



**2022 GRANTS-IN-AID
STANDARD & EXCEPTIONAL GRANT APPLICATION**



CITY OF DeBARY

**BILL KELLER PARK
IMPROVEMENTS – PHASE I**



APPLICANT INFORMATION

1. Applicant (Legal name of organization): **City of DeBary**

2. Address (mailing): **16 Colomba Road**

City: **DeBary** State: **Florida** Zip Code: **32713**

3. Type of Organization:

☒ Municipal government ☐ Volusia County Government

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

4. Federal ID #: **59-3217634**

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

Florida Dept. of Agriculture & Consumer Services Registration # : **Not Applicable**

5. County Council District of Project: ☒1 ☐2 ☐3 ☐4 ☐5

6. Is the project in a Community Redevelopment District (CRA)? ☐Yes ☒No

7. Contact Person:

Name: **Jason Schaitz, MBA, CPRE, CYSA** Title: **Parks & Recreation Director**

Telephone #: **(386) 601-0205** E-Mail: **jschaitz@debary.org**

8. Provide the Mission Statement for your organization:

The City of DeBary Parks and Recreation Mission is to provide an exemplary park environment or a diverse array of programs, sports and activities for the young and the young at heart. The Vision, Mission and Goals of the City of DeBary Parks & Recreation Department will be guided by the following Core Values:

1. INTEGRITY

- Demonstrate honesty in all dealings with co-workers & community members
- Lead by example

2. RESPECT

- Demonstrate understanding & patience for individuals
- Be open to others' suggestions

3. TEAMWORK

- Work together with community organizations to assist in providing a variety of services

- Work together to accomplish common goals
- Individuals working collectively for the benefit of the whole organization & city

4. LEARNING

- Continuously strive to obtain surveys from the public to better understand the community needs
- Continuously strive to obtain knowledge relevant to the employee's specific field
- Network with peers to share ideas and solve problems



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FUNDING REQUEST

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

- | | |
|-----------------------------------------------------|-------------------------------|
| a. Standard Grant Request (up to \$600,000.00) | \$ <u>\$75,000.00</u> |
| b. Exceptional Grant Request (up to \$2,500,000.00) | \$ <u>N/A</u> |
| c. Confirmed Match Funds | \$ <u>\$77,000.00</u> |
| d. Total Project Cost (ECHO + Match) | \$ <u>\$152,000.00</u> |

2. Mandatory Workshop was attended by: **Theresa Brooks, Barbara Storz, Kelly Crane, Sonny Henderson**

Date of Workshop: **2/24/2022**

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

The City of DeBary received six prior grant awards from the Volusia County ECHO program.

☐ **2010 - Phase I:** ECHO Grant #10-06/\$250,000 Rob Sullivan Community Park – Two multi-purpose fields and Parking Lot Extension adding 91 spaces, retention pond and connecting walkways. This project was completed and closed out on 10/18/2012.

☐ **2012 - Phase II:** ECHO Grant #12-06/\$80,000 Rob Sullivan Community Park Improvements - Lighting. This project was completed and closed out on 5/30/2013.

☐ **2014 - Phase III:** ECHO Grant #14-05/\$121,000. This phase included the addition of trail lights on the south side of the existing trail and the upgrades of two adjacent playing fields that were unusable for sports or recreation events due to unstable terrain and trip hazards. The existing dug out area was extended out by 10 lineal feet and the installation of an irrigation system and turf for the playing area on the two fields was completed and closed out in September of 2015.

☐ **2017 - Phase IV:** ECHO Grant #17-02/\$315,000. This phase included the addition of a lighting system for the multi-purpose sports fields, playing field top dressing and the installation of a playground with a shade cover adjacent to the playing fields.

☐ **2021 – Phase V:** ECHO Grant #21-01/\$150,000. This phase included the Rob



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Sullivan Operations Center and Shade Structure.

2. **The City of DeBary Gateway Park Improvements: ECHO Grant #18-01/\$140,750. This project upgraded playground equipment and added new exercise equipment for public use.**

PROJECT INFORMATION

1. Project Title: **City of DeBary – Bill Keller Park improvements Phase I**

Project Location Address: **338 Colomba Road**

City: **DeBary**

State: **Florida**

Zip Code: **32713**

2. Type of Project:

☐ Renovation

☐ Restoration

☒ **New Construction**

☐ Acquisition

3. ECHO Category – Select One (review ECHO Guidebook pages 3 - 4):

☐ Environmental

☐ Cultural

☐ Historic

☒ **Outdoor Recreation**

4. The Project Site of Facility is (select one):

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

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

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

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

See Property Ownership Deed in Supplemental Documents, Page 65-67



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PROJECT TEAM

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

City of DeBary Staff who have signed form 1.6:

Carmen Rosamonda, City Manager

Elizabeth Bauer, Finance Director

**City of DeBary
16 Colomba Road
DeBary, Florida
32713**

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

The budget section for the proposed Bill Keller Park Improvements Phase I was prepared by the City of DeBary's City Manager Carmon Rosamonda who is highly qualified and experienced in the development and approval of the project budget. As the City Manager, Carmon Rosamonda is responsible for the development of the entire City of DeBary annual budget after public meetings and budget workshops.

