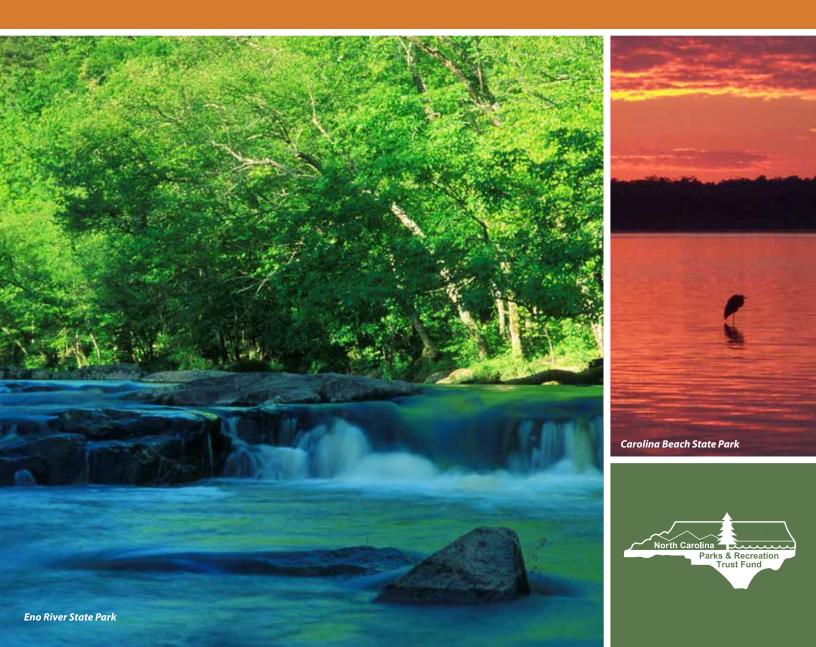
Mount Mitchell State Park

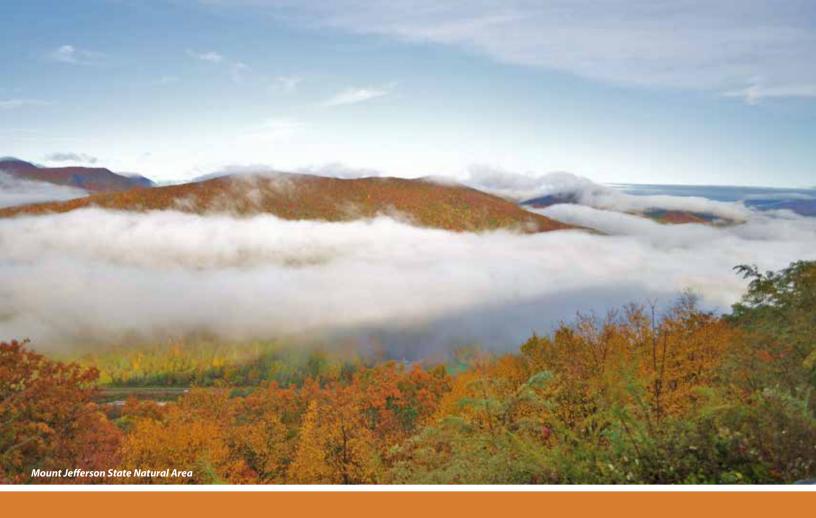
NORTH CAROLINA PARKS & RECREATION TRUST FUND







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The North Carolina Parks and Recreation Trust Fund (PARTF) was established in July 1994 and the General Assembly made an initial appropriation of \$1 million. The purpose was to make improvements in state parks, to provide matching grants for local parks and to increase public access to the state's beaches.

PARTF is funded by an annual appropriation. Additional revenue is allocated from a portion of the fees from personalized license plates. The Parks and Recreation Authority, a citizen board, was also created to allocate funds from the PARTF for projects in state parks and for grants to local governments to buy park land and build facilities.

Pursuant to G.S. 143B-135.56, the money from the Parks and Recreation Trust Fund is to be allocated as follows:

- Sixty-five percent for the NC State Parks System for capital projects, repairs and renovations of facilities and to acquire land.
- Thirty percent to provide grants to local governments on a dollar-for-dollar basis to buy park land and build facilities for public recreation.
- Five percent for the Public Beach and Coastal Waterfront Access Program.
- No more than three percent may be used by the Department of Natural and Cultural Resources (DNCR) for the operating expenses associated with PARTF.

