

SECTION 1 GRANT APPLICATION

GRANT APPLICATION FORM

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

City of Ormond Beach

Address: (mailing) P.O. Box 277

City: Ormond Beach **State:** Florida **Zip Code:** 32175-0277

Address: (Applicant's physical address) 22 South Beach Street

City: Ormond Beach **State:** Florida **Zip Code:** 32174

Federal ID #: 59-6000398

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

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

2.) Resident County Council District of Project: District 4

3.) Contact Person:

Name: Loretta Moisio

Title: Grants Coordinator

Telephone #: 386-676-3315

E-Mail: Loretta.Moisio@ormondbeach.org

4.) Project Title: Nova Community Park – Tennis Courts Lighting Installation and Upgrade

5.) Project Location Address: 440 North Nova Road

City: Ormond Beach **State:** Florida **Zip Code:** 32174

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

Lease or Land/Project Management Agreement dates:
to

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: \$ Mortgage at Closing: \$

Mortgage length: years Term ending date:

Name and Address of Lien Holder:

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 | \$ 137,500.00 |
| ii. | Confirmed Match Funds | \$ 137,500.00 |
| iii. | Total Project Cost | \$ 275,000.00 |

12.) Mandatory Workshop was attended by: Loretta Moisio Date: August 23, 2019

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)

2005 – Central Park Development - \$205,000; **2006** – Central Park Development: Boardwalk - \$300,000; **2007** – The Casements/Rockefeller Gardens Restoration - \$500,000; **2012** – Skate Park Expansion - \$225,000; **2014** – Environmental Discovery Center Construction - \$400,000; **2018** – Ormond Beach Sports Complex Field Lighting - \$400,000; **2019** – Ormond Beach Sports Complex: Championship Softball Field - \$400,000

1.2 MISSION:

1.) Provide the Mission Statement for your organization.

The future of the City of Ormond Beach depends on a partnership among citizens, businesses, civic organizations, elected officials, and City employees. Working together, we can make Ormond Beach one of the most attractive, stimulating, and progressive cities in the nation.

We see Ormond Beach as a community characterized by a high quality of life for all. From our youngest citizens to our oldest, we want to provide significant opportunities for earning, for learning, for leisure and recreation, and for self-expression.

We see Ormond Beach as a community of many dimensions. Among these, we see our City as:

- *A family oriented community, striving to provide a safe and supportive environment in which families of all ages can build on their strengths and their traditions.*
- *A learning community, in which all citizens may participate in life-long opportunities for personal growth and development, especially as they participate in the strong historic, cultural, artistic, and athletic traditions of the area.*
- *An environmentally sensitive community, marked by mature trees, clean water, well-kept neighborhoods, and attractively landscaped thoroughfares.*
- *An economically sound community, boasting a diverse economy and a balanced, controlled, but friendly approach to business and development.*
- *A diverse community, one in which all citizens and all sectors of the City find meaningful opportunities and one in which all are valued for the unique contribution they make.*
- *A responsive community, with a City government that cares and communicates well with the citizenry and provides timely, even-handed, and courteous service to all.*
- *A well-run community, offering high quality basic City services in an effective and efficient manner, and encouraging creative and proactive approaches to government.*
- *An involved community, one in which citizens throughout the community acknowledge and respect their differences, but recognize that the accomplishment of our objectives will require the full participation of all.*

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.**

Joyce Shanahan, City Manager
Kelly McGuire, Finance Director
Shawn Finley, P.E., City Engineer
George Lavatelli, Construction Engineer
April Martti, Engineering Projects Coordinator
Robert Carolin, Leisure Services Director
Stefan Sibley, Assistant Leisure Services Director
Loretta Moisio, Grants Coordinator

Address for all listed above: P.O. Box 277, Ormond Beach, FL 32175-0277

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

Shawn Finley, City Engineer, created the budget under section 3.1. Mr. Finley has been with the City for ten years serving first as Civil Engineer, then Deputy City Engineer, and now City Engineer.

Mr. Finley has served as project manager for a large number and variety of projects implemented throughout the City. The implementation of all ECHO funded projects has been the responsibility of the City's Engineering Division

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

Staff has been working with Musco Lighting to prepare preliminary engineering drawings for the tennis courts lighting project which have been used to create a capital improvement project budget. Our plan is to engage an electrical engineering firm in April 2020 to prepare final electrical engineered drawings for permitting and bidding. We will use these final documents to advertise for sealed bids or utilize one of our four construction management firms under continuing contract to formally bid and construct this project. Bidding is anticipated to occur between June and September 2020 to secure a contractor.

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.

