
4. Pedestrian traffic signal displays controlling closed crosswalks should be covered or deactivated.

Option:

5. Street lighting may be considered.
6. Only the TTC devices related to pedestrians are shown. Other devices, such as lane closure signing or ROAD NARROWS signs, may be used to control vehicular traffic.
7. For nighttime closures, Type A Flashing warning lights may be used on barricades supporting signs and closing sidewalks.
8. Type C Steady-Burn or Type D 360-degree Steady-Burn warning lights may be used on channelizing devices separating the work space from vehicular traffic.
9. In order to maintain the systematic use of the fluorescent yellow-green background for pedestrian, bicycle, and school warning signs in a jurisdiction, the fluorescent yellow-green background for pedestrian, bicycle, and school warning signs may be used in TTC zones.

Figure 6H-28. Sidewalk Detour or Diversion (TA-28)





GENERAL NOTES

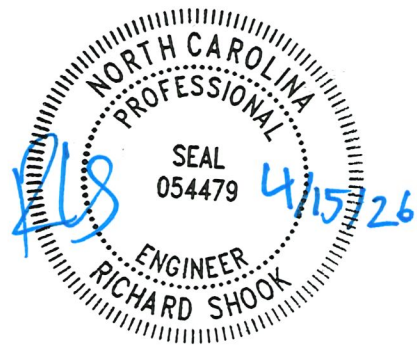
- 1- IF NECESSARY USE THIS STD FOR CROSS-ROADS AS SHOWN OR FOR "T" INTERSECTIONS ON TWO-LANE, TWO-WAY AND MULTILANE UNDIVIDED AND DIVIDED ROADWAYS.
- 2- INSTALLATION OF DETOUR ROUTING PANELS, TEMPORARY ROUTE MARKERS, DESTINATION SIGNS, AND ANY NECESSARY MODIFICATIONS TO EXISTING OR PROPOSED REGULATORY OR WARNING SIGNS WILL BE MADE BY OTHERS (STATE OR CITY FORCES) UNLESS OTHERWISE DESIGNATED IN THE PLANS. A MINIMUM 21 CALENDAR DAY NOTICE IS REQUIRED TO BE PROVIDED TO STATE FORCES BEFORE A ROADWAY IS CLOSED TO TRAFFIC SUCH THAT THE NECESSARY PROVISIONS CAN BE MADE TO INSTALL DETOUR ROUTE SIGNS, AND TO INFORM LOCAL EMERGENCY AND LAW ENFORCEMENT PERSONNEL, SCHOOLS, OR ANY OTHER PARTIES AFFECTED BY THE ROAD CLOSURE.
- 3- INSTALL SIGNS BEFORE BARRICADES WHEN CLOSING THE ROADWAY TO TRAFFIC. REMOVE BARRICADES BEFORE SIGNS WHEN OPENING THE ROADWAY TO TRAFFIC. INSTALL/REMOVE SIGNS AND BARRICADES WITHIN THE SAME CALENDAR DAY.
- 4- POSITION BARRICADES SUCH THAT THE STRIPES ARE SLOPED DOWNWARD IN THE DIRECTION TOWARD WHICH TRAFFIC MUST TURN IN DETOURING.
- 5- USE PORTABLE SIGNS IF ROAD CLOSURE IS TO BE IMPLEMENTED FOR LESS THAN ONE DAY, OR FOR EMERGENCIES. IN THIS CASE, NO STOP BAR IS NECESSARY.

LEGEND

— STATIONARY SIGN

← DIRECTION OF TRAFFIC

CITY OF HENDERSONVILLE
2026 STREETS RESURFACING & BEARCAT BLVD IMPROVEMENTS



TARHEEL PAVING & ASPHALT CO.
1310 N MAIN ST.
HENDERSONVILLE, NC 28792

BID DATE: 04/10/2026
TIME: 2:00 PM

1 BIDDER

BASE BID:
ENGINEERS ESTIMATE: \$ 1,318,049.00

TOTAL BID: \$ 1,364,151.83

ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	AMOUNT
1	Mobilization	1	LS	\$ 91,769.00	\$ 91,769.00
2	Removal of Existing Asphalt Pavement	1360	SY	\$ 1.70	\$ 2,312.00
3	Removal of Existing Concrete Pavement	670	SY	\$ 20.57	\$ 13,781.90
4	Aggregate Base Course	605	TON	\$ 52.00	\$ 31,460.00
5	Milling Asphalt Pavement, 1.5" Depth	22105	SY	\$ 1.02	\$ 22,547.10
6	Milling Asphalt Pavement, 1" to 3" Depth	5810	SY	\$ 1.70	\$ 9,877.00
7	Incidental Milling	2794	SY	\$ 5.90	\$ 16,484.60
8	Asphalt Concrete Surface Course, Type S9.5C	2240	TON	\$ 60.00	\$ 134,400.00
9	Asphalt Concrete Surface Course, Type S9.5C (Leveling Course)	995	TON	\$ 52.00	\$ 51,740.00
10	Asphalt Concrete Base Course, Type B25.0C	240	TON	\$ 52.00	\$ 12,480.00
11	Asphalt Binder for Plant Mix	268	TON	\$ 700.00	\$ 187,600.00
12	Asphalt Plant Mix, Pavement Repair	224	TON	\$ 103.12	\$ 23,098.88
13	Remove Existing Concrete Curb Ramp	673	SY	\$ 190.00	\$ 127,870.00
14	Concrete Curb Ramp	815	SY	\$ 395.00	\$ 321,925.00
15	Detectable Warning Surface	335	LF	\$ 145.00	\$ 48,575.00
16	18" Concrete Curb and Gutter	785	LF	\$ 75.00	\$ 58,875.00
17	4" Concrete Sidewalk	25	SY	\$ 250.00	\$ 6,250.00
18	6" Concrete Driveway	80	SY	\$ 275.00	\$ 22,000.00
19	Adjustment of Catch Basins	23	EA	\$ 500.00	\$ 11,500.00
20	Adjustment of Manholes	41	EA	\$ 500.00	\$ 20,500.00
21	Adjustment of Meter Boxes or Valve Boxes	27	EA	\$ 250.00	\$ 6,750.00
22	Inductive Loop Sawcut	384	LF	\$ 22.00	\$ 8,448.00
23	Lead in Cable (14-2)	768	LF	\$ 6.00	\$ 4,608.00
24	Thermoplastic Pavement Marking Lines, 6", 90 mils (Yellow)	7208	LF	\$ 0.95	\$ 6,847.60
25	Thermoplastic Pavement Marking Lines, 6", 90 mils (White)	6350	LF	\$ 0.95	\$ 6,032.50
26	Thermoplastic Pavement Marking Lines, 12", 90mils (White)	80	LF	\$ 9.00	\$ 720.00
27	Thermoplastic Pavement Marking Lines, 24", 90mils (White)	1035	LF	\$ 13.75	\$ 14,231.25
28	Heated-In-Place Thermoplastic Pavement Marking Symbols, Type RT ARROW, 90 mils	1	EA	\$ 750.00	\$ 750.00
29	Heated-In-Place Thermoplastic Pavement Marking Symbols, Type STR ARROW, 90 mils	1	EA	\$ 750.00	\$ 750.00
30	Heated-In-Place Thermoplastic Pavement Marking Symbols, LT ARROW, 90 mils	1	EA	\$ 750.00	\$ 750.00
31	Heated-In-Place Thermoplastic Pavement Marking Symbols, RXR, 90 mils	3	EA	\$ 550.00	\$ 1,650.00
32	Heated-In-Place Thermoplastic Pavement Marking Symbols, SHARROW, 90 mils	8	EA	\$ 500.00	\$ 4,000.00
33	Heated-In-Place Thermoplastic Pavement Marking Characters, 90 mils	6	EA	\$ 300.00	\$ 1,800.00
34	Temporary Traffic Control	1	LS	\$ 91,769.00	\$ 91,769.00

Resolution #R-XXXXX

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL TO
AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE
CONSTRUCTION OF 2026 STREET RESURFACING & BEARCAT BLVD
IMPROVEMENTS**

WHEREAS, the City of Hendersonville, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the 2026 Street Resurfacing & Bearcat Blvd Improvements and

WHEREAS, the City Engineer reviewed each bid for completeness and accuracy; and

WHEREAS, *Tarheel Paving & Asphalt Co.* was the lowest bidder for the 2026 Street Resurfacing & Bearcat Blvd Improvements Project, and

WHEREAS, the City Engineer recommends **TENATIVE AWARD** to the lowest bidder for the project cost.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that

1. The City Manager is authorized to execute a contract for the construction of the 2026 Street Resurfacing & Bearcat Blvd Improvements Project to *Tarheel Paving & Asphalt Co.* in the total amount of \$1,364,151.83
2. The City Manager is authorized to approve change orders which, cumulatively, do not exceed 10% of the approved contract amount of \$1,364,151.83 provided that any necessary amendments must be brought to the City Council for approval.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 22nd day of April, 2026.