## North Carolina Parks & Recreation Authority

#### 2015-16 PARTF AUTHORITY MEMBERS

Wilmington Mr. Neal Lewis Chairman

Asheville Ms. Ann Babcock

Pinehurst Ms. Lydia Boesch

Stanley Mr. Chad Brown

Morrisville Dr. Vinnie K. Goel, Ph.D., PE

> Raleigh Mr. Lewis Ledford

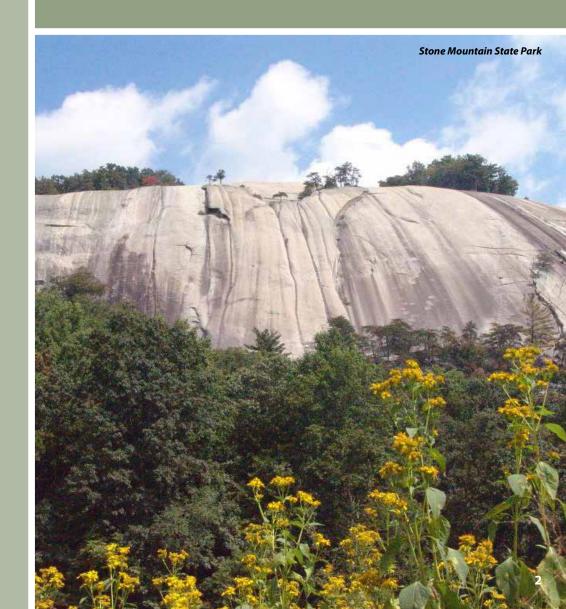
Oak Island Ms. Cynthia Tart

Burlington Ms. Lisa Wolff

Edenton Mr. Edward W. Wood The North Carolina Parks and Recreation Authority, a nine-member board, oversees the Parks and Recreation Trust Fund. The Governor appoints three members, including the chairperson. The General Assembly appoints six members, three by the President Pro Tempore of the Senate and three by the Speaker of the House.

The Authority is charged with six powers and duties:

- to receive public and private donations and funds for deposit into the trust fund
- to allocate funds for land acquisition
- to allocate funds for capital projects
- to solicit financial and material support
- to develop effective support for parks and recreation
- and to advise the Secretary of DNCR on any matter referred to the body.





## Parks & Recreation Trust Fund Summary

The Parks and Recreation Trust Fund (PARTF) is housed within the North Carolina Division of Parks and Recreation. The Parks and Recreation Authority allocates PARTF revenue to the state parks capital improvement and land acquisition projects. The board also selects the recipients of the grants to local governments to create or improve parks and recreational projects.

The Division of Parks and Recreation develops priorities for the state parks system and recommends projects for the board's approval. After the board allocates the PARTF funds, the Division manages the projects for state parks and for the grant program for local governments.

The Division of Parks and Recreation transfers five percent of PARTF revenue to the Division of Coastal Management (DCM) for the Coastal and Estuarine Water Beach Access Program. DCM administers these funds and offers matching grants to local governments throughout the 20 coastal counties. The FY 2015-16 revenue sources and distribution are presented in Table 1.

## TABLE 1North Carolina Parks & Recreation Trust Fund<br/>Deposits and Distribution of Revenues<br/>Fiscal Year 2015-2016

Revenue	Amount
Personalized Registration Plates/Investment Income	\$1,441,594
PARTF Appropriation	\$13,190,924
TOTAL PARTF Revenues	\$14,632,518
Project Management	\$-1,093,918
PARTF Revenue Available for Distribution	\$13,538,600

Distribution	Amount	
State Parks System	\$8,800,090	
Local Governments Matching Grant Program	\$4,061,580	
Public Beach and Coastal Waterfront Access Program	\$676,930	
TOTAL PARTF Allocation	\$13,538,600	



The Parks and Recreation Trust Fund (PARTF) program provides dollar-for-dollar matching grants to local governments. North Carolina counties and incorporated municipalities are eligible for PARTF grants. Public authorities, as defined by N.C. General Statute §159-7, are also eligible if they are authorized to acquire land or develop recreational facilities for the general public. Funds can be used to acquire land for public parks and trails and to protect natural and scenic resources. Funds can also be used to build recreational facilities or to renovate older park facilities.

Every year the Parks and Recreation Authority announces the availability of matching PARTF grants, and the schedule for submitting an application. A local government can request a maximum grant amount of \$500,000 in PARTF assistance with each grant application. The appraised value of land donated to a local governmental unit, may be applied to the dollar-for-dollar matching requirement.

