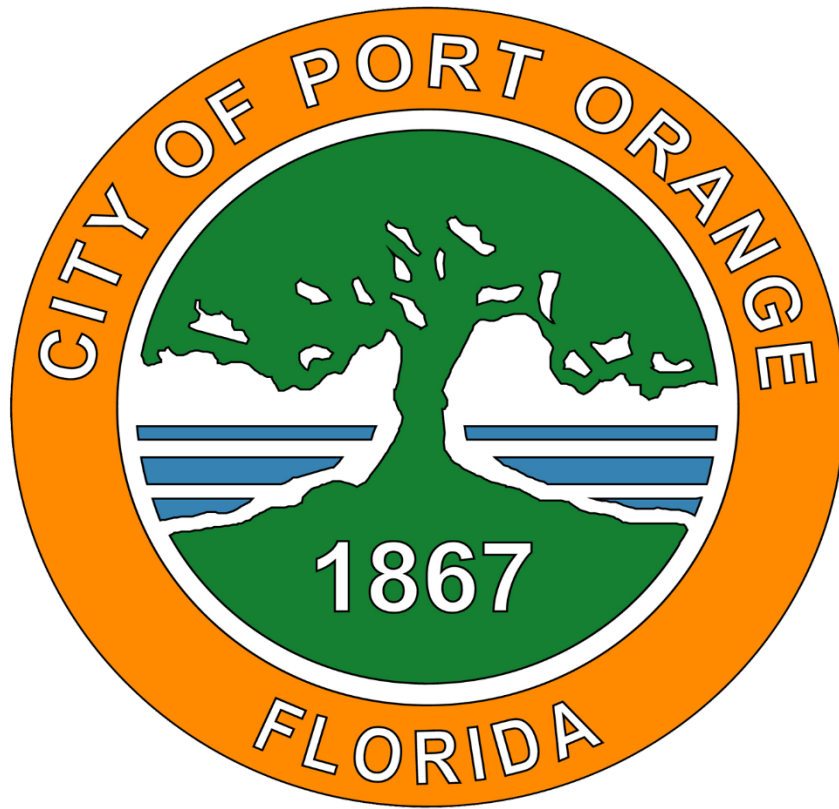


**2019/2020 GRANTS-IN-AID  
STANDARD & EXCEPTIONAL GRANT APPLICATION**

## **SECTION 1: GRANT APPLICATION**



### **Airport Road Park Playground Replacement- CITY OF PORT ORANGE**

## **SECTION 1 GRANT APPLICATION**

### **GRANT APPLICATION FORM**

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

City of Port Orange

**Address:** (mailing) 1000 City Center Circle

**City:** Port Orange      **State:** FL **Zip Code:** 32129

**Address: (Applicant's physical address)** 1000 City Center Circle

**City:** Port Orange **State:** FL **Zip Code:** 32129

**Federal ID #:** 59-6000412

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

**Florida Dept. of Agriculture & Consumer Services Registration # (IF applicable)** Not Applicable

**2.) Resident County Council District of Project:** District 3, Deborah Denys

**3.) Contact Person:**

**Name:** Amanda Lasecki

**Title:** Grants Manager

**Telephone #:** (386) 506-5737

**E-Mail:** alasecki@port-orange.org

**4.) Project Title:** Airport Road Park Playground Replacement

**5.) Project Location Address:** 6751 Airport Road

**City:** Port Orange

**State:** FL

**Zip Code:** 32127

**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: Not Applicable to Not Applicable

**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: \$Not Applicable Mortgage at Closing: \$Not Applicable

Mortgage length: Not Applicable years Term ending date: Not Applicable

Name and Address of Lien Holder: Not Applicable

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 | \$ 200,000.00 |
| ii. Confirmed Match Funds       | \$ 200,000.00 |
| iii. Total Project Cost         | \$ 400,000.00 |

12.) Mandatory Workshop was attended by: Amanda Lasecki 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)

2004- Amphitheater Pavilion- \$420,000.00 2007- Coraci Athletic Field- Phase I- \$500,000.00 2008- All Children's Park Playground/Dawnview Square Dog Park- \$175,000.00 2009- Coraci Athletic Fields- Phase II- \$250,000.00 2012- All Children's Playground- Phase II- \$125,000.00 2014- Coraci Ball Fields- Phase III- \$300,000.00 2015- Port Orange Train Depot Acquisition- \$78,125.00 2015- Riverwalk Park Phase I- \$400,000.00 2019- REC Center Phase I

## 1.2 MISSION:

1.) Provide the Mission Statement for your organization.

