

**2019/2020 GRANTS-IN-AID
STANDARD & EXCEPTIONAL GRANT APPLICATION**

TIPS & FORMAT

- ❖ Read the instructions thoroughly in the ECHO Application Guide for specific information on what is required in each section of this application. The ECHO Application Guide may be downloaded from the ECHO web page at <http://www.volusia.org/services/community-services/echo>.
- ❖ The ECHO staff may be contacted at 386-736-5955 for questions or requests.
- ❖ Answer everything in a clear and concise manner keeping in mind that the staff and the Grant Panel will not be familiar with the site or the project.
- ❖ Answer questions on the grant form inserting lines as needed.
- ❖ Insert attachments only when requested.
- ❖ Narrative answers must be in a type size of 12 point.
- ❖ Applicants must maintain the format and sequential order of SECTIONS and subject titles as presented in this application.
- ❖ Number the pages consecutively throughout the application regardless of the section.
- ❖ Respond to every question on the application. Do not write N/A; explain why the question does not apply.
- ❖ Do not include letters of support or a cover letter in your application.
- ❖ Contact the staff at 386-736-5955 if you need help with any of the questions.

SECTION 1 GRANT APPLICATION

GRANT APPLICATION FORM

1.) Applicant: (Legal name of organization as incorporated in the State of Florida)

City of Deltona

Address: (mailing) 2345 Providence Blvd.

City: Deltona **State:** Florida **Zip Code:** 32771

Address: (Applicant's physical address) 2345 Providence Blvd.

City: Deltona **State:** Florida **Zip Code:** 32725

Federal ID #: 59-3348668

Florida Not-For-Profit Corporation Charter # (IF applicable) N/A

Florida Dept. of Agriculture & Consumer Services Registration # (IF applicable) N/A

2.) Resident County Council District of Project: District 5, Dr. Fred Lowry

3.) Contact Person:

Name: Scott McGrath

Title: Asst Planning Director

Telephone #: 386-878-8624

E-Mail: smcgrath@deltonafl.gov

4.) Project Title: Festival Park Hoop Dreams Court

5.) Project Location Address: 191 Howland Blvd

City: Deltona **State:** Florida **Zip Code:** 32738

6.) Type of Project: (Check one – See ECHO project categories)

☒ Renovation

☐ Restoration

☐ New Construction

☐ Acquisition

7.) ECHO Category: (Check all that apply – See ECHO categories)

☐ Environmental

☐ Cultural

☐ Historical

☒ Outdoor Recreation

8.) The project site or facility is: (Check one)

☒ Owned by Applicant

☐ Leased by the Applicant – length of lease

☐ Applicant has Land/Project Management Agreement – length of Agreement

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Lease or Land/Project Management Agreement dates: Click or tap here to enter text.
to Click or tap here to enter text.

IMPORTANT NOTE: LEASES/AGREEMENTS MUST BE BINDING AND NON-CANCELABLE

9.) Is the project site/facility mortgaged or will it be? ☐ Yes ☒ No

Current Mortgage: \$N/A Mortgage at Closing: \$N/A

Mortgage length: N/A years Term ending date: N/A

Name and Address of Lien Holder: N/A

Is the facility in a Community Redevelopment District (CRA)? ☐ Yes ☒ No

10.) Type of Organization: (must be "A" or "B" to be eligible)

A.) ☒ Municipal government or a budgeted organization of Volusia County government.

B.) ☐ Not-For-Profit Corporation classified as a 501(c)(3)

11.) Project Funding (Grant Amount Request and Match):

A.) Standard Grant Request (Up to \$400,000.00):

- | | |
|---------------------------------|-----------|
| i. Volusia ECHO Program Request | \$ 100000 |
| ii. Confirmed Match Funds | \$ 100000 |
| iii. Total Project Cost | \$ 200000 |

12.) Mandatory Workshop was attended by: Zhaokai Liu Date: 8/16/19

IMPORTANT NOTE: If applying for an Exceptional Grant the form on page 7 must be complete.