Attest:

Barbara G. Volk, Mayor, City of Hendersonville

Jill Murray, City Clerk

Approved as to form:

Angela S. Beeker, City Attorney



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet **MEETING DATE:** 04/22/2026
AGENDA SECTION: PRESENTATION **DEPARTMENT:** Administration
TITLE OF ITEM: Credit Card Processing Fee Update – Krystal Powell, *Finance Director*

SUGGESTED MOTION(S):

NA (Final decisions will be made at the May City Council meeting.)

SUMMARY:

Krystal Powell will provide additional information regarding credit card processing fees.

BUDGET IMPACT: \$TBD

Is this expenditure approved in the current fiscal year budget? NA

If no, describe how it will be funded. NA

ATTACHMENTS:

None



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: Brent Detwiler **MEETING DATE:** April 2, 2026

AGENDA SECTION: PRESENTATIONS **DEPARTMENT:** Public Services

TITLE OF ITEM: NCDOT S Main Roundabout Design Presentation – *Brent Detwiler, PE, Assistant City Manager – Public Services, Hunter Marks, Watermark Landscape Architecture*

SUGGESTED MOTION(S):

N/A

SUMMARY:

City staff have been working with Watermark Landscape Architecture to refine concepts for the landscape and hardscape design of the future NCDOT roundabout at S Main/King/Church. NCDOT will install the improvements with their upcoming U-5886/U-6049 S Main/White Road Improvements Project as part of an agreement with a forthcoming agreement with the City. NCDOT has done this recently for other communities (Brevard, Laurel Park). Staff from Watermark are here to present their final design and we would like feedback and a consensus on whether we forward along to NCDOT so that the plans can be included in their plan set. We also welcome any questions you may have.

BUDGET IMPACT: Total landscaping and hardscape is estimated to cost approximately \$500,000. Construction of improvements will be completed by NCDOT as part of their U-5886/U-6049 S Main/White Road Improvements Project. An agreement will be executed at some point closer to project bidding (October 2029) and reimbursement will not happen until project is completed (approximately 2032).

Is this expenditure approved in the current fiscal year budget? No

If no, describe how it will be funded. Funding sources will be determined later.

ATTACHMENTS:

Presentation by Watermark Landscape Architecture



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

SUBMITTER: John Connet, City Manager **MEETING DATE:** 04/22/2026
AGENDA SECTION: PRESENTATION **DEPARTMENT:** Administration
TITLE OF ITEM: Water and Sewer Quarterly Update – *Adam Steuer, Utilities Director*

SUGGESTED MOTION(S):

NA

SUMMARY:

Utilities Director Adam Steurer will provide a quarter update on water and sewer activities.

BUDGET IMPACT: \$ NA

Is this expenditure approved in the current fiscal year budget? NA

If no, describe how it will be funded. NA

ATTACHMENTS:

None

Prioritization Attestation

To qualify for the Western NC Prioritization, applicants must be from counties that were designated, in whole or in part, by the United States Department of Housing and Urban Development as the most impacted and distressed counties from Hurricane Helene

Applicant County: Henderson

To qualify for the Western NC Prioritization, applicants must have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

County Population per the State Demographer 2023 Report: 121023

Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct

Chief Elected Official
(Print or Type Name and Title)

Signature

NOTICE:

- **Receipt of Allocations:** A recipient of State funds under S.L. 2025-26 shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the State funds are provided, including funds from insurance policies in effect and available federal aid. State funds paid under S.L. 2025-26 are declared to be excess over funds received by a recipient from the settlement of a claim for loss or damage covered under the recipient's applicable insurance policy in effect or federal aid.
- **Remittance of Funds:** If a recipient obtains alternative funds, the recipient shall remit the funds to the State agency from which the State funds were received. A recipient is not required to remit any amount in excess of the State funds provided to the recipient under this act.

APPENDIX III: GRANT APPLICATION TEMPLATES

Certification and Approval by Local Governing Board

- I hereby certify the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application. This application has been approved by the local governing board.

Chief Elected Official
(Print or Type Name and Title)

Signature

If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding primary sponsor in the Local Government Name section.

Attorney's Certification of Site Control

Local Government: _____ Project Name: _____

Instructions: Review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

1. Type of Site Control: Indicate the type(s) of control the applicant has for the project site.	
Type of Control – Check all that apply	
<input type="checkbox"/> Fee Simple Title	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Lease (25 years or longer)	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
2. Limitations, Conditions or Encumbrances:	
<input type="checkbox"/> No limitations, conditions, or encumbrances <input type="checkbox"/> Limitations, conditions, or encumbrances Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.	
3. Attorney's Certification	
I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge. The proposed project will be on one contiguous site.	
Name: <i>(Printed/typed)</i> : _____	
Title: _____	
Signature: _____	Date: _____

NORTH CAROLINA
PARKS AND RECREATION TRUST FUND (PARTF)

2026 Application Guide



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Parks and Recreation Trust Fund (PARTF)

Item A.

The Parks and Recreation Trust Fund (PARTF) is funded annually through the N.C. General Assembly. PARTF, pursuant to [G.S. 143B-135.56](#), is authorized to establish a matching grants program for qualified local governmental units for local parks and recreation purposes. Sixty-five percent (65%) for the State Parks System or a State Recreational Forest for capital projects, repairs and renovations of parks facilities, and land acquisition. DuPont State Recreational Forest receives four percent (4%) of these funds. Thirty percent (30%) provides matching funds to local governmental units on a dollar-for-dollar basis for local park and recreation purposes. Five percent (5%) for the Coastal and Estuarine Water Beach Access Program.

Grants shall be awarded by the Parks and Recreation Authority, a nine-member citizen board appointed by the Governor, the President Pro Tempore of the North Carolina Senate, and the Speaker of the North Carolina House of Representatives.

The following factors are used by the Parks and Recreation Authority when selecting local grant awards:

1. Scoring System and Description/Justification
 - a. Degree of Planning for the Project
 - b. Level of Public Involvement in Developing/Supporting the Project
 - c. New Recreation Facilities Provided by the Project
 - d. Suitability of the Site for Proposed Development
 - e. Applicant's Commitment to Operate/Maintain the Site
 - f. Land Acquisition (Significant, Excellent or Average)
2. Geographic Distribution.
3. Presence or Absence of Other Funding Sources;
4. Population of the Applicant;
5. Level of Compliance with Prior Grant Agreements;
6. Amount of Funds Available; and
7. Amount of Funds Requested

PARTF Annual Grant Cycle

October 31, 2025	Announcement The N.C. Division of Parks and Recreation (DPR) announces the availability of PARTF matching grants to local governments.
November 12, 2026	Opening Webinar DPR and RRS hosts an opening webinar for the PARTF grant cycle. The recording is available here: bit.ly/partf-grantwebinar
March 13, 2026	Application Review Deadline Local governments may submit their draft applications to their RRS regional consultant for a technical review to ensure that the application is complete.
May 1, 2026	Application Deadline Applications must be submitted online in WebGrants by 5 p.m. EST.
August 28, 2026	Selecting Grant Recipients The Parks and Recreation Authority meets to select grant recipients. The meeting date and location will be announced on the N.C. Division of Parks and Recreation website .