Operating under the Council/Manager form of government the City of Port Orange has elected officials that serve on the City Council and make policy. The policy direction established by the Council is put into action by the City Manager. The Parks and Recreation

Department's mission is to improve the quality of life of the residents by providing opportunities to meet the changing needs of the community. To achieve that mission the department provides parks and recreation staff, maintenance, supervision and administrative staff.

### **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.

- The general contractor will be selected in the future.
- Form 1.6 was signed by Chief Elected Official of Port Orange, Mayor Donald O. Burnette and the Chief Financial Officer of Port Orange, Finance Director Dr. Scott Neils, 1000 City Center Circle, Port Orange, FL 32129.

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

The City's Parks & Recreation Director Susan Lovallo created the section 3.1 budget. Ms. Lovallo has been the Director since 2005 and has significant experience with budgets relating to outdoor recreation.

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

The general contractor will be selected in the future using a 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.

- Parks & Recreation Director Susan Lovallo will manage the project construction. Director since 2005, Ms. Lovallo has overseen the construction of the Coraci Sports Complex, renovations to the All Children's Park & Playground as well as the creation of the Riverwalk Park. It is estimated she will spend 2-3 hours per week focused on the construction project including coordination meetings and onsite inspections.
- Purchasing Agent David Van Valkenburgh will oversee the bidding and award of the project. During the bid process it is estimated he will spend 5 hours per week on the project.
- Formal inspection services will be handled by a firm selected at a future date. It is estimated the consultant firm will contribute four hours per week inspecting the construction work.
- Grants Manager Amanda Lasecki is a full time Grants Manager for the City of Port Orange. She is experienced in preparing ECHO reports as well as reimbursement for previous projects including Coraci Sports Complex and Riverwalk Park. It is estimated that she will average an hour per work week over the life of the project to coordinate progress reports, gather invoices and checks, and to attend project manager meetings.

<u>Project Staff</u>	<u>Project Responsibilities</u>	<u>Time Dedicated to Project (per week)</u>
Susan Lovallo, Parks and Recreation Director	Project Management	2%
David Van Valkenburgh, Purchasing Manager	Bidding & Award	5% (bid process only)
Consultant Firm (Selected at a later date)	Inspection Services	10%
Amanda Lasecki, Grants Manager	Grant Reports & Reimbursement	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.*

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: \_\_\_\_\_



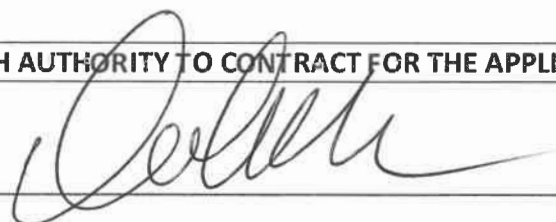
Typed Name: Donald O. Burnette

Phone Number: (386)506-5502 Date: \_\_\_\_\_

11/5/19

**2. OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT**

Signature: \_\_\_\_\_



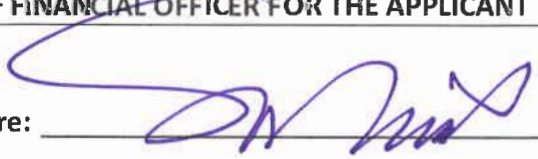
Typed Name: Donald O. Burnette

Phone Number: (386)506-5502 Date: \_\_\_\_\_

11/5/19

**3. CHIEF FINANCIAL OFFICER FOR THE APPLICANT**

Signature: \_\_\_\_\_



Typed Name: Dr. Scott R. Neils

Phone Number: (386) 506-5710 Date: \_\_\_\_\_

Nov 1, 2019

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

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Executive Board or Board of Directors meeting when this grant application was reviewed and approved. Meeting Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**1.7 EXCEPTIONAL GRANT REQUESTS ONLY:Not applicable, this is not an exceptional request.**

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**

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



### **Airport Road Park Playground Replacement- CITY OF PORT ORANGE**

## **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)

Resolution 2000-156 recognizes the continuing need for high quality, user oriented outdoor recreational opportunities. The replacement of 20 year old playground equipment at Airport Road Park meets this goal by providing outdoor recreational opportunities to the public. Airport Road Park is a 25 acre community park located on the west side of I-95 in Port Orange. The park offers multiple activities such as soccer, basketball, and tennis. The park also includes recently updated restrooms and a picnic area. The current playground equipment at the park is 20 years old and is in need of replacement. By removing dated playground elements and replacing them with interesting and modern elements the park will attract additional residents. The City has seen significant residential growth in this area specifically in families with young children. The park’s location directly behind Creekside Middle School makes it a very popular spot for local youth. Creekside Middle School is home to 1,241 students with over 40% being economically disadvantaged. The City of Port Orange identified an opportunity to renovate an existing outdoor recreational area to provide an attractive and safe place to enjoy.

