



**2020/2021 GRANTS-IN-AID
STANDARD & EXCEPTIONAL GRANT APPLICATION**

**CITY OF OAK HILL
MARY DEWEES PARK BASEBALL FIELD**



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

GRANT APPLICATION FORM

1. Applicant (Legal name of organization): **CITY OF OAK HILL**

2. Address (mailing): **234 SOUTH US HIGHWAY 1**

City: **OAK HILL** State: **FLORIDA**

Zip Code: 32759

3. Federal ID #: **59-1106999**

Florida Not-for-Profit Corporation Charter # (if applicable): **NA**

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

NA

4. County Council District of Project: **DISTRICT #3**

5. Contact Person:

Name: **KOHN EVANS** Title: **CITY ADMINISTRATOR**

Telephone #: **386-345-3522** E-Mail: **EVANSK@OAKHILLFL.COM**

6. Project Title: **MARY DEWEES BASEBALL FIELD**

Project Location Address: **198 N GAINES STREET**

City: **OAK HILL** State: **FLORIDA**

Zip Code: **32759**

7. Type of Project:

☐ Renovation ☒ Restoration ☐ New Construction ☐ Acquisition

8. ECHO Category (review ECHO Guidebook pages 3 - 4):

☐ Environmental ☐ Cultural ☐ Historic ☒ Outdoor Recreation

9. The Project Site of Facility is (check one):

☒ Owned by Applicant ☐ Leased by Applicant (length of lease): **NA**

☐ Land/Project Management Agreement (length of agreement): **NA**

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



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10. Is the Project Site/Facility mortgaged or will it be? ☐ Yes ☒ No

11. Type of Organization:

☒ Municipal government or a budgeted organization of Volusia County Government

☐ Not-for-Profit Corporation classified as a 501(c) (3)

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

a. Standard Grant Request (up to \$600,000.00) \$ **140,892.52**

b. Exceptional Grant Request (up to \$2,500,000.00) \$ NA

c. Confirmed Match Funds \$ **144,892.53**

d. Total Project Cost (ECHO + Match) \$ **285,785.05**

13. Mandatory Workshop was attended by: KOHN EVANS

Date of Workshop: 8/31/2021

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

2008/2009 – VILLAGE IMPROVEMENT ASSOCIATION – 126 E HALIFAX AVENUE

2015/2016 – JIMMIE VANN'S SUNRISE PARK – ACQUISTION – 275 RIVER ROAD

2016/2017 – MARY DEWEES PARK – PLAYGROUND – 198 N GAINES STREET

2020/2021 - JIMMIE VANN'S SUNRISE PARK – PARK RENOVATION – 275 RIVER ROAD

MISSION

1. Provide the Mission Statement for your organization:

The City of Oak Hill's mission is to improve its economic, environmental, and cultural standing, while preserving the richness of its history and heritage, so that residents can enjoy the changes that progress brings in these new times without losing the precious quality of days gone by.

PROJECT TEAM



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1. List the name and address of the architect, engineer, design consultants and/or general contractor selected. Included the information for the persons signing the Certification of Information and Compliance Form:

Douglas Gibson- Mayor, City of Oakhill, 234 South US Highway 1; Kohn Evans- City Administrator, City of Oakhill, 234 South US Highway 1; Tammy Cook-Weedon- Landscape Architect, Calvin, Giordano & Associates (CGA)- 1800 Eller Drive, Fort Lauderdale; Gianno Feoli- Landscape Designer, CGA- 1800 Eller Drive, Fort Lauderdale; Dominic Mack- Landscape Designer, CGA- 1800 Eller Drive, Fort Lauderdale; Don Anderson- Civil Engineer, Anderson Dixon LLC, 102South Orange Street, New Smyrna Beach, FL; Contractor- TBD; Vickki Placide-Pickard- Grant Administration, Calvin, Giordano & Associates (CGA)- 1800 Eller Drive, Fort Lauderdale

2. List the person/persons who created the budget and describe their experience with this type of project:

Tammy D. Cook-Weedon PLA, LEED AP- Registered Landscape Architect for over 30 years in the state of Florida with demonstrated strengths in creative design, graphic presentations, and planting design. She has successfully completed numerous large-scale projects, which encompassed design studies, planting designs, and the various interrelated professions and tasks necessary to manage the projects through to completion. Gianno Feoli- Landscape Designer with over 20 years of experience designing and managing park development in Florida. His experience has encompassed a wide array of project-types, and his strengths lie in client responsiveness, project organization, public outreach, connectivity plans, streetscapes and urban interventions, park design, and form-based urban designs and planning strategies

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

NA

PROJECT MANAGEMENT TEAM



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1. List the name of staff dedicated to this project (include their responsibilities and the amount of time each will be spending on the project per week):

Tammy Cook-Weedon - Project Manager (two hours a week); Gianno Feoli- Landscape Designer (10 hours a week); Dominic Mack- Landscape Designer (10 hours a week); Don Anderson- Civil Engineer (10 hours a week). Vickki Placide-Pickard- Grant Oversight (two hours a week) Contractor - TBD

RESTRICTIVE COVENANTS

1. Do you agree to comply with the requirement to file a 20-year Restrictive Covenant with the Volusia County Clerk of Court if ECHO Grant is awarded?