The Division of Parks and Recreation does not discriminate against anyone on the basis of race, sex, color, national origin, age, or disability and is an equal opportunity employer. If anyone feels that he/she has been discriminated against, a complaint may be filed with either DNCR or the Equal Opportunity Office, U.S. Department of the Interior, Washington, D.C. 20240

Program Requirements and Resources

Program Summary

- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible to apply. Public authorities, as defined by [GS 159-7J](#), are also eligible if they are authorized to acquire land or develop recreational facilities for the general public.
- **Eligible Projects:** PARTF grants can be used to acquire land as well as build or renovate facilities for a public park. A PARTF grant can also be used to protect the natural and scenic resources or renovate older park facilities. The project must be located on a single park site.
- **Maximum Request:** Applicants can request a maximum of \$500,000 with each application. PARTF grant recipients with an active project may not request additional funds to complete the project.
- **Dollar-for-Dollar Match:** An applicant must match the grant at least dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as matching funds. The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match. The grantee is required to provide all matching funds within the three-year grant period.
- **Site Control:** For development projects, the applicant must have legal control of the park property where the PARTF facilities will be located by the application deadline (May 1, 2026). An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
 - › For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).
- **Maintenance and Operation.** Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use.
 - › These facilities are not eligible for additional PARTF assistance during this time.
- **Public Use:** Park areas and recreational facilities must be open and accessible to the public at large with no restrictions such as membership.
- **Application Deadline:** Only information submitted by 5:00 p.m. on May 1, 2026, will be accepted.
 - › Incomplete applications will not be considered. Applications not in "Submitted" status by the application deadline will not be considered.
 - › The PARTF application is ONLY available only in [WebGrants](#). No paper submissions will be accepted.
- **Begin Early:** Applicants are strongly encouraged to begin their online application as soon as possible. Do not wait until May 1 to begin entering your application as technical assistance or IT support will be limited. All required elements must be included within the application. Attachments stored in the organization profile or emailed will not be considered.
 - › Complete the application at least six weeks before the deadline (March 13, 2026) and contact your RRS regional consultant for a review of your application for completeness.
- **Application Checklist** contains the list of documents needed for a complete application.
- **Evaluation of Applications:** The Division evaluates each application. The evaluation includes the PARTF scoring system, an on-site inspection, and a review of the applicant's previous grants.
- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects grant recipients. The factors that the Authority members consider include the following:
 - › the applicant's project description/ justification.
 - › the application's ranking based on the scoring system.
 - › the geographic distribution of funds.
 - › the population of the applicant.
 - › the grant funds the applicant is requesting.
 - › the grant funds available.
 - › the administration of previous grants.

Assistance for Completing the Application

Your PARTF project should be the result of a planning process that reflects the public's preferences. Read the entire application and understand how each application is evaluated. Start early to assemble all items on the checklist for submitting a complete application.

The Division of Parks and Recreation provides technical assistance to local governments through the Recreation Resources Service (RRS) at N.C. State University. Contact your regional consultants to discuss your application or project.

Complete the application at least six weeks before the deadline (March 13, 2026) and contact your [RRS regional consultant](#) for a review of your application for completeness.

If you are planning a greenway project, contact your RRS consultant as soon as possible.

Templates are included in this application guide. Applicants should utilize these templates to ensure their application's eligibility and attach the completed copies where appropriate within the online application.

To Help Plan Facilities for Public Recreation

- **Making Facilities Accessible:** All facilities funded by PARTF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:
 - › [ADA Standard - index](#)
 - › [About ADA Standards](#)
 - › [Guidelines for Recreation Facilities](#)
- **Playground Safety Guidelines:** PARTF suggests all applicants purchase playground equipment and playground surfacing that meets the latest [American Society for Testing and Materials](#) (ASTM) standards for public playgrounds. PARTF encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for [Public Playground Safety](#) (publication #325) for management and maintenance of playgrounds intended for public use.

Completing the Environmental Review

Contact these agencies as early as possible. Please include any correspondence or information from these agencies in your application in the application supporting documentation section.

- **Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands. Applicants should include a [map from the Wetlands Inventory](#).
- **Floodplains:** <https://fris.nc.gov/> has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable storm water requirements for the project.
- **Cultural Resources:** North Carolina's State Historic Preservation Office can assist in identifying historical and archaeological resources. Applicants should include a map from SHPO's [website](#).

The Division's natural resources staff will review all documentation provided in the application. If awarded, grantee will receive a copy of the environmental review checklist. If an item is marked "Yes" or "Unknown," grantees should contact the agency for a determination before breaking ground.

Sites Funded by the Land and Water Conservation Fund (LWCF)

- Reference this [map of North Carolina's LWCF projects](#) to determine if your proposed project site has previously received LWCF funding.
- If this is an LWCF site, list the LWCF grant number on the Accessible Parks Application portion of the online application.
- Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#).

Projects on School Property

- **Site Control:** The local government must have site control with a lease or easement.
- **Eligible Facilities:** Only recreational facilities not generally provided at schools are eligible.
- **Joint-Use Agreement:** A local government and a school system must include an executed joint-use agreement with their application. The agreement describes how the school site will be used for public recreation. The agreement must be approved by DPR before the application can be considered. Contact your RRS regional consultant to receive a sample agreement.
- An applicant must own or have at least a signed 25-year lease or easement for the property where a PARTF facility will be located.
 - › For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

DOT, FERC, and FEMA Permitting for Facilities

- For any project requiring a DOT, FERC, or FEMA permit, DPR strongly recommends that local governments obtain the approved permit before applying. Examples include bridges and dams.

Utility Lines Underground

- All utility lines funded with a grant from PARTF must be placed underground.

Native Plant Policy

- **Native Plant Policy:** the landscaping of all PARTF-funded projects, must only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the U.S. Department of Agriculture has classified as native to North Carolina. The following non-native plants shall be exempted from this requirement:
 - › Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
 - › Non-native turf grass; and
 - › Non-native seeds and plants where the primary purpose is:
 - crop cultivation;
 - scientific research;
 - botanical or historical gardens; or
 - plantings for wildlife.

If You Receive a Grant

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project.
- **Starting the Project:** A grantee must sign a contract before beginning any components of a PARTF project. There is one exception – planning costs incurred prior to the contract.
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit requests for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each PARTF project to monitor the progress as well as financial records. All grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the PARTF Project:** A grantee has three years from the date specified in the contract to complete a project.

Definitions

1. **Recreational Facility:** The following list provides examples of potential projects that will qualify as recreational facilities or areas. This is not an exhaustive list. Recreational programs, such as sports activities, classes, or lessons, are not facilities but should be used in your justification for how accessible parks will impact programming.
 - **Amusement rides:** Systems that move a person through a fixed course within a defined area for the purpose of amusement (i.e.: carousels, trains, and ziplines).
 - **Sports facilities for youth and adults:** Tennis courts, pickleball courts, soccer fields, ball fields, running tracks, volleyball courts and basketball courts.
 - **Boating and fishing:** Includes boating launch/ramps and slips, piers and platforms, docks, gangways, overlooks/ observation facilities, boardwalks, and marinas.
 - **Swimming facilities:** includes swimming pools, spray grounds, wave-making pools, wading pools, spas, and swim beaches.
 - **Shared use paths:** Off-road, recreational routes for a wide range of use and a variety of trip purposes. Some shared use paths are relatively short and connect single destinations such as a neighborhood to a school, park, retail center, or transit station. Some paths are longer and connect multiple destinations along a shared use path system.
 - **Trails:** Includes nature, hiking, biking, and equestrian with a minimum continuous length of 0.25 mile. Trails are considered a recreation facility and required to be in compliance with the law.
 - **Greenways:** Paved, linear open spaces connecting parks or other public areas that are 0.25 mile or longer. See shared use path.
 - **Camping facilities:** Include cabins, group camps, and tent and trailer campgrounds.
 - **Picnic facilities:** Includes picnic shelters, tables, grills, trash receptacles, etc.
 - **Indoor recreational facilities:** Include recreation centers, fitness centers, multi-purpose rooms, art centers, nature centers, weight rooms, aquatic centers, indoor sport courts, gymnasiums, and community centers. One building may include more than one recreational facility. For example, a new recreation center could contain a gymnasium, a weight room, and a multi-purpose room.
 - **Playgrounds/Tot Lots:** One or more areas with multiple play structures for children that are sometimes differentiated by the age of the child.
 - **Miniature Golf:** Includes clubhouse, course, carts, equipment, etc.
 - **Court and lawn games:** One or more areas with equipment for informal games such as horseshoes, bocce, corn hole, and volleyball.
2. **Support Facility:** Not recreational facilities but have useful impacts for people using and accessing recreation programs and facilities. Support facilities include accessible routes, automatic doors, power-assisted doors, marked crossings, parking lots, parking spaces, ramps, signage, transfer devices, vehicular way, bridges, utilities, sidewalks, drinking fountains, and maintenance buildings.
3. **Renovations:** Understanding and assuring compliance with ADA requirements for an existing facility should be determined by a general contractor or the completion of an ADA review by an expert to determine the best approach.
4. **Master Plan for a Park or Greenway System**
 - **Master Plan for a Park:** A long-range plan for a park that includes a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan document must adequately address all the following items:
 - › **Site analysis:** Describe and evaluate the site's natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
 - › **Recreational needs:** Identify the recreational opportunities that the public prefers using meetings or a survey.
 - › **Program description:** Identify the main purposes of the park including a description of how the park is to be used by the public.
 - › **Physical needs:** Identify the physical needs of the park site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the PARTF application must be included in the master plan.