**Current 20 Year Old Playground Equipment at Airport Road Park:**





## **2.2 PROJECT DESCRIPTION**

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

The Airport Road Playground replacement project involves replacing the current 20 year old playground equipment with modern, safe equipment to better meet the needs of the community. The location of this park is adjacent to the Spruce Creek Fly-In neighborhood. This neighborhood contains the private Spruce Creek Airport which was originally constructed during World War II as an outlying field to two nearby Naval Air Stations in DeLand and Daytona Beach. The Airport covers an area of 1,350 acres and contains an asphalt paved runway which averages 68 aircrafts per day. It is common place to be enjoying the amenities of Airport Road Park and see vintage airplanes fly over in formations. The inspiration for the proposed playground elements are aviation related and keep with the theme of the area and inspire children as they play. The City Council fully supports this project, approved matching funds, and ranked it as an imperative priority in the approved Capital Improvement Program. It is estimated that if awarded the agreement would be fully executed in May 2020. In June 2020 a bid would be released for a design build. In August 2020 the bid would be awarded. Mobilization and construction would begin in September 2020. The Playground Replacement would be complete in January 2021.

### **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 project team has reviewed environmentally friendly playground equipment to decrease any negative environmental impacts. The utilization of playground equipment that has a reduced carbon footprint is a very important factor. Many playground manufacturers measure the effect on the climate in terms of the amount of greenhouse gases produced in the structure manufacturing process by measuring in units of carbon dioxide. Utilizing recycled content such as steel, aluminum, rubber, and plastic while manufacturing the equipment will reduce the impact on the environment.**
- ii. **The operational phase? Currently the Airport Road Park Playground utilizes tree mulch around the play structures and is replaced due to wear several times per year. Recycled rubber mulch will be used in this replacement project and will result in less trees being torn down.**

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

**January 2021**

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

**There are no planned additional phases for this project.**

**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) - Drawings are located in Attachment A- Drawings.**

- ☒ 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 DETAILS/MATCHING FUNDS**



**Airport Road Park Playground Replacement-**

**CITY OF PORT ORANGE**

### **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.

<b>CHART 3.1: CONSTRUCTION PHASE EXPENDITURES</b>	<b>UC+</b>	<b>LM +</b>	<b>In-Kind</b>	<b>PSC</b>	<b>= Match</b>	<b>ECHO</b>	<b>Total</b>
<b>General Requirements:</b>							
Mobilization (includes bonds, insurance)	\$500				\$500	\$500	\$1,000
<b>Subtotal</b>	<b>\$500</b>				<b>\$500</b>	<b>\$500</b>	<b>\$1,000</b>
<b>Architectural Services:</b>							
Consultant Services	\$5,250				\$5,250	\$5,250	\$10,500
<b>Subtotal</b>	<b>\$5,250</b>				<b>\$5,250</b>	<b>\$5,250</b>	<b>\$10,500</b>
<b>Site Construction:</b>							
Demolition	\$25,000				\$25,000	\$25,000	\$50,000
General Construction	\$12,500				\$12,500	\$12,500	\$25,000
Landscaping	\$5,000				\$5,000	\$5,000	\$10,000
<b>Subtotal</b>	<b>\$42,500</b>				<b>\$42,500</b>	<b>\$42,500</b>	<b>\$85,000</b>
<b>Equipment:</b>							
Playground Equipment	\$123,900				\$123,900	\$126,750	\$250,650
Shading	\$25,000				\$25,000	\$25,000	\$50,000
<b>Subtotal</b>	<b>\$148,900</b>				<b>\$148,900</b>	<b>\$151,750</b>	<b>\$300,650</b>
<b>ECHO Signage:</b>							
Temporary Sign	\$350				\$350		\$350
Permanent Sign	\$2,500				\$2,500		\$2,500
<b>Subtotal</b>	<b>\$2,850</b>				<b>\$2,850</b>		<b>\$2,850</b>
					<b>MATCH</b>	<b>ECHO</b>	<b>PROJECT</b>
<b>PROJECT TOTALS</b>					<b>\$200,000</b>	<b>\$200,000</b>	<b>\$400,000</b>

### **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- Resolution 19-62 is located in Attachment B- Match Documentation

##### **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**



**Airport Road Park Playground Replacement**

**CITY OF PORT ORANGE**

## **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.

Evaluation of the operating forecast included a thorough review of additional staffing and maintenance expenses. The replacement of existing playground equipment will not result in an increase in additional staffing or maintenance expenses.