Staff	Responsibilities	Percentage of Weekly Time
Shawn Finley, P.E., City Engineer	Project Management: Bidding, Award, and Construction	5%
George Lavatelli, Construction Engineer	Project Management: Bidding, Award, and Construction	15%
April Martti, Engineering Projects Coordinator	Project Management: Grant Administration	5%
Robert Carolin, Leisure Services Director	Post Construction Management	5%
Stefan Sibley, Assistant Leisure Services Director	Post Construction Management	15%

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.*

2019/2020 ECHO Grants-in-Aid Standard & Exceptional Grant Application

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: Joyce Shanahan

Typed Name: Joyce Shanahan, City Manager

Phone Number: 386-676-3200 Date: November 7, 2019

2. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature: Joyce Shanahan

Typed Name: Joyce Shanahan, City Manager

Phone Number: 386-676-3200 Date: November 7, 2019

3. CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature: Kelly McGuire

Typed Name: Kelly McGuire, Finance Director

Phone Number: 386-676-3226 Date: November 7, 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.

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)**

County Resolution 2000-156 seeks to provide “high quality, user oriented outdoor recreational opportunities” throughout the County. As a family oriented community, Ormond Beach consistently works to meet the needs of all of its citizens. In this regard, we continually invest to keep our outstanding recreational facilities at their very best as well as **improve and expand** them. Therefore, the City’s goals are in complete agreement with the goals of ECHO.

Increasing the amount of lighted courts will expand opportunities for more residents to be able to access the tennis facility. Aside from individuals, the Seabreeze High School tennis team uses the courts for practice and additional lighting would allow for more practice time. Tennis is a lifelong sport which provides many advantages and benefits for players of all ages. Along with physical, psychological and social benefits, tennis provides an outlet for enthusiasts young and old to enjoy the game.

For FY 16-17, the Nova tennis courts saw 7,220 tennis players; for FY 17-18, it increased to 9,191; and, for FY 18-19, it increased to 9,671. Through the past three fiscal years, daytime play has continued to increase, but with only two lighted courts, nighttime play has had no significant increase in players.

2.2 PROJECT DESCRIPTION

- 1.) Describe project and construction timeline.**

Nova Community Park is a very active recreational facility with a large variety of amenities situated on approximately 64 acres. It is located in the urban area of the City with direct access and frontage on SR5A (Nova Road). The site is bounded on the south and north by residential homes with some commercial uses located near the road. The project of this application is to install new LED lighting on four (4) of the hard court tennis courts which have never been lighted; and, to upgrade the existing lighting, which is over 25 years old, at the remaining two (2) hard court tennis courts to LED lighting to improve and expand nighttime play. In addition to the six (6) tennis courts, Nova Community Park has five (5) racquetball courts, one (1) outdoor basketball court, three (3) picnic facilities, a large playground, and a skateboard park. There is a total of five (5) baseball fields in Nova Community Park; four (4) on the west side of Nova Road, and one (1) on the east side of Nova Road. The Park has a half mile 10 foot wide multipurpose

trail system around the perimeter of the Park with interior connecting walkways for a total of approximately 1.5 miles. Nova Community Park is also home to the Nova Community Center with a gymnasium, fitness room, and activity room. On the south end of the Nova Community Center is the Ormond Beach Gymnastics Center. For this project, the contract bidding and awarding process is anticipated to occur between June 2020 and September 2020 with construction anticipated to begin in October 2020 and completed by June 2021. *(The complete timeline is included on page 9.)*

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 City of Ormond Beach continually strives to implement green technologies that have low impact on the environment. Staff has been working to implement LED lighting projects as included in the Capital Improvement Plan and recommended by the City’s Leisure Services Advisory Board. This project will continue to assist in meeting this goal. By implementing LED lighting for tennis courts, the impacts on the environment will be reduced by lowering energy consumption, CO2 and waste. LED lighting is a far more environmentally friendly, energy efficient and an economically viable option compared to traditional methods, such as fluorescent and halogen lighting. The lower energy usage reduces carbon emissions and is therefore beneficial to the environment. LEDs contain no environmentally harmful substances and with long life expectancy, the impact on the environment is also minimized.
- ii. The operational phase?** Due to the long life expectancies and superior construction design of LEDs, the operational and maintenance costs will be minimal. They will have an operational life of between 35,000 to 50,000 hours. With regard to life span, 35,000 hours is a 20 year life span if you operate the lights between 4-5 hours per day. Ongoing maintenance is virtually eliminated. The benefits of LED lighting are numerous: environmentally friendly, energy efficient, longer life, cost savings, simple installation, low maintenance, increased safety and better game quality.

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

This project is expected to open to the public by July 2021.

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

No additional phases are planned for this project.