- › **Project costs** for property acquisition and capital improvements, divided into phases if necessary. The cost information can be provided in a separate document that is submitted with the master plan.
- › **Site plans and illustrations** depicting the boundaries of land to be acquired and the location of facilities.
- › **Public Involvement:** Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.
- **Master Plan for a Greenway System:** A long-range plan for building a system of natural corridors and trails that will link residents to the outdoors. A greenway system plan must adequately address all the following items:
 - › **Vision, goals and objectives:** The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in-reference-to recreation/fitness/health.
 - › **Inventory existing data and related plans:** The identification and mapping of existing natural resources, man-made features, and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.
 - › **Analyze data and develop/map proposed Greenway:** review and analysis of all data collected to allow the local government to:
 - Identify potential greenway corridors,
 - Identify hubs/destinations that are either natural resource based or man- made (or a combination of the two) which should be part of the greenway system,
 - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
 - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.
 - › **Mapping:** The result of the above analysis are maps and text to describe the proposed system. The maps should illustrate not only existing greenway system, but also the proposed greenway network envisioned by the local government.
 - › **Action Plan:**
 - A listing of action steps that set priorities
 - Roles and responsibilities in implementing the plan
 - Cost estimates and other resources needed to address action steps
 - › **Public Involvement:** A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include surveys, public meetings, focus groups or a combination of these efforts.
 - › The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.

- 5. Comprehensive Systemwide Plan for Parks and Recreation:** a long-term plan that describes how a local government will address the recreational needs of residents in its jurisdiction. A systemwide plan document must adequately address all the following items:
- Produced or substantially revised within the past ten years.
 - A description of the jurisdiction's residents and their preferences for recreational activities and facilities.
 - An evaluation of existing recreational facilities and park land such as local and state parks, school facilities, YMCA's, churches, private sector, etc. to determine if the community's current and future recreational needs are being met.
 - An estimate of the park land to be acquired and the recreational facilities to be developed to address shortfalls in current services.
 - A detailed description of how the local government involved a broad range and representative number of its citizens as the plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the

representatives of the jurisdiction's population; or a combination of these efforts. This description may be provided in a separate document if it is not included in the plan. Please address the number of people who participated and who they represented.

- A local government may use a multi-jurisdictional comprehensive plan, such as a county-wide plan, if the plan satisfies all the above criteria for that local government.

6. Capital Improvement Plan for Park and Recreation: A multi-year plan that lists all the capital expenditures or all park and recreation projects that a local government has approved for funding and scheduled for the near future. The plan is typically a component of the local government's regular budget cycle.

7. Survey of Recreational Needs: A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government typically uses the survey as one of the first steps in developing a master plan for a park or a comprehensive park and recreation plan for the entire jurisdiction.

The local government must distribute the questionnaire to a broad and representative sample of its citizens. The questionnaire can be distributed through the mail, e-mail, door-to-door, and by telephone to this representative sample. Self-selected surveys do not provide a random sample, or the number distributed and may not be accepted for scoring purposes. Examples: online surveys or surveys to be picked up at a community center.

The following key elements of the survey must be documented:

1. The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
2. The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction; at a minimum — ten percent of distributed surveys.
3. The questions must be clear and unbiased.
4. The questions should not limit the citizens to choose from a narrow list of recreational opportunities.
5. Copies of the same questionnaire must be distributed to everyone in the sample.
6. The survey should include at least three of the following demographics to ensure a representative population of the jurisdiction: age, gender, education level, race, ethnicity, household income or household size.
7. The survey must have been conducted within the past ten years.
8. The survey must be conducted and results received before the local government begins planning the PARTF project.

Checklist to Submit a Complete Application

Required Application Elements

Use the (file name) shown when attaching a file in WebGrants.

1. Application Information

- a. Project Contact Information
- b. Project Information
- c. Certification and Approval by Local Governing Board (Board Certification)
- d. Project Description and Justification

2. Site Information

- a. Facilities List(s)
- b. Site Plan
- c. Site Control – must attach Attorney’s Certification of Site Control (Site Control Certification)
- d. Site Operations and Maintenance
- e. Suitability of Site for Proposed Project
- f. First Park (if applicable)
- g. Land Acquisition (if applicable)

3. Environmental Review

4. Project Costs

- a. Project Costs
- b. Contingency and Planning Costs
- c. Source of Matching Funds

Documents for the Scoring System

5. Planning

- a. Master Plan (Master Plan)
- b. Comprehensive Systemwide Plan for Parks and Recreation (Comp Plan)
- c. Capital Improvement Plan

6. Public Involvement

- a. Recreational Needs Survey (Rec Survey)
- b. Group Presentations (Group Presentations)
- c. Support from Parks and Recreation Board (P&R Board)
- d. Public Meeting (Public Meeting)

7. WNC Prioritization

Application Attachments

Required Attachment

- 8. Applicant’s Scoring System (Applicant Self-Scoring)**

Optional Attachments

- 9. Community Letters of Support (Letter of Support)**
- 10. Other**

Beginning Your Application in WebGrants

General Information

Item A.

To start a new application for this opportunity, Click the “Start New Application” button to start a new application. If the “Copy Existing Application” button appears, you may copy data from an existing application.

Enter your application title first. We recommend your application title include the park or trail name.

If multiple people in your organization will be working on the application, the individual originating the application must add additional contacts in the application general information.

Application - General Information Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.



Application ID: 2262

Program Area*: PARTF - Parks and Recreation Trust Fund

Funding Opportunity*: 2164-Parks and Recreation Trust Fund Grant (PARTF) - 2025-2026

Application Stage*: Final Application

Application Status*: Editing

Application Title*:  

Applicant*: Test Tester

Organization*: North Carolina Division of Parks and Recreation

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts:

Individuals must be associated with your organization to be added to the application. If an external consultant is editing or completing your application, please contact your RRS consultant to request the selected individuals be added to your organization.

Application Section

Project Contact Information Form

The Project Contact Information section includes the contact information for the local government grant contact, the local government manager, and the chief elected official.

The local government grant contact must be an employee of the sponsoring government. If awarded, all communication regarding the grant contract and grant milestones will be sent to this individual.

Project Information Form

This section should include the name of your project, which if awarded, will become the name of the grant.

For the project name, please use the name of the park, current or anticipated, as this will be used in public records, press releases, etc.

Please provide the project address as well as the latitude and longitude.

If your project is an LWCF-funded park, please list the grant number. Proposed projects at LWCF-funded sites must comply with guidelines set forth by the National Park Service in the [LWCF Manual](#). It is the applicant's responsibility to ensure they are compliant with any LWCF requirements in their PARTF request.

Certification and Approval by Local Governing Board

The chief elected official must sign the application certification and approval. This certification provides that the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application.

Applications must include this certification to be eligible for consideration. Applicants are encouraged to use the template provided in Appendix III to ensure eligibility.