The City of DeBary Parks and Recreation held a public workshop on March 4, 2020. The workshop focused on facilities and programs. Several residents, business owners, user groups and civic organizations attended.

The City of DeBary budget workshops for the Fiscal Year 2021-2022 Annual Budget were open to the public on August 11, 2021. The final Fiscal Year 2021-2022 Annual Budget was approved by the DeBary City Council on September 22, 2021.

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

The Bill Keller Park Improvements Phase I will not require an architect, engineer, design consultant or a general contractor. The Parks and Recreation Department is under the Direction of Jason Schaitz, Parks and Recreation Director for the City of DeBary, 16 Colomba Road, DeBary, Florida 32713. He will oversee Phase I of the project.



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If ECHO funding is awarded, the vendors will be selected following the City of DeBary's bid-purchasing policy. Jason Schaitz, Parks and Recreation Director will oversee the vendors hired to install the lights, clear and prepare the site for the dog park. The court project will go out to formal bid shortly after the ECHO funding is awarded.

The bid process will start with a pre-bid meeting to include a site visit. After the meeting any answers to questions or amendments to the bid documents will be sent to prospective vendors. From there they will be given ample time to submit a bid. Once a vendor is selected a pre-construction meeting will be arranged to start the project. The city will be the General Contractor for the dog park working with subcontractors to install fencing and amenities. The city will remove the shuffleboard courts, grade the area, and install grass.

PROJECT MANAGEMENT TEAM

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):

- ☐ **Carmen Rosamonda, City Manager**
- ☐ **Jason Schaitz, Parks & Recreation Director**
- ☐ **Tom VanDeHey, Parks Superintendent**

The City Council of DeBary has awarded negotiation and execution powers of the required documents for the improvement of this property to the City Attorney and City Manager. The City Council has also empowered the City Manager to encumber, authorize or expend any funds needed to complete the project.

- ☐ **The City Manager will dedicate approximately 5% of the workweek to this project. The City Manager will sign off on the final vendors selected and any other documents needed to complete this project.**
- ☐ **The Parks & Recreation Director will dedicate 10% of the workweek to this project. The Parks & Recreation Director will prepare the final paperwork for the project bid package, complete, and submit any other paperwork needed to complete this project to the City Manager.**
- ☐ **The Parks Superintendent will dedicate 20% of the workweek to this project. This position will assist with the bid documents for the project bid package as well as coordinate with the selected vendors to oversee the installation portion of this project. The Parks Superintendent will also apply for project permits as required.**

PROJECT DESCRIPTION

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1. Describe the project and explain how it will achieve the goals of Resolution 2020-79 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):

Resolution 2000-156 and 2020-79

HIGH QUALITY, USER ORIENTED OUTDOOR RECREATIONAL OPPORTUNITIES FOR PUBLIC USE:

The City of DeBary continues to exemplify the goals set by the ECHO Resolution 2000-156 AND 2020-79 by providing a quality public location for outdoor recreational opportunities that enhance the quality of life for residents of Volusia County and visitors.



The City of DeBary has a proven track record of supporting the goal from the Volusia County, Florida Sustainability Action Plan of 2012, *creating a culture within their city that promotes sustainable and healthy lifestyle*, by providing outdoor recreational opportunities through high quality user-oriented parks.

The Bill Keller Park Improvements project was on the list of Strategic Initiatives for FY 2021-2022 that was discussed at the May 5, 2021, City Council meeting. At that same meeting, DeBary received the 2020 Bicycle Friendly Community of the Year Designation by Becky Afonso, Florida Bicycle Association. This is an example of DeBary's continued commitment to offering a safe public environment that encourages citizens and visitors to get out and move.

The Parks and Recreation Department hosted a workshop March 4, 2020, focusing on facilities and programs that ensure DeBary citizens have space to exercise, play, and do other activities to improve their quality of life. The Department operates parks and



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administers youth leagues, senior programs, special events, and a Summer Day Camp program.

Bill Keller Park is a widely used and highly recommended public city park in DeBary with an estimated annual user visit of 118,000. The public park was named for William Keller who served on the Volusia County Council, District 5, and was highly active in the community.