☒ 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 land not owned by the applicant, a letter from the Mortgagee or Lessor, stating that they agree to sign the Restrictive Covenants must be provided with the application.

△ Applicants with projects on State or Federal owned lands 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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CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

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.

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature/Date:

9-30-21

Printed Name: DOUGLAS GIBSON, MAYOR

Phone #: 386-345-3522

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature/Date:

9-30-21

Printed Name: KOHN EVANS

Phone #: 386-345-3522

CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature/Date:

9-30-21

Printed Name: KOHN EVANS

Phone #: 386-345-3522

NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature/Date:

Printed Name: NA

Phone #: NA



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PROJECT DESCRIPTION

1. Describe the project and explain how it will achieve the goals of Resolution 2000-156 to plan for the future growth of Volusia and enhance the quality of life for its residents (use factual information/documentation to show how this project will accomplish these goals):

Mary DeWees Park is an existing park owned by the City since 1965. Mary DeWees Park is a user oriented active park located at the corner of Lagoon Avenue and Gaines Street. The park amenities consist of a playground (which received Echo funding in 2019 for Playground equipment), pavilion with picnic tables and barbeque grills, restrooms, and water fountains, a community center building, and baseball field. It also has basketball, tennis, racquetball and shuffleboard courts. City residents as well Volusia County residents have full access to the Park. The City hosts an annual festival and barbeque at the park. The project is to reconstruct a new baseball field and add an ADA sidewalk to provide ADA access from the parking lot to the restrooms and the bleachers. The project will include regrading of the site, sidewalk improvements, signage, landscaping improvement and site furnishings. The current baseball field is old and in need of improvements. The proposed new field would provide an opportunity to host more games (baseball and softball teams of all ages), other sports event and get the City and Community at large, active. The field can also be used for other events and encourage more outdoor recreational activities for the Community to enhance the quality of life for City and County residents. The new ADA sidewalk will provide accessibility to the bleachers and field which allows everyone to enjoy activities on the field. It is the City's goal to provide accessibility to all its parks for its residents and citizens of Volusia County. The City is dedicated to providing a safe environment for children to play and provide access for both children and adults.

2. Describe the project and construction timeline:

Bid Process – 45 days

Field Construction – 45 days

Fencing – 30 days



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3. Describe how the green and sustainability standards will be used in the project (information can be found at <https://www.volusia.org/services/growth-and-resource-management/environmental-management/green-volusia/green-buildings.stml>):

The City will make every effort to follow guidelines to reduce/recycle/reuse to the extent possible. The City will utilize green, environmentally friendly materials and construction materials and plants to minimize or potentially eliminate environmental impacts. The materials used, life cycles and the delivery methods will be evaluated to increase the cost efficiency and life of the project. The City has made a commitment to improve its park facilities and is making every effort to maintain and extend the life of its facilities. The City will use cleaning solutions that are environmentally safe. The cleaning of surfaces for algae, mold and/or mildew will be done with an environmentally safe herbicide. When performing routine maintenance such as painting, the paint will also be environmentally safe with no harmful chemicals or toxins.

4. Describe how the project will comply with the ADA accessibility requirements:

The ADA access is currently in place from the ADA parking spaces along 198 N. Gaines Street and into the site along the ADA walkway. An additional concrete walk would be needed to connect the ADA path to the bleacher locations.

5. If applicable, describe any additional phases:

This project will be completed as one phase.

PERFORMANCE MEASURES

1. Explain the project's goals and objectives:

The goal of the project is to renovate the city's baseball field to host future leagues and games for all age groups as the existing field is in dire need of renovation. The objectives are to encourage residents of all ages young, middle age and seniors to be active and utilize the park for sport events, exercising and outdoor activities. Also motivate youth in the city and surrounding communities to participate on a team where the players learn socialization,



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camaraderie, and encourage being a part of a team. It will aid to encourage community interaction through viewing the games with members of Oak Hill and other residents of Volusia County.

2. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants:

The game dates and number of occurrences can be provided to the County.