Project Description

Describe your project in 3-5 sentences. Be concise and discerning, including number of acres to be acquired and/or recreation facilities added or renovated. This description could be published and/or used publicly.

Project Justification

Explain why the project is needed and how it will impact your community. Be concise and discerning with information, covering key components and background, if needed. Narratives are limited in length.

Site Information Section

List of Facilities

Applicants should list the facilities provided in this project here. Click on 'Add Entry' for each facility you wish to add. Select the type of facility from the dropdown: New, Like, Renovated, or Support. In the text box, enter the facility and the number provided in parenthesis, as shown below:

Type of Facility	Facility
New Facility	Playground (1)
New Facility	Multi-Use Trail (3200LFT)
Like Facility	Picnic Shelter (2)
Renovated Facility	Pickleball Court (2 courts)
Support Facility	Restroom (1)
Support Facility	Parking (40 spaces)

To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Recreational facilities can be new facilities, like facilities (adding a second or similar facility to something already on site), or renovated facilities. Please review the definitions for examples of recreational facilities.

Renovation is defined as the extensive reconstruction of a facility to restore or improve its usefulness to its original purpose. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime. Renovating a recreational or non-recreational facility for a new recreation use would apply to new and/or like recreational facilities.

Support facilities are also eligible. Support facilities are not recreational facilities: Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, fencing, landscaping, site preparation, bridges, utilities, sidewalks, stairways, drinking fountains, and maintenance buildings.

Recreational programs, such as sports activities, classes, or lessons, are not facilities.

Site Plan

Attach a one-page color-coded site plan to the online application.

Use the examples on the following pages as a guide. Include the items and color coding listed below. Use either 8½"x11" or 11"x17" paper using landscape orientation if possible. Attach a floor plan in the field provided if your project includes a community center or similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings. Include the following items and color-codes on the site plan:

- Title: Name of project and applicant
- Acreage
- Elements of the proposed project: light green. Include trail amenities and trail connections.
- Known streams, lakes, and wetlands
- Park boundaries: red for existing boundaries
- Existing facilities: white
- Future facilities: orange
- Utility easements (power, sewer, and water lines): yellow
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

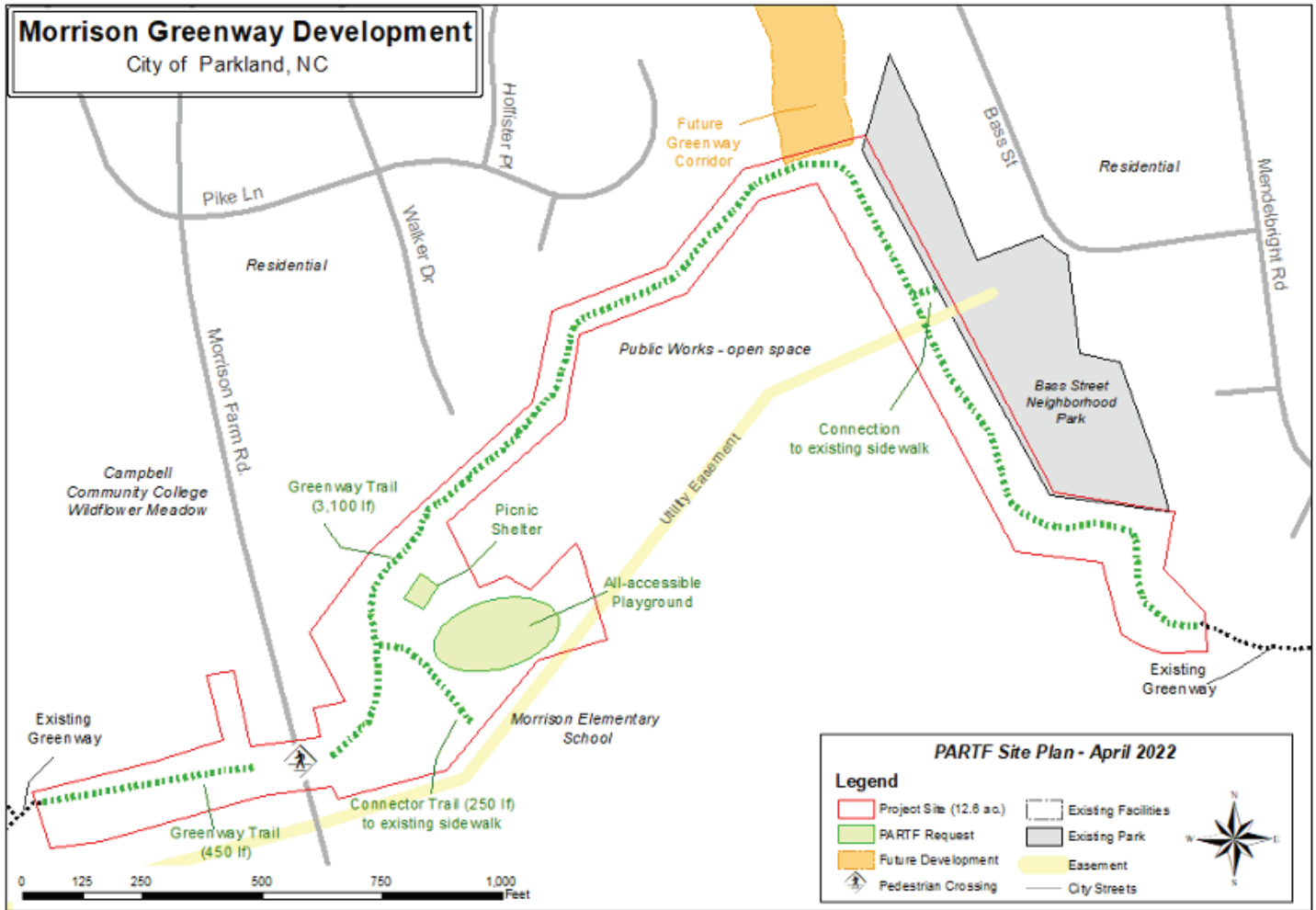
Example site plan of a non-linear park

Item A.



Example site plan of a linear park

Item A.



Attorney's Certification of Site Control

An attorney should review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. The project must be located on a single contiguous site.

Please contact your regional consultant about linear parks and greenways.

For leased property, the lease should extend at least 25 years from the anticipated project completion date (October 31, 2029).

If there are any limitations, conditions, or encumbrances that would impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years, documentation describing these conditions must be attached to the application.

Important: The application can be declared ineligible without this certification. Please use the template provided in Appendix III.

Site Operation and Maintenance

Land acquired with PARTF funds must be operated and maintained for public recreation in perpetuity. Development funded through PARTF will be operated and maintained for 25 years from the project completion date for public recreational use. These facilities are not eligible for additional PARTF assistance during this time.

A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime.

Applicants should select the option that best describes their organization and include the name of the organization in the space provided:

- The applicant has a full-time parks and recreation department that will manage the project site to provide programming and ensure adequate operation and maintenance.
- The applicant has a full-time staff, such as public works, who will manage the project site and ensure adequate operation and maintenance.
- The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance.
- An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site.

If the applicant is not going to operate the site with full-time staff, please describe how and when the site will be open to the public in the space provided.

Suitability of Site for Proposed Project

Applicants should describe the proposed project site suitability, addressing the following 5 statements.

- The site is suited for the proposed development with minimal adverse impact to the environment.
- The location of the site enhances the park and the public's access to the park.
- The site is enhanced by adjacent property use.
- The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located.
- The site is free of restrictive easements, overhead powerlines, or other intrusions.

An onsite inspection will be conducted by the RRS consultant in advance of award selection.

Land Acquisition

The following requirements apply to land to be acquired by fee simple title, donation, or easement. Items to Submit with the Application:

- List of properties to be acquired
- Estimated value of the property according to an appraisal or the county property tax value
- Legal description of the land and conceptual site plan
- Five-year history of ownership (donated land only)

Dedicated for Public Recreation: Property acquired fee simple via purchase with a grant from PARTF must have the following clause in the deed –

“This property was acquired with State financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to 07 NCAC 13K .0109 and a contractual requirement with the Fund, this Property shall in perpetuity (1) be used for, and only for, local park and recreation purposes for the use and benefit of the general public and (2) not be converted to uses that are other than public recreation (whether by sale, transfer, or in any other manner) without first obtaining approval from N.C. Department of Natural and Cultural Resources (NCDNCR) or its successor agency in accordance with the applicable rules.”