This 19-acre park is geared toward the sports enthusiast. The Park has two tennis courts, two pickleball courts, three baseball diamonds, one full court basketball court, four half-court basketball courts, a 1.4-mile fitness trail, a playground, an ADA playground with climbers, swings, platforms, and slides, two pavilions, restrooms, concession stand for league play and unique events, and parking is available for 162 vehicles.

Keller Park is open to the public from sunrise to sunset every day. The pavilions and baseball fields are available to rent, or on a first come first served basis. There are numerous events held at Keller Park year-round and the addition of lights and a dog park will allow more people to enjoy the park and increase more scheduled events and sport leagues.

The City of DeBary is growing rapidly with direct access to I-4 and U.S. highway 17-92, and serves as a corridor between Orlando, Daytona Beach, and Sanford.

ECHO 2022 Spring Cycle Bill Keller Park Improvements - Phase 1 Project Description:

The Bill Keller Park Improvements Phase I project will include installing LED lighting on the tennis and basketball courts and a new dog park.

☐ Lighting:

There are currently no courts with lighting in the City of DeBary and these courts are our only full-size basketball and tennis courts. The project will add LED lighting to both courts to expand open play and programming to evening hours. This will greatly increase court usage.

☐ Dog Park Facility:

The dog park facility will be constructed in place of the old shuffleboard courts that are no longer used. The project will consist of fencing around the 70' x 70' area adding benches, picnic tables, and pet amenities. The pet amenities will include a Dog Walk Ramp, Hound Hoops, Weave Poles, Wall Jumps, and an authentic molded Dog Fire Hydrant to complete the dog park.



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2. If applying for an exceptional grant, describe how the project meets the requirements of an exceptional project. An exceptional project means a project of paramount and crucial countywide importance which provides for receipt of services by significantly large numbers of people in all areas of the county. See page 8 of the [ECHO Guidebook](#).

The Keller Park Restoration Project Phase I is not an exceptional grant application.

3. Describe the project and construction timeline:

The Keller Park Restoration Project Phase I is expected to commence in August, 2022 with the installation of the temporary ECHO sign, the installation of the new lighting system, and construction of the dog park and the installation of the final permanent ECHO sign. The project is expected to be completed by December, 2022. See Page 24 for Construction Timeline Chart.

4. Describe how the green infrastructure 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.html>):

LED Lighting:

The new court lighting equipment will be LED. Features will include:

- ? Sleek, low-profile housing**
- ? Dark Sky Compliant, Full Cutoff**
- ? Engineered for optimum thermal management**
- ? Low depreciation rate: L70 = 360,000 Hours**
- ? Reduces energy consumption and costs up to 65%**
- ? Exceeds IES foot candle levels utilizing the least number of poles and fixtures per project**
- ? Optical system designed specifically for Sports Field Lighting**
- ? Certified to UL 1598**
- ? UL 8750**
- ? CSA C22.2 No. 250.0**
- ? IP67 Rated**

The Star Power™ Optical System is endorsed by the Founder of the International Dark Sky Association and Illuminating Engineer Society Sports Lighting Committee Associate as one of the best optical systems in glare reduction for dark sky, neighbors, and the sports application itself. Meets IES parks and recreation requirements.

Green Sustainability Standards:

Native plants will be placed in the new landscaping features of the dog park.



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

ADA accessibility requirements will be followed during the planning and construction of the Bill Keller Park Improvements Phase I and incorporated in all areas where needed.

- ☐ **To ensure light pole placement will not be placed or interfere with ADA accessibility walkways to all areas during construction of Phase I.**
- ☐ **No electrical manholes will be placed on walkways.**
- ☐ **A sidewalk must have a clear width of at least 36 inches (60" in FDOT Design Standards) with a 2% max.**
- ☐ **ADA accessible walkways will be in place leading up to the dog park.**

6. If applicable, describe any additional phases:

There are no additional phases planned for Bill Keller Park at this time.

PERFORMANCE MEASURES

1. Explain the project's goals and objectives:

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The ECHO funding requested will be used to build a new dog park and install lighting for the tennis and basketball courts. The following goals are in place for the Bill Keller Park Improvements Phase I Project:



GOAL 1: OFFER NEW PUBLIC PARK AMENITIES:

Updating public outdoor recreational opportunities that will result in an increase of park users continues to be a goal for the City of DeBary. City Staff continues to strive to ensure that their public parks provide well maintained and updated amenities. The new dog park and lighting will add a new public amenity as well as expand the hours of use for the existing public park.