The Division of Parks and Recreation (DPR) provides assistance to local governments in several ways. In September, the PARTF staff conducts a workshop where local governments can learn about the program and how to complete an application. The workshop is presented at video conference sites across the state. DPR has a contract with North Carolina State University to provide technical assistance to local governments through the Recreation Resources Service (RRS). RRS assists local governments in planning PARTF projects and preparing grant applications with four consultants in regional offices across the state.



## Description of Applications and Grants

TABLE 2North Carolina Parks & Recreation TrustFund Grants Awarded to LocalGovernments Fiscal Year 2015-2016

Local Government	Project Name	Cost
Albemarle	Chuck Morehead Park Renova- tions	\$130,492
Bath	Bath Creek Park (withdrawn)	\$227,822
Clinton	Royal Lane Park, Phase 1-A	\$250,000
Elizabethtown	Tory Hole Park Development	\$250,000
Elk Park	Elk Park Town Park	\$19,962
Enfield	Meyer-Oakview Neighborhood Park	\$72,535
Fremont	J.R. Peele Park Improvements	\$18,000
Garner	Garner Indoor Recreation Center	\$217,500
Goldsboro	Mina Weil Park	\$250,000
Hoffman	Hoffman Town Park	\$87,000
Holden Beach	Bridgeview Park	\$183,370
Indian Trail	Crooked Creek Park	\$156,400
Kinston	Neuse River Greenway	\$175,000
Leland	Westgate Nature Park Phase 2	\$217,500
Lexington	Washington Park	\$217,500
Lillington	River Park	\$250,000
Louisburg	Joyner Park Phase II	\$217,500
McAdenville	McAdenville Park	\$350,000
McDowell County	Catawba River Greenway, Phase III	\$250,000
Mount Airy	Ararat River Greenway Connector, Phase III	\$250,000
North Topsail Beach	Development of South Park	\$62,776
Oakboro	Oakboro Community Center	\$139,400
Saratoga	Saratoga Park, Phase IV	\$46,358
Scotland Neck	Scotland Neck Athletic Complex, Phase II	\$49,000
Seven Devils	Otter Falls Park	\$23,608
Spring Lake	Ruth Street Park Improvements	\$63,250
Wallburg	Wallburg Town Hall Park	\$244,902
Warrenton	Hayley-Haywood Park	\$28,500
Wendell	Wendell Park Improvements	\$250,000
Windsor	Treehouse Acquisition & \$1 Development	

Totals: 30 projects \$4,897,075

The members of the Parks and Recreation Authority select the projects that will receive a grant. The factors considered by the Authority as it selects recipients include, but are not limited to, the criteria contained in the PARTF scoring system, the population of the applicant, the geographic distribution of projects across the state, the presence or absence of other funding sources and compliance with prior grant agreements.

Applications were due February 2, 2015. The Parks and Recreation Authority met in October 2015 to select grant recipients.

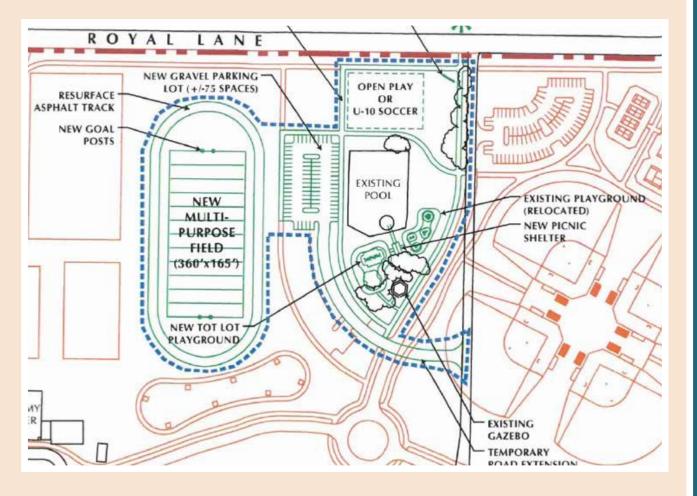
The PARTF revenues allocated to local grants for fiscal year 2015-16 were \$4,061,580. Sixtyseven local units of government submitted PARTF applications, requesting \$12.6 million in PARTF assistance. At the October 30, 2015 meeting, the Authority awarded 30 grants for \$4,897,075. The difference between the amount awarded and the fiscal year distribution is \$835,495. This additional revenue is from cancelled projects, reductions in the scope of work, and projects completed under budget.