13.) List any prior grants received from ECHO: (include year, project name and amount)

2003 03-07 – D. O'Boster Soccer Complex \$500,000, 2004 04-12 - Neighborhood Dog Park @ Keysville Park, \$204,000 2004 04-13 – Whipple Nature Park @ Tom Hoffman Park \$140,500, 2009 09-06 – All Inclusive Playground @ Thornby \$393,750 2015, 2015 15-17 - Lakeshore loop \$100,000, 2018 18-04 - Thornby HERE \$168,283, 2018 18-03 - The Center \$202,400, 2019-04 - Deltona's 3 Island Nature Park \$92,000, 2019-03 Deltona's Blue Huron Park phase 1 \$50,850

1.2 MISSION:

1.) Provide the Mission Statement for your organization.

It is the mission of the Deltona City Government to anticipate and provide for the needs of its residents with ecologically sound, culturally honored, historically preserved, and quality outdoor recreation based on a nature themed setting.

1.3 PROJECT TEAM:

- 1.) List the names and addresses of the architect, engineer, design consultants and/or general contractor selected. Include the name(s) of the person(s) who have signed form 1.6.**

Mark Manning – Project Manager, 2345 Providencce Blvd, Deltona FL 32725

Jane Shang – Authority to sign, 2345 Providencce Blvd, Deltona FL 32725

Camille Hooper, Finance Director, 2345 Providencce Blvd, Deltona FL 32725

Kompan Inc, design and engineering

Contractor to be selected via competitive bid process

CEI – City of Deltona Building Inspector Team. The Building Department will inspect all overlook decks to make sure these structures are installed properly and meet all code requirements. Steve Roland – Building Official 2345 Providencce Blvd, Deltona FL 32725

- 2.) List the person(s) who created the section 3.1 budget and their experience with this type of project.**

Scott McGrath – Asst Director of Planning, 12 plus years project management experience with ECHO, FDOT - LAP and JPA projects, NSP and more.

Mark Manning– Parks and Recreation Assistant Director park, 16 years park management, construction, and renovation expriance

- 3.) If a complete list is not available, explain why and when the project team will be selected.**

Contractor to be selected via competitive bid process

1.4 MANAGEMENT PROSPECTUS:

- 1.) Include a list of the names of staff dedicated to this project, their responsibilities and the percentage of time each will be spending on the project per week.**

Mark Manning – Project Manager (10 to 15 hours per week) 10%

Scott McGrath – Asst project manager (as needed) 5%

CEI – City of Deltona Building Inspector Team. The Building Department will inspect all overlook decks to make sure these structures are installed properly and meet all code requirements.

-Steve Roland – Building Official (1-3 hours per month) Percent of time spent on project 2%

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-Jay Wert –Inspector (1-5 hours per week) Percent of time spent on project 5-10%

Primary Contractor will be selected through the competitive bid process and will spend about 40 hours per week on site. Percent of time spent on project 100%

The Deltona City Finance Director, Camille Hooper will spend less than an hour per week on the project. Percent of time spent on project 1%

Jane Shang, City Manager will spend less than an hour per week on the project. Percent of time spent on project 1%

1.5 RESTRICTIVE COVENANTS – NOTICE OF FUTURE REQUIREMENT IF GRANT IS AWARDED

- 1.) Do you agree to comply with the requirement to file Restrictive Covenants with the Volusia County Clerk of the Court if ECHO Grant is awarded? (A sample of the Restrictive Covenants language is found on page 49 in the ECHO Application Guide)

☒ YES

☐ NO

- ❖ *If the project of the application is mortgaged or leased property, other than those applying for trails in the County Master Plan or projects on State or Federal land not owned by the applicant, a letter from the Mortgagee or Lessor, stating that they agree to sign the Restrictive Covenants, must be supplied with the application.*
- ❖ *Applicants with projects on State owned land are automatically exempt from this requirement, but are held to the same liquidated damages cited within the Restrictive Covenants through language found in the final ECHO Agreement for which the grantee is held responsible.*

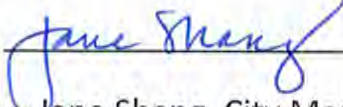
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1.6 FORM – CERTIFICATION OF INFORMATION AND COMPLIANCE

I/We certify that all of the information contained within this application and subsequent attachments is true and correct to the best of my/our knowledge, and that the project for which the application is made shall be in compliance with the Americans with Disabilities Act of 1990, and that should a grant be awarded, the organization agrees to comply with the conditions of the grant award agreement including the Restrictive Covenants.

1. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature: _____

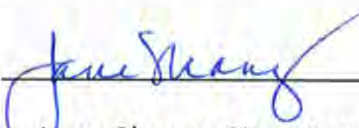


Typed Name: Jane Shang, City Manager, City of Deltona

Phone Number: 386-878-8858 Date: 11/14/2019

2. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature: _____

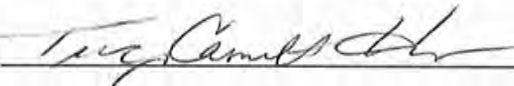


Typed Name: Jane Shang, City Manager, City of Deltona

Phone Number: 386-878 8858 Date: 11/14/2019

3. CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature: _____



Typed Name: Camille Hooper, Finance Director, City of Deltona

Phone Number: 389-878-8552 Date: 11/14/2019

4. NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature: _____

Typed Name: Click or tap here to enter text.

Executive Board or Board of Directors meeting when this grant application was reviewed and approved.

Meeting Date: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

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1.7 EXCEPTIONAL GRANT REQUESTS ONLY:

Maximum grant request is \$1,800,000.00 with distribution of up to \$600,000.00 for 3 consecutive years. The required match is 4:1. The time frame to complete construction is two years following the date of the last year funds are provided.

ANNUAL AMOUNT REQUESTED/MATCHED

	<u>ECHO Request</u>	<u>4:1 Match</u>
Grant Year #1	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Grant Year #2	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Grant Year #3	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
TOTAL EXCEPTIONAL PROJECT:	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.

The Exceptional Project Applicant: ☐ Agrees ☐ Does not agree - to accept a grant award of \$400,000.00 for one year if an Exceptional Project Grant amount is not approved by the ECHO Grant Review Panel or the Volusia County Council.

Signature: _____
(Official with applicant signature authority)

Typed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

SECTION 2: PROJECT DESCRIPTION

2.1 PROJECT ASSESSMENT

- 1.) Provide a narrative explaining how your project will meet the goals set by *Resolution 2000-156* “to enhance the quality of life for its residents by providing environmental, cultural, historical and outdoor recreational opportunities”. (State your goals in bold type; Describe how this project will impact the community and enhance the quality of life for its citizens; Use real numerical data and insert documents/contract agreements which back up your narrative)

The Project will consist of 1 regulation court and one ADA accessible ½ court. It is important to note and these courts are significantly different in the playing surface used. The handicap accessible half court has a rubberized surface that provides grip and traction for wheelchairs that one does not find on regular courts. If the rubberized surface would be utilized on the full court the players would face great risk of knee or ankle injuries as their shoes would grip the surface and they would not have the ability or flexibility to slide as they would on a regular court. The City would face legal liability for any knee or ankle injury that occurred as a result; therefore, it is recommended that only the half court have the handicap accessibility surface.

Goal 1. Creating a sense of community for better tomorrow

Basketball is a popular sport used as a recreational activity as well as competitive game. The gaming environment will become a social gathering where people of all abilities meet to share common goals and strategies. It is crucial to have an environment to promote a sense of belonging, overcome challenges and obstacles, share emotional connections, as well as to positively influence each other.

Goal 2. Health and wellness

The physical involvement undeniably involves the entire body through unchallenging moves such as jumping and running. The sport promotes cardiovascular health by increasing heart rate and reducing chances of stroke and heart disease. According to the Halifax Health Community Health Needs Assessment, the Volusia County encountered a rapid growth of overweight and obese people starting from 36.8 in 2002 and 38.9 in 2010. Overall, Florida obesity rate (not including overweight category) is 30.7% up from 18.4% in 2000 and 11.4% from 1990. It is imperative to exercise daily and burn undesirable calories as well as to boost the immune system.