Construction Timeline

Description	Mar-Jun 2020	Jul-Sep 2020	Oct-Jan 2020-21	Feb-Mar 2021	Apr-Jun 2021	Jul-Sep 2021	Oct 2021
General Requirements	30,000						
ECHO Temp Sign	500						
Architectural/ Consultant Services		15,000					
Lighting Construction		225,000					
Final ECHO Sign						4,500	

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

SECTION 3: BUDGET DETAIL/MATCHING FUNDS

3.1 PROJECT BUDGET DETAIL CHART: Fill out budget chart provided, adding rows as needed. Place match monies in column corresponding to appropriate “Match Code”: Explanations of match codes can be found in the guidelines on pg. 24.

CHART 3.1: CONSTRUCTION PHASE EXPENDITURES							
<i>ADD ROWS AS NEEDED</i>	UC +	LM +	In-Kind	PSC	= Match	ECHO	Total
General Requirements:							
Mobilization, Waste Collection, etc.	10,000.00				10,000.00		10,000.00
Contractor Fees	20,000.00				20,000.00		20,000.00
Subtotal	30,000.00				30,000.00		30,000.00
Architectural Services:							
Consultant Services and Architectural Services	15,000.00				15,000.00		15,000.00

Final Construction Drawings							
Subtotal	15,000.00				15,000.00		15,000.00
Site Construction:							
Earthwork							
Parking Lot							
Landscaping							
Electric – Court Lighting	87,500.00				87,500.00	137,500.00	225,000.00

Subtotal	87,500.00				87,500.00	137,500.00	225,000.00
ECHO Signage:							
Temporary	500.00				500.00		500.00
Permanent	4,500.00				4,500.00		4,500.00
Subtotal	5,000.00				5,000.00		5,000.00
PROJECT TOTALS	137,500.00				137,500.00	137,500.00	275,000.00

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 (*Pages 41-42*)

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.**

The addition of LED lighting will provide for expanded playing time on all six courts. The selected vendor will have a twenty-five (25) year full coverage warranty that will include all LED components critical to the operation of the lighting system. During this timeframe, there will be little to no maintenance costs. The City has a Leisure Services Department which oversees the overall maintenance of all public recreational facilities. Additional staff will not be required.

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

Currently, the tennis courts at the Nova Community Park are used by individuals and for practice by the Seabreeze High School tennis team. Once LED lighting is provided, we anticipate increased court usage by those groups and may well have interest from various other groups for programming, tournaments, or rentals.

Once LED lighting is installed, the improved facility will continue to be marketed through the City's website, its social media platforms, as well as local media outlets.

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

The tennis courts are an "open free play facility" and usage fees are not charged. The only time a fee is charged is for a reservation of a specific date/time. Currently for reservations, "resident" means resident of Ormond Beach. Non-resident reservations are charged 1.5 times the resident fee; however, if a grant is awarded, reservation fees will be made uniform for all Volusia County residents and organizations. ***(Current fee schedule is attached on pages 44-45.)***

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

The selected vendor will have a twenty-five (25) year full coverage warranty that will include, bulbs, fixtures, controllers and other various components critical to the operation of the lighting system. During this timeframe, there will be little to no maintenance costs associated to the lighting system. The City of Ormond Beach has a full-time Leisure Services Department with sixty-three (63) employees and is responsible for all City facility staffing, programming and maintenance. In addition, the City of Ormond Beach maintains a continuing contractor program through multiple approved vendors that perform various levels of service.

4.2 FISCAL STABILITY**1.) Fill out Form 4.2 Business Information.**

4.2 BUSINESS INFORMATION				
Operational funding for this organization	Prior Completed FY 18-19	Current FY 19-20	Projected FY 20- 21	Next Projected FY 21-22
Fundraising, Memberships, Donations, etc.	0.00	0.00	0.00	0.00
County Grant(s)/Funds (other than ECHO)	0.00	0.00	0.00	0.00
Grant(s)/Funds - other (non county)	0.00	0.00	0.00	0.00
Cash Donations	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00
Administrative Costs	0.00	0.00	0.00	0.00
Program Costs	122,003.64	144,986.00	149,335.58	153,816.00
Educational & Educational Outreach Programs	0.00	0.00	0.00	0.00
Contractor Services (for this project)	5,625.00	57,000.00	58,710.00	60,471.00
Marketing & Advertising	0.00	0.00	0.00	0.00
Payroll Total Expense	183,151.29	204,253.00	210,380.59	216,692.00
TOTALS	310,779.93	406,239.00	418,426.17	430,978.94
Number of Full-time Employees	1	1	1	1
Number of Part-time Employees	5	5	5	5
Volunteer Hours	0	0	0	0
Value of Volunteer Hours (@\$____ hr.)	0	0	0	0
TOTALS	310,779.93	406,239.00	418,426.17	430,978.94

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

The City of Ormond Beach has not defaulted on any grants.

4.3 FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

1.) Insert the appropriate required documents listed in the Application Guide on page 31 & 32. *(Pages 49-58)*

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. *(Pages 59-122)*

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