Fort Fisher State Recreation Area

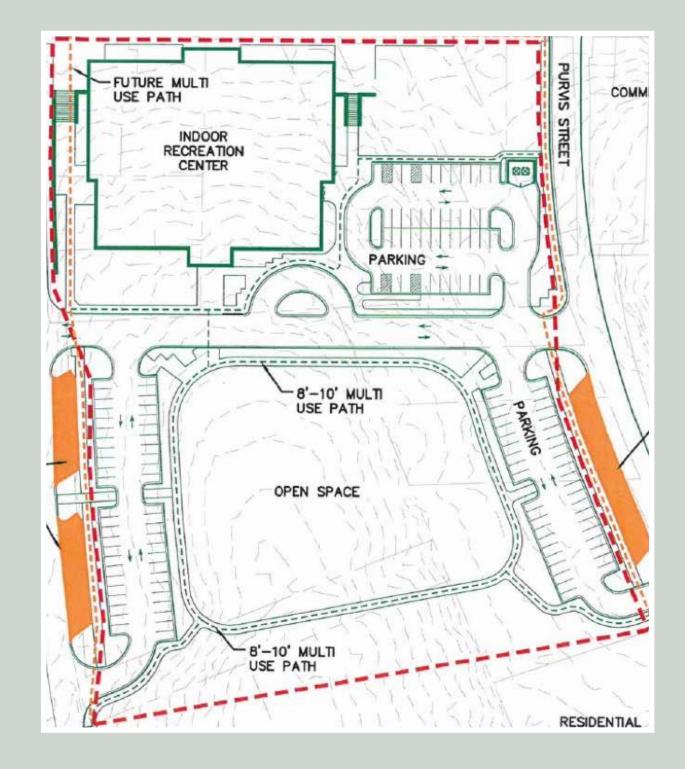


Clinton's Royal Lane Park project will feature new and renovated facilities to update the city's most popular park. The updates will include a multi-purpose field, U-10 soccer field, a walking trail, playground, picnic shelter, and improved parking. This project is the result of a new master plan for Royal Lane Park that will improve circulation within the 80-acre site, create efficiencies by grouping facilities together, reduce maintenance costs and allow tournament use of the fields and courts.



#### Recreation Center TOWN OF GARNER

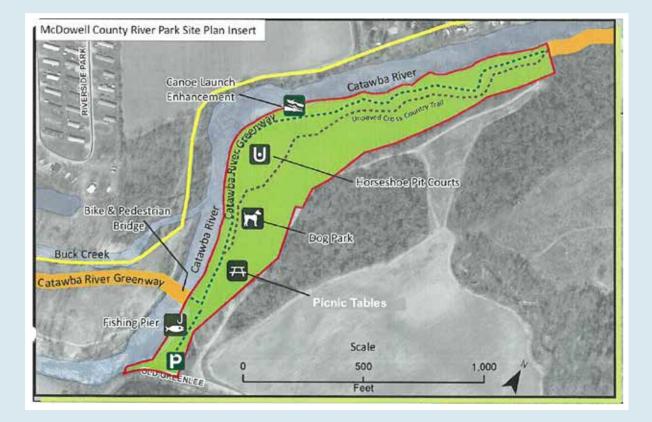
With a population of more than 26,000 residents, Garner currently operates just one gymnasium. The town pays the local school system nearly \$40,000 annually to rent indoor facilities. This recreation center will provide a gym with three regulation basketball courts and six youth-size cross courts for popular recreational basketball leagues as well as youth volleyball leagues. The center will also include a raised indoor walking track, fitness room, art room and multi-purpose room.



**GRANTS PROGRAM FOR LOCAL GOVERNMENTS** 

### Catawba River Greenway – Phase III MCDOWELL COUNTY

This project will build 2600 linear feet of paved recreational greenway and continues the partnership between McDowell County, the City of Marion and the McDowell Trails Association to promote health, recreational and economic opportunities for residents and visitors in McDowell County. Phase III will be located south of US 70, with public parking and trail access via the county's Catawba River Park. The route will follow the Catawba River and enhance the existing riverfront greenway by creating a picnic area, fishing pier, horseshoe courts an improved canoe launch and the county's first dog park.



### Tuckasegee River Greenway JACKSON COUNTY

Jackson County's Greenway along the Tuckasegee consists of 1.2 miles of ADA compliant paved greenway adjacent to the Tuckasegee River between Sylva and Cullowhee. The Pedestrian Bridge spans 200 feet crossing the Tuckasegee River that connects the greenway to a trailhead and the Locust Creek River Access Area constructed by Duke Energy. Amenities along the greenway include: two trailheads with parking and restroom facilities, picnic areas and benches, interpretive signage, and landscaping.