Donated property or easements acquired with a PARTF project will require a similar clause.

When to Take Title to Land: Grant recipients must sign a contract with the State before accepting title to land that will be acquired as part of a PARTF grant, either by purchase or donation.

Is It Urgent? Request a Waiver

If necessary, a local government can request permission to acquire land before receiving a grant. This request must be submitted and approved prior to acquiring land. DPR staff will consider a written request that identifies the proposed site and explains why the property must be acquired early due to factors beyond its control.

In addition, the local government acknowledges that the waiver does not indicate any preferential treatment in grant selection.

If approved, a waiver is in effect for 24 months. The applicant needs to submit a PARTF application to acquire the land before the waiver expires; prior to application deadline if necessary.

Applying for Land Acquisition with a Waiver:

- On the Project Costs form, include the property acquired and its value.
- On the Site Plan, include the property and color-code it green as part of the PARTF project. Indicate future development in orange.
- In the Project Description and Project Justification, do not include any reference to the waiver. Like other land acquisition, describe the land to be acquired, its significance, and why it should be acquired.
- The applicant is strongly encouraged to complete a USPAP appraisal prior to closing.
- Please discuss with your RRS consultant the requirements for reimbursements, prior to closing on the property that involved a waiver.

Land Acquisition Only Projects: A local government with land acquisition only projects must provide recreational facilities within five years. Applicants must submit a conceptual site plan to show the proposed development.

Donated Land: A local government can use the appraised value of donated land as its matching funds for the grant.

Requirements for land donations include:

- The donor of the land must be a private organization or individual.
- The applicant must provide a five-year history of ownership for the property.
- Land that is transferred to the applicant due to a statute or rule is not considered a donation.

Bargain Sale: If a landowner agrees to sell property for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant. For projects involving bargain sales, applicants are encouraged to contact their regional consultant. All the requirements for acquiring land by fee simple title also apply to acquiring land by donation or bargain sale.

Property Values and Appraisals: When submitting a PARTF application, local governments can use an appraisal completed using the [Universal Standard of Professional Appraisal Practices](#) (USPAP) or the assessed property tax value for land to be acquired. PARTF grant recipients will be required to submit a USPAP appraisal. This includes property acquired prior to the application deadline using a PARTF waiver.

Accurate appraisals are important. Tax values are generally not as accurate or current as appraisals. If a local government underestimates a property's value for the PARTF application, it will need to cover the higher purchase price with local funds. A licensed appraiser must certify that each appraisal is completed using USPAP standards.

For property with a value more than, \$750,000 two appraisals will be required if the grant is approved. The State Property Office will review the appraisals and determine the value of the property.

Complete the “List of Properties to be Acquired” to identify each parcel of land proposed for acquisition. Include the estimated value and proposed purchase price for each parcel.

Are there existing capital improvements located on the property? If so, only those improvements that will be used for public park purposes can be included in the cost of the property to be reimbursed with a PARTF grant. Identify the value of each of these improvements and describe how they will be used for the proposed park.

Legal Description of Property to be Acquired

Applicants proposing to acquire property with a PARTF grant are required to submit a legal description of the property. Legal descriptions include surveys, plat maps, tax maps or other maps that include metes and bounds. Legal descriptions are needed for all parcels included on the List of Properties to be Acquired. In addition to the legal description, applicants with acquisition-only projects must submit a conceptual plan showing the property to be acquired and future development for public recreation. Instructions for the conceptual plan are combined with the Site Plan instructions. Include the following items:

- Project name, acreage, north arrow, scale, date prepared
- Metes and bounds of the property
- Any easements or restrictions on the public use of the property
- Owner and/or uses of adjacent property
- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmarks
- Deed book number, page number, and date recorded

Project Budget

- **Project costs** submitted in the application will become the grant’s budget. List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for grading, utilities, planning, and similar items. Round costs to the dollar. Consider the impact of inflation. Construction may be delayed as permitting and planning are completed. Construction costs can increase in the interim.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to cover the increased costs.
- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.
- Project costs are used to generate the contract scope, and only elements included in the project scope are eligible for reimbursement.
- Consider how you will track expenses to each line item as you prepare your project budget. Each line item in the budget requires separate reconciliation in reimbursement submissions. Each line item in the budget requires separate reconciliation in reimbursement submissions. Ex:
 - › Playground (Pour in place surfacing, installation, freight)
 - › Site Amenities (trash receptacles, benches)

Project Costs – Sample

Item A.

Applicant: Town of Parkland

Project Name: Green Park Redevelopment

Project Elements <i>(Include specific units — sizes, numbers, lengths, etc. — for each item.)</i>	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Picnic shelter (2 grills, 4 tables, and 2 trash receptacles) and restroom renovation – 20 x 30 feet	Lump Sum	\$147,000	\$147,000
Playground (play structure and accessible surfacing)	Lump Sum	\$80,200	\$80,200
Walking trail - 6 feet wide, trail with 1 bench	1,500 linear ft.	\$32 / linear foot	\$48,000
Ballfield with irrigation, dugouts, fencing and benches	Lump Sum	\$239,000	\$239,000
Accessible routes (paved, 6 feet wide)	400 linear ft.	\$45 / linear foot	\$18,000
Parking lot – paved for 45 cars	Lump Sum	\$72,800	\$72,800
Site preparation (clearing, grading, and erosion control)	4 acres	\$23,750	\$95,000
Utilities	Lump Sum	\$40,000	\$40,000
Cost to Build or Renovate:			\$740,000
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$50,000 of the cost to build, whichever is less)	5%		\$37,000
Land Value (indicate purchase or donation)			
Land Acquisition <input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Donation	5 acres	\$14,600	\$73,000
Planning and Incidental Land Acquisition Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% or \$200,000 of the cost of the project, whichever is less)	8%	\$74,000	\$74,000
Total Project Cost:			\$924,000
Total PARTF Grant Request:			\$400,000
Total Local Match:			\$524,000

Project Costs - WebGrants Screenshot of Sample Budget

Item A.

Project Costs to Build or Renovate - Current Version

PARTF Grant Request cannot exceed \$500,000. Local Match must equal remaining project cost.

Project costs submitted in the application will become the grant's budget. All elements included in project costs must be shown on the site plan, except grading, utilities, planning, and contingency. **Round costs to the nearest dollar.**

Project Costs (Building and/or Renovating Costs) - Multi-List + Add Entry

Project Element - Include specific units - sizes, numbers, lengths, etc. - for each item.
Click on 'Add Entry' for each new project element you wish to add.
To remove a project element, choose the specific element you would like to remove and click on 'Remove Row'.

Ineligible project costs will be removed by the Division staff during the application scoring process, which could impact the grant request. Be sure to reference the application guide when creating the budget to avoid including ineligible expenses.

Round costs to the nearest dollar.

Project Element	Unit	Unit Cost	Total Item Cost
Picnic shelter (2 grills, 4 tables, 2 trash receptacles) and restroom renovation	Lump sum	\$147,000.00	\$147,000.00
Playground (play structure and accessible surfacing)	Lump sum	\$80,200.00	\$80,200.00
Walking trail (6-feet wide, 1 bench)	1500 LF	\$32.00	\$48,000.00
Ball field with irrigation, dugouts, fencing, and benches	Lump sum	\$239,000.00	\$239,000.00
Accessible routes (paved, 6-feet wide)	400 LF	\$45.00	\$18,000.00
Parking lot (paved, 45 cars)	Lump sum	\$72,800.00	\$72,800.00
Site preparation	4 acres	\$23,750.00	\$95,000.00
Utilities	Lump sum	\$40,000.00	\$40,000.00
			\$740,000.00

Acquisition, Planning, and Contingency Edit Form

Be sure to verify the contingency and planning costs do not exceed the allowable amounts. Contingency should 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000, whichever is less. Planning should be 20% of the costs to build or renovate listed in the Project Costs table above or \$200,000, whichever is less.