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

**Business Plan: Airport Road Park Playground Replacement**

**Vision:** To offer a high quality, user oriented outdoor recreational opportunity.

**Objective:**

- 1) Replace existing 20 year old playground equipment with quality equipment to meet the needs of the public.

**Strategies:**

- 1) Create a playground that sparks the imagination of the youth and builds an interest in staying physically active.

**Action Plan:**

- 1) June 2019- A City Council Workshop was open to the public and presented the Capital Improvement Program (CIP) to include the Airport Road Park Playground Replacement.
- 2) August 2019- A City Council Meeting was open to the public and presented the CIP to include the Airport Road Park Playground Replacement.
- 3) November 2019- Resolution 19-62 was approved at a City Council Meeting that was open to the public. This Resolution approved submitting an ECHO grant application for the project as well as committing to \$200,000 in match and providing an effective date.
- 4) April 2020- August 2020- Upon award of ECHO grant and Notice to Proceed, a design build bid will be released and awarded.
- 5) September 2020- Complete construction according to budget and timeline.
- 6) January 2021- Construction complete and playground open to the public.

**Feasibility Evaluation: Airport Road Park Playground Replacement**

**Services:** The renovation of 20 year old playground equipment at Airport Road Park will re-energize youth to maintain active lifestyles and enjoy outdoor recreation.

**Business Model:** The City of Port Orange is a local governmental agency and funding is provided through different fees collected from residents. These include ad valorem taxes,

impact fees, and other fees collected for City services.

**Personnel:** A thorough analysis of the funds necessary to operate and maintain this facility after completion have been reviewed and the replacement of existing playground equipment will not result in an increase in operational expenses.

**Timeline:** After grant award in Spring 2020 project will go out for a competitive bid for a design build construction. It is anticipated the project will be completed and open to the public in early 2021.

**Recommendation:** The Airport Road Playground Replacement is considered an imperative project in the City's Capital Improvement Program. Residents and City Council are supportive of the project and see the positive benefit it will have on residents and visitors alike.

#### **Marketing Plan: Airport Road Park Playground Replacement**

**Marketing Overview:** The City of Port Orange and the Parks and Recreation Department have a strong marketing presence and continually evaluate the best practices to reach target audiences. Targeted marketing to the press and public is essential to make residents and visitors aware of the updated playground at Airport Road Park.

#### **Strategies:**

- 1.) **Social Media-** The City of Port Orange and the Parks and Recreation Department are very in tune with the trends in communication and marketing through social media. The City of Port Orange has a full time Public Information Officer (PIO) that markets the City including a City Hall Facebook page, website, YouTube channel, and press releases. Parks and Recreation has a separate Facebook page with over 6,000 followers. This page is utilized to market events as well as provide any updates to residents. The Parks and Recreation Department also creates videos for the City of Port Orange Government Television (POGTV). These You Tube videos are very popular and allow viewers a visual perspective of any facilities or programs offered.
- 2.) **Local Media-** Both the PIO and the Parks and Recreation staff work closely with local media including the Port Orange Observer and Daytona Beach News Journal. Events and new offerings are often provided via press release to these media outlets to reach a wide target audience.
- 3.) **Partner Organizations-** The Port Orange- South Daytona Chamber of Commerce has a large following through social media, newsletters, and their website and understands the important impact recreational opportunities have on attracting businesses to the area.
- 4.) **Collateral-** Traditional collateral is still a popular and effective means of marketing. This includes brochures, rack cards, flyers, etc. that can be distributed via mail, email, or placed on racks for easy accessibility to those without internet access. The flyer information can be easily uploaded to websites and placed on social media platforms.

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

No fees will be charged to utilize the Airport Road Park Playground equipment.