Jackson County and Duke Energy have formed a partnership to provide the Locust Creek access area located adjacent to the greenway, to enhance the recreational amenities of the area. Under the agreement executed in 2013, Duke Energy has provided Jackson County with a 30 year lease of 6.37 acres of land, which includes river access ramp and adjacent lands to support the greenway construction. As part of the agreement, Duke Energy constructed a vault-type restroom facility at the access area to enhance the amenities of the access area and the proposed greenway.

The Tuckasegee River serves as a major recreational corridor now, with anglers and boaters enjoying the river. The construction of the Tuckasegee River Greenway has provided opportunities for walkers, runners, and bikers to enjoy the river and discover what an asset it is to Jackson County.



**GRANT PROGRAM FOR LOCAL GOVERNMENTS** 

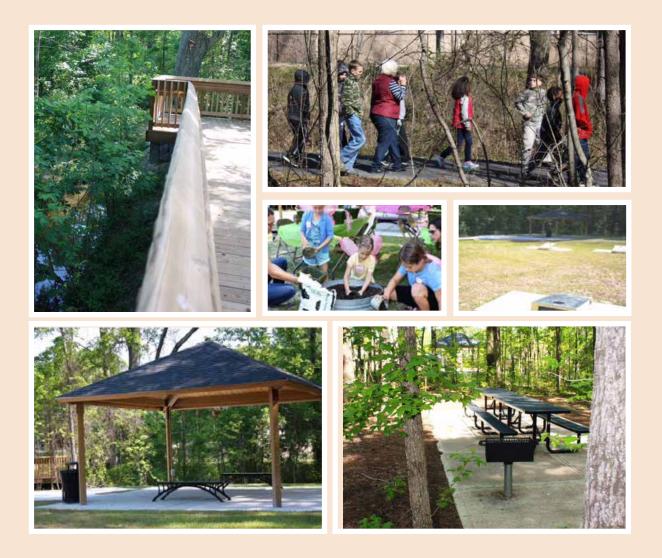
PLES OF LOCAL GOVERNMENT PARTF PROJECTS COMPLETED IN 2015-2016

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#### Stallings Municipal Park Phase III Nature Trail & Activity Area TOWN OF STALLINGS

The Town of Stallings started the renovations of Stallings Municipal Park in 2011 and PARTF assisted with the last of three phases in 2013. The project's main focus is a nature trail and activity area that give the park a well-rounded appeal. The nature trail encircles a wooded area and provides access to three picnic pods with grills. These trails also connect to a wooded education area that includes an outdoor classroom. A boardwalk provides access to the wetlands area as well as information about the plants and wildlife for visitors. The activity area includes permanent cornhole pads as well as an open play space.

The Town reports that nature programs and picnicking are both popular at the park. Citizens say it's like walking into a nature wonderland in the middle of Stallings. The wooded area is mostly untouched to give the feel of a forest and to allow children to have the opportunity to play "in the woods" in a controlled and safe environment. All trails within the park are universally accessible.



## Town of Windsor Land Aquisition & Treehouse Village Improvments TOWN OF WINDSOR

The Town of Windsor is completing the initial phase of a "Treehouse Village". The project promotes eco-tourism through new recreation opportunities at the Town of Windsor's Cashie River Campground and the Elm Street Boating Access. PARTF assisted with acquiring the 4.5-acre site, building a Treezebo Observation Platform and two treehouse cabins to provide overnight accommodations. The treehouses are connected by 420 linear feet of ADA-accessible boardwalk.

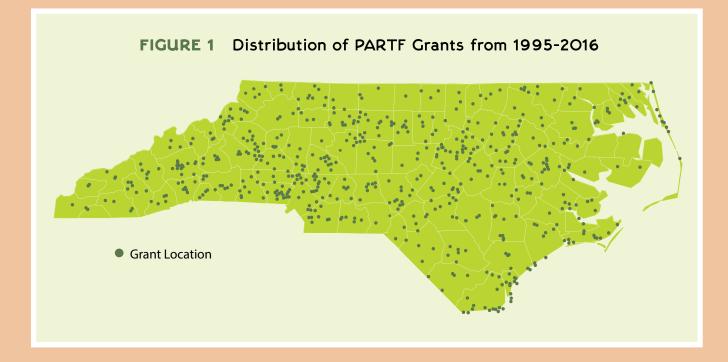
The Town also worked with the NC Wildlife Resources Commission to renovate Elm Street Boating Access Area, increasing boating on the Cashie River. Ongoing construction focuses on the renovation and improvements of amenities to the Cashie River Campground. Together, these three facilities' expansions create new recreational opportunities in a tranquil outdoor environment.



