

DRAFT



Steve Troxler
Commissioner

North Carolina Department of Agriculture and Consumer Services

N. David Smith
Chief Deputy Commissioner

ATTACHMENT B: SCOPE OF WORK

I. ORGANIZATION:

- a) Organization Name: City of Hendersonville, N.C.
- b) Tax Identification #: 56-6001242
- c) Organizational Fiscal Year End: June 30
- d) EBS Award Number (All NonGov entities)
- e) Background Information:

Hendersonville, NC, known as 'The City of Four Seasons', is nestled in the Blue Ridge Mountains. In addition to its natural beauty, Hendersonville's charming downtown and rich agricultural and cultural heritage brings visitors near and far. Hendersonville has been a Tree City USA member for 35 years. Our Tree Board, founded during the same time, is dedicated to preserving and expanding our tree canopy and natural resources. Our Property Maintenance staff of 18 and contracted arborist maintains the landscaping and natural resources within the City. Current community forestry related programs include the Bradford Pear Bounty tree replacement, NeighborWoods, and Heritage Tree programs. Our Tree Board also maintains a list of approved landscape plants for developers, gardeners, and homeowners. Lastly, our Tree Ordinance, revised in 2024 is the guiding document for tree canopy maintenance on private property.

II. PROJECT INFORMATION:

Project Name: City of Hendersonville Urban Forest Assessment and Management Plan
Project Location: City of Hendersonville, N.C.

III. FUNDING INFORMATION:

- a) Source of funds: 101339 /10G0431125
- b) Amount: \$259,619.20

IV. Scope of Work:

- a) Need Statement

Hurricane Helene devastated the tree canopy in Hendersonville and across Western North Carolina, with over 800,000 acres of timberland impacted by 100 mph winds and saturated soils in 2024. While Hendersonville has slowly started to assess the impact on our tree canopy, a robust tree inventory is needed to accurately assess the condition of our trees, which will inform Hendersonville's long term tree management work. As a municipality with no full-time arborist on staff, recording tree health and maintenance is difficult to complete. Currently, the City's contracted forester as well as a few full-time staff members will inventory trees as they are able however; no complete assessment and inventory of City trees has been completed before. A tree inventory assessment is essential to assess the condition of Hendersonville's tree canopy post-Hurricane Helene. This will enable City staff to properly allocate the necessary resources to improve tree health and ensure our tree canopy is resilient. Furthermore, since the last tree

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canopy assessment was completed in 2023, showing a 2% canopy decrease from 2014 to 2022, our current data is outdated and showing already a decline in tree canopy. Several planning documents adopted by our City Council call for the completion of an urban forestry management plan and/or tree canopy analysis including the Gen H Comprehensive Plan and Sustainability Strategic Plan.

A comprehensive tree inventory of public trees and tree canopy assessment of public and private land is needed to assess the current state of the urban forest, identify priority areas for maintenance and planting, engage residents, and inform the development of an urban forestry management plan.

b) Goal, Objectives & Timeline:

i) Goal

The community will be educated and engaged in the completion of a public tree inventory, tree canopy cover assessment and the development of an urban forest management plan to guide Hendersonville's future urban forest management efforts.

ii) Objectives

- (1) Urban forestry consulting contracts will be awarded by the end of quarter 2.
- (2) A complete tree inventory of public trees and a tree canopy cover assessment are completed by quarter 4.
- (3) An urban forest management plan is developed by the end of quarter 8.
- (4) The community has been educated and engaged in the completion of the project through to quarter 8.

Expected Results:

- Complete tree inventory of street trees and planting sites and public properties
- Tree canopy cover assessment
- Management plan
- The community is engaged and educated about the project throughout the project duration.

V. Payment:

a) Payment terms:

i) Quarterly Request for Reimbursement.

- (1) Quarterly reimbursement requests (RFRs) must be submitted within 20 days after the close of the quarter except for RFRs due in April, which must be submitted early for payment before the mandatory end-of-year state spending freeze. The final Request for Reimbursement will be due within 30 days of the end of the contract term.

(2) Request for Reimbursement Schedule:

(a) Quarterly due by dates

- (i) January 20, 2027
- (ii) April 5, 2027
- (iii) July 20, 2027
- (iv) October 20, 2027

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- (v) January 20, 2028
- (vi) April 5, 2028
- (vii) July 20, 2028
- (b) Final due by date
- (i) October 30, 2028

VI. Budget/Expenditures:

- i) Budget Time period: Contract term; Start: October 1, 2026, and End: September 30, 2028
- ii) Budget Detail: See attached Budget Worksheet.

VII. Reporting:

a) Performance:

i) Grant Contract Term Reporting

- (1) Performance will be monitored during the contract term through submissions of the following. Reporting forms and instructions can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at https://ncforestservice.gov/Urban/urban_resources_and_specifications.htm.
- (2) Request for Reimbursement & Interim Progress Reports (RFRs)
- (3) Accomplishment Deliverables

- (a) The grantee will submit the following accomplishment deliverables due each project quarter for an acceptance review. Failure to meet this schedule may result in termination of the grant contract. Definitions of these deliverables are attached. (Grant Contract Accomplishment Deliverables and Definitions).