Goal 3. Enhance the quality of health and life

Basketball provides a full-body workout in addition to boosting mental development. It requires focus to accurately and effectively process the action on the court.

The game improves coordination and motor skills. Dribbling is effective for hand-eye coordination while rebounding shots provide the training to full-body coordination.

Basketball develops self-discipline, concentration, and confidence. To avoid penalties, there are rules to be followed that trigger increments of self-discipline, fairness, and focus. Whether a person is a good player or being a member of a strong team, the game will boost confidence, self-esteem, and physical abilities.

2.2 PROJECT DESCRIPTION

1.) Describe project and construction timeline.

The Project will consist of 1 regulation court and one ADA accessible ½ court. It is important to note and these courts are significantly different in the playing surface used. The handicap accessible half court has a rubberized surface that provides grip and traction for wheelchairs that one does not find on regular courts. If the rubberized surface would be utilized on the full court the players would face great risk of knee or ankle injuries as their shoes would grip the surface and they would not have the ability or flexibility to slide as they would on a regular court. The City would face legal liability for any knee or ankle injury that occurred as a result; therefore, it is recommended that only the half court have the handicap accessibility surface.

The project is planned for summer 2020 and should take 4-6 months to complete. Once the grant is awarded and the NTP is issued by the County (late spring or early summer), the City will bid the project for 21 days. Once the letting is complete the City will select a competent contractor to complete the construction phase. Selection will take 1-2 weeks. Construction will start approximately 30 days later and last 3-4 months. Final completion will likely be in November or December 2020.

2.) Document how construction design and operational strategies use “green”/sustainable standards: (give specific examples for this project – a statement agreeing to follow local guidelines is not acceptable)

- a. Provide a narrative explaining how the project was designed with the environment in mind. What steps have you taken or will you take to reduce/recycle/reuse: (see examples of recycled products in the ECHO Application Guide)**
 - i. The construction phase?** The Design and construction are in that no new raw land is being disturb, the location on site is clear and no trees or native vegetation will be removed.
 - ii. The operational phase?** The Materials used are designed for outdoors and will be in place for many years to come. City staff will do spot checks monthly to make sure equipment is properly maintained to reduce replace costs. These step will help keep this new equipment running smoothly for decades reducing landfill waste.

3.) What is the projected date for this project to be completed and accessible to the public?

The project is planned to start in early summer 2020 and should take 4-6 months to complete. Construction will likely be completed in late fall 2020. Hopefully the project will be open to the public November or December 2020. This is all dependant on the NTP.

4.) Describe any additional phases planned for this project.

No additional phases are planned at this time.

2.3 Drawings: (Drawings are required by all applicants. Drawings must fold to an 8 ½ X 11 size to fit securely and neatly in the application booklet. Drawings must be to scale with a bar scale and include a legend)

- ☒ Street locator map
- ☒ Site Plan
- ☒ Preliminary and schematic drawings
- ☒ Design and development documents
- ☒ Construction documents
- ☒ Any other drawings which may be helpful in understanding the project scope/features