**GRANT PROGRAM FOR LOCAL GOVERNMENTS** 



Since 1995, the Authority has selected 815 grant recipients in all 100 counties across North Carolina for matching grant awards totaling \$183 million.







### State Parks Land Aquisition

The Parks and Recreation Authority approved projects totaling \$4,365,478 at 10 state parks including \$312,500 for associated costs. These funds were used as match in four Clean Water Management Trust Fund (CWMTF) grants and two Land and Water Conservation Fund (LWCF) grants for a total match of \$2,217,433. The Lake James and Lumber River state parks projects are LWCF grants. The Bullhead Mountain State Natural Area and the Elk Knob and Lumber River state parks projects are parks projects are CWMTF grants.

At Lake James State Park, the land acquisition project focuses on scenic and water quality protection along with securing inholdings for future recreational uses. One of the inholdings has extensive frontage on Lake James. The Lumber River State Park acquisition not only protects water quality it provides the land base for the establishment of trails and primitive camping areas that are in high demand in this part of the state. The Pettigrew State Park acquisition is an inholding along Cross Landing Road that has access to the Scuppernong River. Additional paddle access to the Scuppernong River is needed for improved recreational use of the river.











#### Bullhead Mountain State Natural Area

#### TABLE 3NC Parks & Recreation Trust Fund State Park SystemLand Aquisition Projects FY 2015-2016

Unit	Acres	Cost	Description
Bullhead Mountain State Natural Area	76	\$23,000	Matching funds for a 2015 CWMTF grant for water quality protection and future access to site from US 21.
Chimney Rock State Park	62	\$94,000	Key resource protection tracts on Rumbling Bald and Cane Creek Mountain.
Elk Knob State Park	40	\$9,500	Critical tract on north side of Elk Knob for trail connection and water quality protection. Matching funds for a 2015 CWMTF grant.
Grandfather Mountain State Park	10	\$293,100	Critical tract adjacent to the Profile Trail suitable for sustainable re-route and emergency access.
Hammocks Beach State Park	45	\$1,225,378	This is phase 2 of the mainland expansion that closed in June 2016. The third and final phase is planned to close by the end of 2016.
Lake James State Park	129	\$932,000	Acquisition of inholdings for future recreational uses, control of access and water quality protection. Matching funds for a 2015 LWCF grant.
Lumber River State Park	1,043	\$360,000	Remainder of the Big McQueen tracts containing sand ridges suitable for trail development. Match to 2015 LWCF and CWMTF grants.
New River State Park	37	\$307,000	Critical inholding for access to other state park property. Part of a 2015 CWMTF grant for restoration work across from Wagoner Road Access.
Pettigrew State Park	15	\$55,000	Critical inholding for access to the Scuppernong River for the paddle trail. Landowners want to sell to settle estate.
Raven Rock State Park	116	\$754,000	Critical tract on the southwest side of the state park. Management access to the group camp is through this property. This acquisition will resolve a long term access issue at the state park.
Park System		\$312,500	Funding for appraisals, legal work, and phase 1 environmental assessments for current acquisition projects. And funding for boundary survey work at existing sites and for new acquisitions.
Totals	1,573	\$4,365,478	

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#### Construction & Renovation

During fiscal year 2015-16, the Parks and Recreation Authority approved state park construction and renovation projects totaling \$5,000,000 (Table 4). Highlights include a project to significantly improve and expand the trailhead at the Wilmor Tract. Visitors to Grandfather Mountain State Park use the Wilmor Tract to access the popular Profile Trail. It is the only public access on the west side of the park. This area currently offers a small parking lot located just off NC Highway 105 that cannot accommodate the numbers of hikers that want to use the trail. Planned improvements include a trail head with 125-vehicle parking; restroom facilities; up to a mile of trail and a 100-foot pedestrian bridge to connect to the Profile Trail.

PARTF revenue for state park projects in FY 2015-16 was \$8,800,090. Including funds reallocated from previous years, the total funds available was \$9,405,148. The total funds allocated by the Parks and Recreation Authority was \$9,365,478. The allocations are based on estimated revenue. The additional revenue of \$39,670 will be allocated during FY 2016-17.