(b) Quarter 1 – Ends 12/31/26

- (i) Tree Inventory Specifications
- (ii) Canopy Cover Assessment specifications
- (iii) Management Plan Specifications
- (iv) Outreach Product(s)
- (v) Outreach Event(s)

(c) Quarter 2 – Ends 3/28/27

- (i) Outreach Program Plan
- (ii) Tree Inventory Contract
- (iii) Canopy Cover Assessment Contract
- (iv) Management Plan Contract

(d) Quarter 3 – Ends 6/30/27

- (i) Outreach Product(s)
- (ii) Outreach Event(s)

(e) Quarter 4 – Ends 9/30/27

- (i) Tree inventory report
- (ii) Canopy Cover Assessment report

(f) Quarter 5 – Ends 12/31/27

- (i) Outreach Product(s)
- (ii) Outreach Event(s)

(g) Quarter 6 – Ends 3/28/28

- (i) No Deliverables Due.

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- (h) Quarter 7 – Ends 6/30/28
 - (i) Outreach Product(s)
 - (ii) Outreach Event(s)
 - (i) Quarter 8 – Ends 9/30/28
 - (i) Final Management Plan document
 - ii) Final Reporting
 - (1) Accomplishment Measures
 - (a) Submission of the Grant Contract Accomplishment Measures Report
 - (b) Grantee's Accomplishment Measures
 - (i) # outreach events
 - (ii) # of outreach products
 - (iii) # of people reached
 - (iv) # trees inventoried
 - (v) # acres analyzed
 - (vi) # of volunteers (if applicable)
 - (vii) # of volunteer hours (if applicable)
 - (2) Final Report - Digital copy of a professionally published two-to-eight-page info-graphic style report with short narratives and graphics summarizing and celebrating the project. Sections to cover should include the following.
 - (a) Need/Challenge
 - (b) Goal
 - (c) Objectives
 - (d) Accomplishments noting measures
 - (e) Contribution of the project to enhance urban and community forestry in the community.
- b) Financial:
 - i) Requests for Reimbursement
 - (1) Instructions and required documentation can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at https://www.ncforestservice.gov/Urban/urban_resources_and_specifications.htm.

VIII. Subgrants:

- a) Does the Recipient anticipate that it will subgrant or pass down any funds to another organization: No
- b) If yes, answer the following for each:
 - i) Name of Subrecipient:
 - ii) Program Name
 - iii) Amount to Subrecipient:

Regarding the information contained herein, I certify to the best of my knowledge and ability the annual budget has been approved by the Grantee's Chief Financial Officer, Chief Executive Officer, or Board Chairperson.

Introduction

The following is a list for project accomplishment deliverables to be submitted to NCFS U&CF for review accordance with the schedule outlined in Scope of Work, Grant Contract Instructions and NCFS U&CF best management practices as detailed on our website and the following definitions.

- **Type of Review** - The definitions of the type of review to be completed are as follows.
 - **BMP Review** – deliverable requires a content review and approval by NCFS U&CF to ensure deliverable meets NCFS U&CF best management practices prior to publishing or completion of work activity.
 - **BMP Confirmation** – requires confirmation the deliverable was completed; content review is not required.

Accomplishment Deliverables List and Definitions

- **Outreach Program**
 - **Outreach program plan** – BMP Confirmation, copy of plan detailing the outreach products to be developed, outreach events and schedule
 - **Outreach product(s)** – BMP Review, final draft and final products
 - **Outreach event(s)** – BMP Review, copy of media promotion
- **Inventory & Assessment**
 - **Inventory**
 - **Tree Inventory Specifications** - BMP Review, copy of tree inventory specifications to be utilized by a contractor prior to bid or staff to complete the tree inventory.
 - **Tree Inventory Contract**– BMP Confirmation, qualifications of awarded service provider and the fee schedule
 - **Tree inventory report** – BMP Confirmation, copy of the final tree inventory report and data
 - **Canopy Cover Assessment**
 - **Canopy Cover Assessment specifications**- BMP Review, copy of tree inventory specifications to be utilized by a contractor prior to bid or staff to complete the tree inventory.
 - **Canopy Cover Assessment Contract**– BMP Confirmation, qualifications of awarded service provider and the fee schedule
 - **Canopy Cover Assessment report** – BMP Confirmation, copy of the final report and data
- **Management Plan**

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Grant Contract Accomplishment Contract Deliverables

- Management Plan Specifications - BMP Review, copy of specifications to be utilized to bid for services to develop the management plan.
 - Management Plan Contract - BMP Confirmation, qualifications of awarded service provider and the fee schedule
 - Final Management Plan document - BMP Confirmation, copy of report
- Final Report
- Accomplishment Measures
 - # outreach events
 - # of outreach products
 - # of people reached
 - # trees inventoried
 - # acres analyzed
 - # of volunteers if applicable
 - # of volunteer hours if applicable