Planning & contingency costs will be adjusted by the Division staff during the application scoring process if either exceeds the allowable amount, which could impact the grant request.

Land Acquisition (if applicable) Donation (if project includes acquisition)
Indicate Purchase or Donation:
Land Value: \$73,000.00

Contingency for the Cost of Building/Renovating
Contingency (not to exceed 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000 - whichever is less)
Contingency*: \$37,000.00

Does the contingency cost equal 5% of the costs to build or renovate listed in the Project Costs table above or \$50,000, whichever is less? *: Yes

Planning and Incidental Land Acquisition Costs
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project or \$200,000 - whichever is less)
Planning Costs*: \$74,000.00

Does the planning cost equal 20% of the costs to build or renovate listed in the Project Costs table above or \$200,000, whichever is less? *: Yes

Source of Matching Funds - Multi-List + Add Entry

Name/Description of Funding (Include Type of Funding and Source)	Amount	Availability of Funding
Recreation Fund (cash)	\$524,000.00	In hand
	\$524,000.00	

Budget Summary Edit Form

Total Project Cost: \$924,000.00
Total Local Match: \$524,000.00
Total PARTF Grant Request: \$0.00 May not exceed \$500,000

Planning Costs

- For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans, system-wide plans, and ADA transition plans are not eligible for reimbursement.
 - › **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.
- **Limit on Planning Costs:** The sum of planning costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less. Applications that exceed 20%, or \$200,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.
- **Eligible Planning Costs:** These costs are eligible if they are incurred after May 1, 2024 (two years before the application deadline) and before the end date for the PARTF contract. Include these costs in the Project Costs for the project and keep copies of the invoices to submit for reimbursement.

Contingency

- A contingency of five percent of the total cost to build or renovate a project (up to \$50,000, whichever is less) may be included. Applications that exceeds 5%, or \$50,000, whichever is less, will be adjusted by the Division during the application review, and the grant request and match will be adjusted accordingly.

Source of Matching Funds

Applicants must provide the matching funds during the three-year project period.

Applicants should provide the amount of match, the source of match, and the availability of the funds, and all matches should be listed separately.

The grant request + the total matching funds **MUST** equal the total project costs.

Western N.C. Prioritization

Per S.L. 25-26, for the 2025-2026 fiscal year, the Parks and Recreation Trust Fund must prioritize applicants from counties that (i) were designated, in whole or in part, by the [United States Department of Housing and Urban Development](#) (HUD) as the most impacted and distressed counties from Hurricane Helene and (ii) have a population of 300,000 or fewer based upon the [2023 Certified County Population Estimates](#) from the State Demographer.

To seek this prioritization, applicants must attest that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

For applicants choosing to utilize this prioritization, there will an additional 10 points available in the scoring system.

APPENDIX I: Recreation Resources Services (RRS) Consultants

Recreation Resources Service is a technical assistance program jointly administered by the Division and North Carolina State University's Department of Parks, Recreation, and Tourism Management. With its team of consultants, RRS regularly helps local governments submit grant proposals and follows through with project inspections, application processing, conversion issues, and closeout processing. Technical assistance also includes assistance with the establishment of new parks and recreation departments; organization and training for new parks and recreation advisory boards; benefits-based programming; playground safety; Job Service Bulletins; grants; and workshops.

Your RRS consultant is your first point of contact for grant application support, project questions, and if awarded, grant management support.

[Find your RRS Consultant](http://go.ncsu.edu/rrs)

go.ncsu.edu/rrs



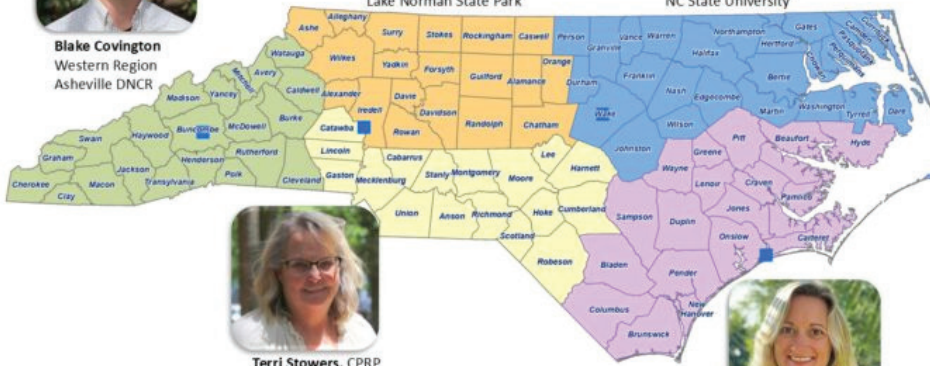
Blake Covington
Western Region
Asheville DNCR



Trey Fouché
Central North Region
Lake Norman State Park



Scott Payne
Northeast Region
NC State University



Terri Stowers, CPRP
Central South Region
Lake Norman State Park



Brittany Shipp, CPRP
Southeast Region
Hammocks Beach State Park



Statewide Team Support



Charlyne Smith, Ph.D.
RRS Director
NC State University



Holly Henry
University Program Associate
NC State University



Alex Godette
Outreach Consultant
Lake Norman State Park



Krista White
Graduate Research Assistant
NC State University

Meet The Team

APPENDIX II: PARTF Scoring System for Grants

The members of the N.C. Parks and Recreation Authority use the PARTF scoring system as one of several tools to select grant recipients. Please provide all the information requested for each item. Before beginning, refer to the “Definitions” section describing the requirements for planning and public involvement documents. A team of PARTF staff and regional consultants will evaluate each application based on the scoring system and make the final decision about the applicant’s score.

Preparing an application for a PARTF grant is more than simply completing the application form. Creating a proposal for a high-quality park and recreation project requires adequate time to collect public input, review the results, and then plan for the project. You should also allow time to prepare the support documents that are vital in the evaluation of your application. The planning and public involvement process has many benefits including:

- New recreational opportunities can be based on community preferences.
- New parks can be located to respond to current deficiencies and future demands.
- Recreational facilities can be built to meet the expectations of park visitors and minimize harm to the environment.
- PARTF funds can be used more efficiently.

Applicants must complete a self-scoring system and attach it to the online application.

PARTF Scoring System for Grants

Applicant: _____ Project Name: _____

A. Planning: (20 possible points)

1. Master plan for a park and/or greenway system (10 points)

- This item does not apply for applications proposing only land acquisition
- Please refer to the definitions for the required components of the plan
 - a. The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (9 points)

OR

- b. The applicant has a master plan created or revised within the past six years to ten years for the project site and the project conforms to the plan.

Date the plan was produced: _____ (4 points)

- c. The local governing board has adopted the master plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A park master plan or greenway system plan.
2. A local governing board’s meeting minutes or resolution as documentation of the adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

2. Comprehensive systemwide parks and recreation plan for the local government’s jurisdiction (7 points) Please refer to the definitions for the required components of the plan

- a. The applicant has a Comprehensive Systemwide Parks and Recreation Plan and the project conforms to the plan.

Date the plan was produced: _____ (6 points)

- b. The local governing board has adopted the systemwide plan.

Date the plan was adopted: _____ (1 point)

Documentation Required

1. A comprehensive systemwide parks and recreation plan produced or revised in the past 10 years.
2. A local governing board's meeting minutes or resolution as documentation of the official adoption.
3. List the page number(s) where the project is referenced in the plan in the online application.

3. Capital improvement plan for parks and recreation (3 points) Please refer to the definitions for the required components of the plan

- The applicant has a capital improvement plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted (required): _____ (3 points)

Documentation Required

1. A capital improvement plan.
2. A local governing board's meeting minutes or resolution as documentation of their adoption as a part of the local government's budget process.
3. List the page number(s) where the project is referenced in the plan in the online application.

B. Level of public involvement in developing and supporting the project: (15 possible points)

1. Public meetings (5 points):

- The applicant conducted a public meeting(s) *exclusively* for discussing the PARTF grant project and obtaining comments within the past 24 months. The public supported the project.

Date of the meeting(s): _____

Documentation Required

1. A document describing the means used to widely advertise the meeting, such as newspaper advertisements, Facebook, websites, and community announcements. Widely advertised means advertised through more than one source.
2. The minutes, including the discussion of the project, who was present and public comments.