## TABLE 4NC Parks & Recreation Trust FundState Parks System Capital Improvement ProjectsFY 2015-2016

Park	Project	Cost
Chimney Rock State Park	Elevator drive & controller repair	\$700,000
Grandfather Mountain State Park	Wilmor tract development	\$1,550,000
Hanging Rock State Park	Camp Sertoma Master Plan	\$100,000
Hammocks Beach State Park	Mainland Property Master Plan	\$100,000
Park System	Major Maintenance	\$1,800,000
Park System	Trail Maintenance	\$300,000
Park System	Exhibit Maintenance	\$50,000
Park System	Demolition	\$200,000
		Totals \$5,00,000

# Operating Expenses Associated with State Park Projects

In allocating PARTF funds to the state parks system, the Parks and Recreation Authority considered the operating expenses that may be associated with the projects (G.S. 143B-135.56(b3)). The Division of Parks and Recreation estimated these costs and presented them for the board's consideration when the projects were proposed for funding. The estimated costs are based on conceptual plans for each project.

The only state park project that will result in additional operating costs is the Wilmor Tract Development at Grandfather Mountain State Park. The minimal staffing level would include a full-time maintenance mechanic I and four twelve-week general utility workers. There would be one-time equipment needs totaling \$51,400 with annual operating expenses of approximately \$63,804. The optimal staffing level would include the position above plus a full-time journey park ranger, one 20-week park technician, one-time equipment needs totaling \$108,130 with annual operating expenses of approximately \$16,940.

# State Parks PARTF Projects Completed FY 2015-16

Haw River State Park marked a major milestone in its development, opening the first public access outside of The Summit Environmental Education Center.

The Iron Ore Belt Access, off North Church Street north of NC 150, is the park's initial development on a 692-acre property that was considered for a golf course community before it was acquired by the state parks system in 2008. The new access is just west of the environmental education complex, which is reserved for private retreats, conferences and training and is not open for public visitation on a regular basis.

The access offers a 0.75-mile roadway with bike lanes that leads to a trailhead with toilet facilities and parking for 29 vehicles. The 3.2-mile Great Blue Heron Trail, built by the park's staff, loops through varied wildlife habitats and plant communities on property that includes headwaters of the Haw River. The park's master plan calls for further development on the property, including camping facilities, picnic grounds and additional trails – amenities that will ultimately help support hikers on the Mountains-to-Sea State Trail. The opening is the first step toward realizing an ambitious master plan for the state park in northern Guilford and southern Rockingham counties.

The development represents a \$1.7 million investment through the N.C. Park and Recreation Trust Fund.

State parks planners began eyeing the property as a prime acquisition even before the park was authorized in 2003. Conservationists and park supporters in the community lobbied for protection of the property in state park ownership rather than commercial development. The state park now encompasses 1,379 acres.





Carolina Beach opened four camping cabins – a new alternative for visits to the coastal beach – and added nine RV-friendly sites with full utilities at its 83-site campground. Lake James opened a 33-site, tent-only campground in the Paddy's Creek Area, a short hike from the park's popular swim beach. The new campground complements a 30-site, boat-in camping area opened last year.

The two-room cabins at Carolina Beach are log construction with double beds and bunk beds, each can sleep up to six campers. They're outfitted with heating/air conditioning systems, electric outlets, picnic tables and outdoor fire pits. Water is available from outdoor spigots.

"For years, folks traveling in RV's especially, have asked for upgraded campsites to include full water, electric and sewer utilities," said Park Superintendent Chris Helms, "while the addition of the cabins is just an added bonus for folks that want the camp experience without sleeping on the ground."

The new tent-only campsites at Lake James offer traditional campsite amenities (picnic table, fire ring, lantern post and food storage locker) and surround a washhouse. Two sites are ADA accessible. The park staff is building connector trails to link the campground to the swim beach and the hiking and mountain biking trail systems.

The park will eventually offer a separate campground for trailer and RV-friendly sites as well as group camps as part of its master plan. The \$2 million campground project was supported by the N.C. Parks and Recreation Trust Fund.







North Carolina's Public Beach and Coastal Waterfront Access Program was established by the General Assembly in 1981. The program began receiving five percent of the revenues from the Parks and Recreation Trust Fund during the 1996-97 fiscal year. The program's enabling legislation (GS 113A-134.1) states that public interest would be served by providing increased access to coastal waters, public parking facilities, or other related public uses.