CHART 3.1: CONSTRUCTION PHASE EXPENDITURES	UC +	LM +	In-Kind	PSC	Match	ECHO	Total
Festival Hoop Dreams Court							
General Requirements:							
Mobilization, Waste Collection, etc.	\$ 2,000.00				\$ 2,000.00	\$ 2,500.00	\$ 4,500.00
Contractor Fees	\$ 1,000.00				\$ 1,000.00	\$ 1,250.00	\$ 2,250.00
Subtotal	\$ 3,000.00		\$ -	\$ -	\$ 3,000.00	\$ 3,750.00	\$ 6,750.00
Professional Services:							
Final Construction Drawings	\$ 7,500.00				\$ 7,500.00	\$ -	\$ 5,500.00
Subtotal	\$ 7,500.00				\$ 7,500.00	\$ -	\$ 5,500.00
Site Construction:							
Eroision Control - SWPPP	\$ 500.00				\$ 500.00	\$ 700.00	\$ 1,200.00
court surface	\$ 20,000.00				\$ 20,000.00	\$ 31,650.00	\$ 51,650.00
fencing	\$ 10,000.00				\$ 10,000.00	\$ 13,600.00	\$ 23,600.00
equipment	\$ 5,000.00				\$ 5,000.00	\$ 6,300.00	\$ 11,300.00
ADA parking spaces	\$ 15,000.00				\$ 15,000.00	\$ 20,000.00	\$ 35,000.00
walkways	\$ 10,000.00				\$ 10,000.00	\$ 15,000.00	\$ 25,000.00
excavation	\$ 2,000.00				\$ 2,000.00	\$ 2,800.00	\$ 4,800.00
site restoration	\$ 4,000.00				\$ 4,000.00	\$ 6,200.00	\$ 10,200.00
Subtotal	\$ 66,500.00		\$ -	\$ -	\$ 66,500.00	\$ 96,250.00	\$ 162,750.00
ECHO Signage:							
Temporary	\$ 500.00	\$ -		\$ -	\$ 500.00	\$ -	\$ 500.00
Permanent	\$ 2,500.00	\$ -			\$ 2,500.00	\$ -	\$ 2,500.00
Subtotal	\$ 3,000.00	\$ -			\$ 3,000.00	\$ -	\$ 3,000.00
Land Match		\$20,000.00			\$ 20,000.00		\$ 20,000.00
					MATCH	ECHO	PROJECT
PROJECT TOTALS	\$ 80,000.00	\$20,000.00	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00

3.2 MATCH DOCUMENTATION

Please see page 26 in the guide for a more in depth explanation of documentation.

1.) Provide official documentation of Match:

a. Unencumbered Cash (UC):

- i. ☐ Current Bank Statement OR
- ii. ☒ Copy of signed resolution including pledged dollar amount, project name and dates the funds will be available

b. Irrevocable Pledges (UC):

- i. ☐ Notarized letter stating the pledged amount, the purpose of the pledge and the date the funds will be available (must include an itemized budget if pledge is for services).

IMPORTANT: Pledged funds must be in the bank prior to the Grant Review Panel.

c. In-Kind Services (IK) services/donations must have taken place no more than 7 years prior to the project:

- i. ☐ Itemized list of products/services to include name of person/organization, description of goods/services, fair market value of in-kind contribution and date goods/services were provided.
- ii. ☐ Future in-kind donations must have notarized letter from donor describing items/services and value of such.
- iii. ☐ Previously provided in-kind service/donations do not require backup in this application, however, official documentation must be available for review upon request.

d. Previously Spent Cash (PSC)

- i. ☐ The encumbrances or cash expenditures completed within the seven (7) year period prior to the application.

e. Land Match (LM) (trails of the County's Master Plan, projects on State or Federal land and property donated by the County are not eligible for match):

- i. ☐ Copy of deed
- ii. ☒ Copy of appraisal (property appraisal assessment or recent outside appraisal)

SECTION 4: OPERATING FORECAST DETAIL

4.1 OPERATING FORECAST NARRATIVE

- 1.) Compose a narrative explaining the use of the facility/project and related costs. Narrative should include what staff will be needed, what additional maintenance will be required, what new programs will be added, etc.**

Parks Maintenance Supervisor Shaun Toman will oversee day to day operation and maintenance of the park. Shaun has a crew of 11 full-time and 2 part-time employees which do everything from clean the restrooms, to painting, mowing, leaf and debris removal, and more. Additional duties created by this project include; leaf and debris removal, equipment inspections, and surface maintenance.

No new programs are planned at this time, No formal activities are planned by the City.

- 2.) Provide Business Plan, Feasibility Study and Marketing Plan.**

Click or tap here to enter text.