2. Recreational needs survey (5 points):

- The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.
- The survey must be conducted during the past ten years
 - Please refer to the definitions for the required components of the survey

Documentation Required

1. The following information about the survey
 - Copy of the questionnaire
 - Results of the survey
 - Describe how the survey was distributed.
 - Give the date(s) of distribution and the number of surveys distributed.
 - Provide the number of respondents and demographic information that they are representative of the local government's jurisdiction.
 - Describe how the results of the survey show that the citizens support the project.

Note: To receive points for the survey, the following must be demonstrated in the provided documentation:

- The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction.
- The results should include at least three of the following demographics (age, gender, education level, race, ethnicity, household income or household size) to ensure that they are representative of the population in the jurisdiction.

3. Support from civic groups (3 points):

- The applicant presented the PARTF grant project to two or more local groups and received support for the project within the last 24 months. (Examples: civic groups, neighborhood associations, youth organizations, non-governmental advisory boards, etc.)

List the organizations and the date of the presentations:

Documentation Required

1. The agenda and/or correspondence or other documentation from the groups that confirm the meeting dates and the presentations given by the applicant.
2. The documentation must demonstrate the project was supported by the group to receive points.

Note: Letters expressing support for the project do not count as presentations.

4. Support from a parks and recreation board (2 points):

- The applicant presented the PARTF Grant project to the parks and recreation advisory board or a similarly appointed, non-elected group, and received a motion of support for the project within the last 24 months.

Date of the meeting(s): _____

Documentation Required:

1. The minutes from the meeting that include support for the project.

C. Public recreational facilities provided by the project: (45 possible points) Not applicable to land acquisition only projects.

1. The local government will be building its first public park on property that it owns. (20 points)

- Yes No

2. New, like, or renovated facilities to be provided: (30 points)

A maximum of 30 total points will be awarded for the sum of 2a, 2b and 2c.

a. The project will provide (check one):

- 3 or more types of new recreational facilities (20 points)
 2 types of new recreational facilities (15 points)
 1 type of new recreational facility (10 points)

List the new types of recreational facilities:

b. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- 3 or more types of recreational facilities (12 points)
 2 types of recreational facilities (8 points)
 1 type of recreational facility (4 points)

List the types of recreational facilities:

c. The project will provide major renovation of (check one):

- 3 or more types of recreational facilities (8 points)
 2 types of recreational facilities (6 points)
 1 type of recreational facility (4 points)

List the recreational facilities to be renovated and why each renovation is needed:

3. The project will provide a trail or greenway (¼ mile or longer) that links to existing recreation area(s), school(s), downtown businesses, and/or communities located outside of the park. (5 points)

- Yes
- No

Site plan must show trail linkage. Identify by name and location the existing trail and areas to be linked by the proposed trail:

D. The Suitability of the Site for the Proposed Project. (5 possible points) Explanations are needed below to be considered for each point.

- 1. **The site is suited for the proposed development with minimal adverse impact to the environment. (1 point)**
- 2. **The location of the site enhances the park and the public’s access to the park. (1 point)**
- 3. **The site is enhanced by the adjacent property uses. (1 point)**
- 4. **The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located. (1 point)**
- 5. **The site is free of restrictive easements, overhead powerlines, or other intrusions (1 point):**
 - Yes
 - No*

E. The applicant’s commitment to operating and maintaining the project. (15 possible points)

- 1. **The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)**
- 2. **The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)**
- 3. **The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)**
- 4. **An organized volunteer group, such as a civic group or youth sports association will operate and maintain the site. (2 points)**

Provide the name of the organization that will operate and maintain the site:

D. Land Acquisition (15 possible points) Does not apply for applications proposing development only.

1. If not purchased at this time, a significant natural, cultural, recreational, scenic, or highly threatened resource will be used for other purposes. (15 points)
2. The site is an excellent natural and/or recreational resource. (10 points)
3. The site is an average natural and/or recreational resource. (5 points)

What is the specific significant resource?

What is the specific potential threat?

E. WNC Prioritization (10 possible points)

County designated by HUD as most impacted and distressed: _____

County Population per 2023 State Demographer Report: _____

- Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

APPENDIX III: GRANT APPLICATION TEMPLATES

Certification and Approval by Local Governing Board

- I hereby certify the information contained in the attached application is true and correct and the required one dollar of matching funds for one dollar of grant funds will be available within three years of submitting the application. This application has been approved by the local governing board.

Chief Elected Official
(Print or Type Name and Title)

Signature

If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding primary sponsor in the Local Government Name section.

Attorney's Certification of Site Control

Item A.

Local Government: _____ Project Name: _____

Instructions: Review the Site Plan for the project. An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2026. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

1. Type of Site Control: Indicate the type(s) of control the applicant has for the project site.	
Type of Control – Check all that apply	
<input type="checkbox"/> Fee Simple Title	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Lease (25 years or longer)	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire site <input type="checkbox"/> Portion of site
2. Limitations, Conditions or Encumbrances:	
<input type="checkbox"/> No limitations, conditions, or encumbrances	
<input type="checkbox"/> Limitations, conditions, or encumbrances Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.	
3. Attorney's Certification	
I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge. The proposed project will be on one contiguous site.	
Name: <i>(Printed/typed)</i> : _____	
Title: _____	
Signature: _____	Date: _____

Prioritization Attestation

To qualify for the Western NC Prioritization, applicants must be from counties that were designated, in whole or in part, by the United States Department of Housing and Urban Development as the most impacted and distressed counties from Hurricane Helene

Applicant County: Henderson

To qualify for the Western NC Prioritization, applicants must have a population of 300,000 or fewer based upon the 2023 Certified County Population Estimates from the State Demographer.

County Population per the State Demographer 2023 Report: 121023

Applicant attests that (i) the application for funds is for repair, replacement, or construction of equipment, buildings, or natural features due to damage or effects from Hurricane Helene, including capacity-building, and (ii) the amount of funds requested is the amount of unmet need above the amount paid by insurance and available federal aid.

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct

Chief Elected Official
(Print or Type Name and Title)

Signature

NOTICE:

- **Receipt of Allocations:** A recipient of State funds under S.L. 2025-26 shall use best efforts and take all reasonable steps to obtain alternative funds that cover the losses or needs for which the State funds are provided, including funds from insurance policies in effect and available federal aid. State funds paid under S.L. 2025-26 are declared to be excess over funds received by a recipient from the settlement of a claim for loss or damage covered under the recipient's applicable insurance policy in effect or federal aid.
- **Remittance of Funds:** If a recipient obtains alternative funds, the recipient shall remit the funds to the State agency from which the State funds were received. A recipient is not required to remit any amount in excess of the State funds provided to the recipient under this act.

Resolution # __ - ____

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL
IN SUPPORT OF APPLICATION FOR THE PARKS AND
RECREATION TRUST FUND**

WHEREAS, the City of Hendersonville is committed to providing its citizens and visitors with safe, accessible, and valuable parks and recreational infrastructure with the goal of providing the highest quality of life for its citizens.

WHEREAS, the City of Hendersonville wishes to pursue funding opportunities that would allow the City to further develop the public recreational infrastructure at Rosa Edwards Park to provide recreational opportunities for our community visitors.

WHEREAS, the City of Hendersonville staff's goal is to align the recreation project with public feedback provided during public input discussions during the development of our adopted 2024 Parks & Greenspaces Master Plan, which include infrastructure concepts such as: dog parks, picnic tables, benches, increased tree canopy, pollinator gardens, and playground structures.

WHEREAS, the City's financial resources have limited the City's ability to expand our recreational park infrastructure while we continue restoration work from Hurricane Helene.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that:

1. The City hereby endorses the application for the Parks and Recreation Trust Fund and, if awarded, provide dollar-for-dollar matching funds for the project, as well as staff assistance for the duration of the project; and
2. The City Manager is authorized to execute said application.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 2nd day of April 2026.

Attest:
Hendersonville

Barbara G. Volk, Mayor, City of

Jill Murray, City Clerk

Approved as to form:

Angela S. Beeker, City Attorney