DRAWINGS

1. Drawings are required from ALL applicants (documents must be legible and to scale with legends):
 - a. Current drawings and/or excavation plans for the family.
 - b. Site survey with existing structures and site plans with structures.
2. Vacant land acquisition projects shall include:
 - a. Conceptual drawings of improvements to the property, which are to be completed within two years of acquisition.
 - b. Proposed structures must include elevations, floor plans and design elements such as landscaping.
3. Street Locator Map (indicate the physical location of the project within the local areas; include road names and "North" for directional reference).
4. Site Plan should show the building footprint, travel ways, parking, landscaping, etc. This section should include:
 - a. Site Survey
 - b. Trees and topography
 - c. Civil drawing
 - d. Water retention drainage and circulation
5. Preliminary and Schematic Drawings. Drawings should show:



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- a. A general model of floor/site plans, showing the location of project elements.
 - b. Florida-friendly landscape plan (The Florida Friendly Landscaping guide can be found at https://ffl.ifas.ufl.edu/pdf/FYN_Plant_Selection_Guide_2015.pdf).
6. Design and Development Documents. Documents should show more detail including:
 - a. Selection of materials and engineering systems involved
 - b. Detailed cost estimate
 - c. Environmentally sustainable materials
7. Construction Documents should include written and graphic instructions. These documents should be focused on specifications for the project (building systems, floor plans, elevations, etc.) and should include site utilities and ADA information.
 - a. Outdoor, trails, parks, sports facilities and playgrounds require a bid set of plans, which are ready to be used for the procurement process.
 - b. New construction, facility remodel and historic projects require a set of A&E plans, which are ready to be used for the procurement process.
 - c. Historic projects need to demonstrate research and compliance with the Historic Preservation Standards and Guidelines.
8. Permanent ECHO Sign documents should include site design, materials and site placement.

PROJECT BUDGET

1. A complete project budget must be submitted in the format provided by the county. Budget must be accurate and realistic (projects will be implemented within the budget set at the time of application).
2. The budget should be presented by each type of funding:
 - a. UC = Unencumbered Cash
 - b. LM = Land Match
 - c. IK = In-kind



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- d. PSC = Previously Spent Cash
- 3. The budget must include temporary and permanent ECHO signage (signs may not be funded with ECHO funding).



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION BUDGET DETAIL CHART

Applicant Name CITY OF OAK HILL
 Organization CITY OF OAK HILL
 Project Name MARY DEWEES BALLFIELD

<u>Construction Phase</u>							
<u>Expenditures</u>	<u>UC +</u>	<u>LM +</u>	<u>IN-KIND +</u>	<u>PSC</u>	<u>= MATCH</u>	<u>ECHO</u>	<u>TOTAL</u>
<i>Add rows as needed</i>							
<u>General Requirements:</u>							
General Conditions	\$5,182.50				\$5,182.50	\$5,182.50	\$10,365.00
Contractor Fees	\$17,275.00				\$17,275.00	\$17,275.00	\$34,550.00
Subtotal	\$22,457.50				\$22,457.50	\$22,457.50	\$44,915.00
<u>Architectural Services:</u>							
Consultant Services	\$1,250.00				\$1,250.00	\$1,250.00	\$2,500.00
Final Construction Drawings	\$2,000.00				\$2,000.00	\$2,000.00	\$4,000.00
Subtotal	\$3,250.00				\$3,250.00	\$3,250.00	\$6,500.00
<u>Site Construction:</u>							
Site Preparation & Demolition	\$4,450.00				\$4,450.00	\$4,450.00	\$8,900.00
Fencing and Gates	\$60,047.50				\$60,047.50	\$60,047.50	\$120,095.00
Hardscape & ADA Access	\$19,237.50				\$19,237.50	\$19,237.50	\$38,475.00
Landscaping & Field Finishing	\$25,024.25				\$25,024.25	\$25,024.25	\$50,048.50
Furnishings	\$6,425.78				\$6,425.78	\$6,425.77	\$12,851.55
Subtotal	\$115,185.03				\$115,185.03	\$115,185.02	\$230,370.05
<u>Signage:</u>							
ECHO Temp Sign	\$500				\$500	0	\$500
ECHO Permanent Sign	\$3,500				\$3,500	0	\$3,500
Subtotal	\$4,000				\$4,000	0	\$4,000
PROJECT TOTALS	\$144,892.53				\$144,892.53	\$140,892.52	\$285,785.05



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MATCH DOCUMENTATION

1. All documentation for match must be included in the application as outlined in the ECHO Guidebook pages 9 - 11.

The City Commission pledged through the attached resolution to provide matching funds for the grant, this resolution was issued before the final cost estimates were provided. Due to the increase of construction and material cost, the estimates were higher than anticipated. The updated resolution is scheduled for the Oct 25, 2021 City Commission meeting. The executed resolution will be provided to the County as soon as possible.