- 3.) List a fee schedule or state “No fees will be charged” (schedule should include members, non-members, reduced prices, etc.)**

0

- 4.) Describe Maintenance and Replacement Plan (including fund source and depreciation plan).**

City staff will be responsible for all operational aspects with regard to maintaining and managing the property, including the planning and implementation strategies and improvements identified in this application. Management activities to be conducted or provided include:

- Regular assessment of the overall condition of the site*
- General inspection of equipment and facilities*
- Maintenance as needed*
- Planning for and facilitating restoration of any broken or equipment*
- Reporting any vandalism, theft, or any other unauthorized activity observed within the project area*
- Planning, conducting, and/or coordinating educational programs*

The funding source for ongoing park maintenance will be the Deltona Parks and Recreation Operations and Maintenance budget. This budget is not broken out for individual parks, instead it is a lump sum budget. The Deltona Parks and Recreation Department will seek a 3% Operations and Maintenance budget increase next year to cover the proposed ECHO projects.

4.2 FISCAL STABILITY

- 1.) Fill out Form 4.2 Business Information.**

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4.2 BUSINESS INFORMATION				
Operational funding for this organization	Prior Completed FY 16 - 17	Current FY 17 - 18	Projected FY 18 – 19	Next Projected FY 19 - 20
Fundraising, Memberships, Donations, etc.	0	0	0	0
County Grant(s)/Funds (other than ECHO)	0	0	0	0
Grant(s)/Funds - other (non county)	0	0	0	0
Cash Donations	0	0	0	0
TOTALS	0	0	0	0
Administrative Costs	12030	12030	13130	15870
Program Costs	0	0	0	0
Educational & Educational Outreach Programs	0	0	0	0
Contractor Services (for this project)	0	0	0	300000
Marketing & Advertising	0	0	0	0
Payroll Total Expense	0	00	0	0
TOTALS	12030	012030	13130	315870
Number of Full-time Employees	11	11	11	12
Number of Part-time Employees	2	2	2	2
Volunteer Hours	60	65	70	70
Value of Volunteer Hours (@\$____ hr.)	1448.40	1569.10	1689.80	1689.80
TOTALS	13478.40	13599.10	14819.0	317559.8

2.) Has this organization defaulted on any grant in the past five years? If so, please explain.

NO

4.3 FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

1.) Insert the appropriate required documents listed in the Application Guide on page 31 & 32.

SECTION 5: SUPPORTING DOCUMENTS

NOT FOR PROFIT ONLY:

- 1.) Attach official IRS letter granting Not-for-Profit 501(c)(3) status in Florida.
- 2.) Attach the organization's most recent Uniform Business Report (also referred to as an Annual Report) filed with the State of Florida, Divisions of Corporations.

UNRESTRICTIVE OWNERSHIP OR UNDISTURBED USE OF FACILITY:

- 1.) Attach unrestricted ownership/undisturbed use documentation unless the project is an acquisition of real property. Insert a letter of intent to sell from the owner for Acquisition Projects.

You may provide further information to demonstrate how your program will benefit the citizens of Volusia County. Do not include any information already required in Sections 1 – 4.

ATTACHMENT CHECKLIST: Please check your application before sending.

The following items/documentation **must** be included with your application or your application **will not** be scored. All match sources must be secured and proof thereof submitted by the Application Deadline in the Application Review Calendar found www.volusia.org/services/community-services/echo.

APPLICANT

- ☒ ECHO Application, completed and signed
- ☒ Proof of ownership or copy of lease
- ☒ Mission Statement for Organization
- ☒ Form 1.6 – Certification of Information and Compliance, completed and signed
- ☒ Street Locator Map
- ☒ Site Plan
- ☒ Preliminary & Schematic Drawings
- ☒ Design & Development Documents
- ☒ Construction Documents
- ☒ Official Documentation of Match
- ☒ Business Plan
- ☒ Feasibility Study
- ☒ Marketing Plan
- ☒ Financial Audit Documents (listed in the Application Guide page 30)
- ☐ Not-for-Profits only: IRS Status Letter Classifying Organization as a 501(c) (3)
- ☒ Restrictive Covenants or Statement agreeing to follow this requirement
- ☒ Other