The program, administered by the Division of Coastal Management (DCM), offers matching grant funds primarily to local governments throughout the 20 coastal counties. Since 1981, over 300 public access sites have been acquired or improved at a cost of over \$37.5 million in grant funds. Local governments are responsible for construction, operation and long-term maintenance of the facilities. While most of the early projects were located along the oceanfront, more projects are now designed to improve access to estuarine shorelines, coastal rivers, and urban waterfronts.

The Division of Coastal Management sends pre-application requests for proposals (RFPs) to local governments in the 20 coastal counties annually. Criteria developed by the Coastal Resources Commission, is used to select grant recipients. Local governments are given 18 months to complete projects. Extensions may be granted, with a 3-year maximum life of a contract, for unforeseen events and delays, such as hurricanes.

Local governments are required to match from 10 percent to 25 percent of the project costs based on the type of project being funded and the communities' economic status per the North Carolina Department of Commerce's Tier designations, as outlined by the Lee Act (G.S. 105-129.3). The required cash match may include Federal and other State funds provided these funds are not already being used as match funds for any other state or federal program.



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Communities can apply for five different types of water access sites: local, neighborhood, regional, multi-regional and urban waterfront redevelopment projects.

- Local access sites include public access points, offering minimal, or no facilities. Pedestrians who reside within a few hundred yards of the site primarily use them. Generally, these access ways are a minimum of ten feet in width providing only a dune crossover or pier. Vehicle parking is generally not available at these access sites. Bicycle racks may be provided as well as litter receptacles and access signs.
- Neighborhood access sites are public access areas offering parking, usually for five to 25 vehicles, a dune crossover or pier, litter receptacles and public access signs. Such accesses are typically 40 to 60 feet in width and are primarily used by individuals within the immediate subdivision or vicinity of the site. Restroom facilities may be installed.
- Regional access sites serve the public throughout an island or community including day visitors. These sites normally provide parking for 25 to 80 vehicles, restrooms, a dune crossover, pier, foot showers, litter receptacles, and public access signs. Where possible, one-half acre of open space in addition to all required setback areas should be provided for buffering, day use, nature study or similar purposes.
- Multi-regional access sites are generally larger than regional access ways but smaller than state parks. Multi-regional facilities provide parking for 80 to 200 cars, restrooms with indoor showers and changing rooms, and concession.
- Urban waterfront redevelopment and working waterfront projects that improve public access. Such projects include the establishment or rehabilitation of boardwalk areas, shoreline stabilization measures such as the installation or rehabilitation of bulkheads, and the placement or removal of pilings for the purpose of public safety and/or increased access and use of the urban waterfront.

Additionally, as part of rule changes that took effect in 2007, boat ramps and motorized boating facilities may be included as part of any of the above types of access provided the pedestrian access is also part of the project.

### PARTF Awards Based on FY 2015-16 Deposits & Other Unencumbered Funds

The Program's funding mechanism was changed in fiscal year 2013. State appropriations are now allocated to DCM through PARTF. The amount budgeted for grants and transferred from the PARTF to DCM during fiscal year 2015-16 was \$670,609. Further, there was \$835,324 remaining unencumbered from previous funding allocations. Table 5 provides the list of local governments that have been awarded grant funding or have been invited to submit a final application for funding.

#### TABLE 5Communities Awarded or Prioritized for FY 2015-16Funding Based on Earlier Deposits & State Appropriations

Local Government	Project Description	Total Project Cost	Grant Amount
Beaufort County +	Wright's Creek Acquisition Phase II (6.87 acres)	\$400,000	\$200,000
Edenton +	Edenton Waterfront Improvements	\$134,800	\$100,000
Kure Beach	Avenue "H" Handicapped Access	\$56,494	\$42,370
New Bern	Riverwalk Acquisition (1.58 acres)	\$305,000	\$55,000
Oak Island	Bill Smith Park Canoe-Kayak Launch	\$81,125	\$60,843
	Totals	\$977,419	\$458,213

+ Denotes communities that are Tier 1 jurisdictions. \$300,000 or about 65% of the grant awards are proposed for Tier 1 communities.

The above project list does not include any direct partnerships with other State agencies. The only non-award use of the funds is providing access site signs made by the State Division of Corrections. Signs are provided to local governments for new sites and for replacement of weathered signs.







Kerr Lake State Recreation Area









THE DIVISION OF N.C. PARKS AND RECREATION Michael A. Murphy, Director





NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES Pat McCrory, Governor | Susan Kluttz, Secretary