- 4.) Describe Maintenance and Replacement Plan (including fund source and depreciation plan).  
The City of Port Orange has a Parks and Recreation staff that is responsible for the facility maintenance. The Public Works Department also assists in maintenance, cleaning, and trash gathering. These departmental budgets are funded through the City’s General Fund. In considering future operational impact there will be no increase as a result of the replacement of the Airport Road Park Playground equipment. Typical playground life expectancy is 20 years and the City has considered the Restrictive Covenants of 30 years. In the future, when the equipment needs replaced the City will include the costs in the CIP budget utilizing General Funds.

#### **4.2 FISCAL STABILITY**

- 1.) Fill out Form 4.2 Business Information.

<b>4.2 BUSINESS INFORMATION</b>				
<b>Operational funding for this organization</b>	<b>Prior Completed FY 16 - 17</b>	<b>Current FY 17 - 18</b>	<b>Projected FY 18 – 19</b>	<b>Next Projected FY 19 - 20</b>
Fundraising, Memberships, Donations, etc.				
County Grant(s)/Funds (other than ECHO)				
Grant(s)/Funds - other (non county)				
Cash Donations				
<b>TOTALS</b>				
Administrative Costs				
Program Costs				
Educational & Educational Outreach Programs				
Contractor Services (for this project)				
Marketing & Advertising				
Payroll Total Expense				
<b>TOTALS</b>				
Number of Full-time Employees				
Number of Part-time Employees				
Volunteer Hours				
Value of Volunteer Hours (@\$____ hr.)				
<b>TOTALS</b>				

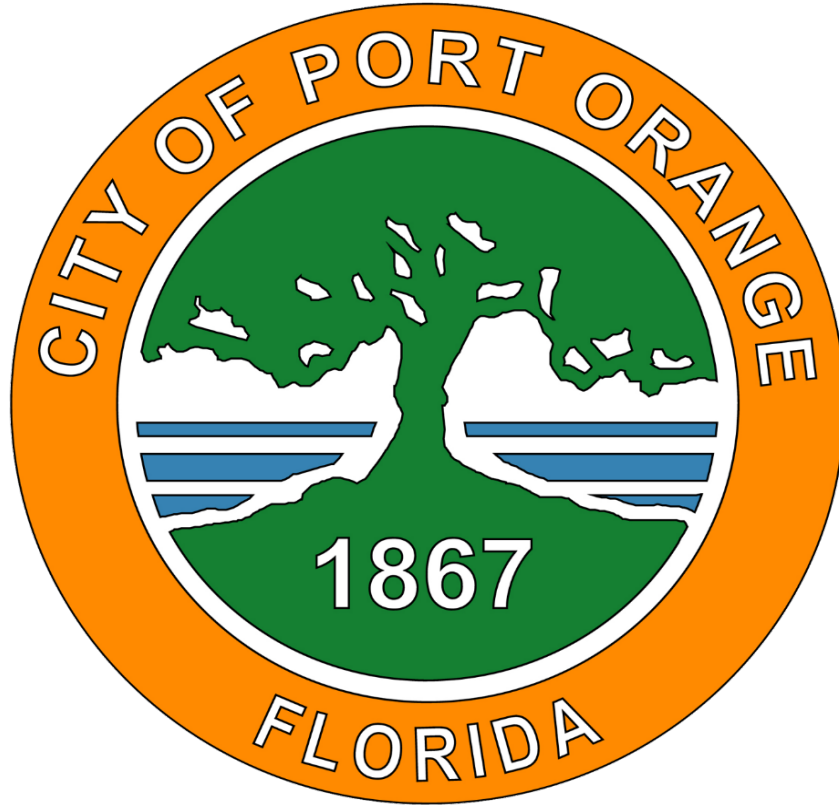
- 2.) Has this organization defaulted on any grant in the past five years? If so, please explain.

No, this organization has not defaulted on any grant in the past five years.

#### **4.3 FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES**

- 1.) Insert the appropriate required documents listed in the Application Guide on page 31 & 32. Financial Audit/Review documents are located in Attachment C: Financial Audit/Review.

## **SECTION 5: SUPPORTING DOCUMENTS**



### **Airport Road Park Playground Replacement**

### **CITY OF PORT ORANGE**

## **SECTION 5: SUPPORTING DOCUMENTS**

### **NOT FOR PROFIT ONLY: (Not applicable, the City of Port Orange is a governmental municipality.)**

- 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.

**Unrestricted Ownership/Undisturbed Use of Facility documentation is located in Attachment D: Unrestricted Ownership/Undisturbed Use of Facility.**

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.

**The strong benefit of the Airport Road Park Playground Replacement to the citizens of Volusia County has been thoroughly addressed 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](http://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