OPERATING FORECAST DETAIL

1. Outline how the facility or project will operate once complete. The narration should include such items (as applicable) as staffing, maintenance requirements, increased programming, fees and memberships. Include a detailed maintenance and replacement plan for the 20-year compliance period:

The park is an existing facility used by the City and Volusia County citizens. It is used for various events, family gatherings, sports leagues. The community center is used for meetings and events. The City of Oak Hill has fulltime personnel that maintain the city's park system, including Mary DeWees Park. The City's annual budget provides for funding of the staff and equipment. There will be no additional staff or maintenance required for the park. The City has consistently maintained the park and will continue to be responsible for the funding and maintenance of the park. With the construction of the new baseball field the City hopes to increase sports activities and overall activities to the Park. There are not fees to use the park, it is open to the public at no charge. The City currently has full time personnel to maintain the park. Each year the City's budget provides for funding for staff and equipment. The maintenance is funded through the operating budget. The City has maintained the park for many years and will continue to be responsible for providing the funding and maintenance for the park facility. The City has a dedicated funding source for the maintenance and operation of its parks facilities.

2. Submit a business plan, feasibility study and marketing plan. These plans must be specific to Volusia County and the proposed project:

Business Plan- The City recognizes the importance of renovating its active park so its residents and community members can stay active and provide a park for sports programs to play and practice bringing the community together. **Feasibility Study-** The park is open to the public at no charge. There are no on-site employees required on a daily basis since there are no fees charged. **Marketing Plan-**The City through its website and newsletter will inform the residents of the development and provide status updates of the park activities. The City will include the park on the website as a public facility and promoting the park with all its amenities. These facilities will be available to the residents and visitors of the City.



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The City envisions this park as a very active park that will be utilized by City and County residents for sporting events, daily activities and summer camps. The City will work with the County for opportunities to promote the park.



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FISCAL STABILITY

1. BUSINESS INFORMATION (not all line items will apply to all applicants)

Operational funding for this organization	Prior Completed Year	Current Year	Projected Year	Next Projected Year
Fundraising, Memberships, Donations, etc.	\$0	\$0	\$0	\$0
County Grants (other than ECHO)	\$0	\$0	\$0	\$0
Grants (Non-County)	\$0	\$0	\$0	\$0
Cash Donations	\$0	\$0	\$0	\$0
TOTALS	\$0	\$0	\$0	\$0
Administrative Costs	\$10,000	\$10,000	\$15,000	\$20,000
Program Costs	\$1,000	\$1,000	\$2,000	\$5,000
Educational Outreach Programs	\$0	\$0	\$0	\$0
Contractor Services (for this project)	\$0	\$0	\$0	\$0
Marketing & Advertising	\$0	\$0	\$0	\$0
Payroll Total Expense	\$0	\$0	\$0	\$0
TOTAL	\$11,000	\$11,000	\$17,000	\$25,000
Not-for-Profit				
Endowments				
TOTALS				
Number of Full-time Employees	1	1	1	1
Number of Part-time Employees				
Volunteer Hours				
Value of Volunteer Hours (@ /hr.)				
TOTALS	1	1	1	1

2. Has this organization defaulted on any grant in the past five years?

No

If yes, please explain:

[Click or tap here to enter text.](#)

FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

1. County of Volusia and Local Municipalities must provide a link to their Financial Statement under GASB 34. The link should include the following documents:
 - a. A Management Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.



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- b. A Response Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
 - c. An Opinion Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
- 2. Not-for-Profit Organizations: the required financial information is determined by the operating revenue or expenses/expenditures annual average of the three fiscal years prior to the application deadline, as outlined in the ECHO Guidebook.
 - a. Additional supporting documents for Not-for-Profit organizations:
 - i. IRS letter granting Not-for-Profit 501 (c) (3) status in Florida.
 - ii. The most recent Uniform Business Report (Annual Report) filed with the State of Florida, Division of Corporations.
 - iii. Unrestrictive ownership or undisturbed use of facility documentation (unless the project is an acquisition).
 - iv. Letter of intent to sell from the owner for Acquisition Projects.



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Attachment Checklist: Please check your application before submitting.

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 at [https://www.volusia.org/core/fileparse.php/5951/urlt/2020 2021-Calendar-updated-8.30.2021.pdf](https://www.volusia.org/core/fileparse.php/5951/urlt/2020%202021-Calendar-updated-8.30.2021.pdf)

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 Drawings
- ☐ Street Locator
- ☐ Map Site Plan
- ☐ Preliminary & Schematic Drawings
- ☐ Design & Development Documents
- ☐ Construction Documents
- ☐ Permanent ECHO Sign Documents
- ☐ Project Budget Detail Chart
- ☐ Official Documentation of Match
- ☐ Business Plan
- ☐ Feasibility Study
- ☐ Marketing Plan
- ☐ Fiscal Stability Chart
- ☐ Financial Audit Documents (listed in the ECHO Guidebook page 15)
- ☐ Not-for-Profits only: IRS Status Letter classifying Organization as a 501(c) (3)
- ☐ Restrictive Covenants or Statement agreeing to follow this requirement
- ☐ Other