Objective: The importance of fostering healthier relationships and improving parks and open spaces that supports and accommodates all users in a healthy, sustainable environment is recognized as a high priority goal. Objectives of the dog park will include:

- ❖ Offer potential for improvement of dog socialization and overall health by offering a variety of physical activities and options for pets.
- ❖ Offer potential to increase neighborhood socialization opportunities for pet owners to interact and network with others while engaging in active and healthy lifestyle activities that offer dual benefits to owners and pets.



GOAL 2: INCREASE PUBLIC AWARENESS AND PARK USE:



Objective: Enhance marketing efforts to ensure Volusia County residents and other visitors are aware of the existing and new park facilities and amenities at Bill Keller Park and other free passive parks.



GOAL 3: IMPROVE PUBLIC SAFETY/SECURITY:

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Objective: The City of DeBary continues to maintain a quality public park system which sends a clear message to residents and visitors of the City of DeBary that the safety and wellbeing of the community is a high priority. A study done by National Recreation and Park Association, (www.nrpa.org), showed that a well-maintained park system cultivates a feeling of pride and ownership in a community and has shown to lower the instances of vandalism. Statistical data included in Additional Information (see Supplemental Documents Page 67-69)

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

- ❑ **Goal 1 will be met by December 2022 with the installation of new lighting and construction of the new dog park.**
- ❑ **Goal 2 will be met by increasing public awareness of the available free amenities of Bill Keller Park and tracked through the city and various partner websites, newsletters, posters, flyers, emails, and other social media sources such as Facebook, newspapers, on-line maps and television event announcements. The results will also be tracked with the Activenet Software program used by the City of DeBary.**
- ❑ **Goal 3 will be met by tracking the effectiveness of the public safety and security inside Bill Keller Park by:**
 - ❖ **Monitoring the user numbers based on scheduled events.**
 - ❖ **Tracking the number of injury reports and verbal and written survey comments with the City of DeBary existing Activenet Software program.**
 - ❖ **The Volusia County Sheriff's Office continues to provide active patrol of all City of DeBary parks, including Bill Keller Park.**

The City of DeBary staff will continue to meet the goals and objectives of providing quality public outdoor recreational opportunities in all DeBary parks including Bill Keller Park during and after the restrictive covenant period.



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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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BUDGET INFORMATION

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



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BUDGET DETAIL CHART							
Construction Phase Expenditures <i>Add rows as needed</i>	UC +	LM +	IN-KIND +	PSC	= MATCH	ECHO	TOTAL
Lighting	60,000	LM	In-Kind	PSC	60,000	60,000	120,000
Subtotal	Subtotal UC	Subtotal LM	Subtotal In-Kind	Subtotal PSC	Subtotal Match	Subtotal ECHO Request	Subtotal
:							
Dog Park General Construction	15,000	LM	In-Kind	PSC	15,000	15,000	30,000
Subtotal	75,000	Subtotal LM	Subtotal In-Kind	Subtotal PSC	75,000	75,000	150,000
Signage:							
ECHO Temp Sign	500	LM	In-Kind	PSC	500	Total ECHO Request	500
ECHO Permanent Sign	1,500	LM	In-Kind	PSC	1,500	Total ECHO Request	1,500
Subtotal	77,000	Subtotal LM	Subtotal In-Kind	Subtotal PSC	77,000	75,000	152,000
PROJECT TOTALS	\$77,000	TOTAL LM	TOTAL IN-KIND	TOTAL PSC	\$77,000	\$75,000	\$152,000

Line items should match your project (some examples are Equipment, Metals, Finishes, Wood and Plastic, Thermal, Plumbing). Budgeted match amounts should be placed in the corresponding description column (Unencumbered Cash, Land Match, In-kind Services/Items or Previously Spent Cash).

See Supplemental Attachment Document for:

- **Parks & Recreation FY 2022 Budget Expenditures Document – Page 30**
- **Operational Expense Detail – Page 31**



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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.

See Supplemental Attachment Document for Commitment Letter on Page 25 and Match Documentation City of DeBary Executed Resolution Page 26.

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 City of DeBary is a Municipal Government. The Bill Keller Park Improvements Phase I operational expenses are incorporated in the City of DeBary Parks & Recreation annual budget.

The park is already maintained by City Staff and any additional maintenance and replacement costs will be budgeted and paid out of the City's general fund.

The City of DeBary Parks & Recreation Staff has an ongoing goal to provide a safe recreational atmosphere for all park patrons. By performing regular maintenance and inspections of every park facility, visitors can expect to have enjoyable and safe outdoor recreational experiences throughout the year. The maintenance costs are funded through the City of DeBary Parks and Recreation operational budget. The monitoring of the depreciation of park buildings and equipment by City Staff is ongoing, with the identified needs for repairs or replacements addressed during the city budget and capital improvement process.

The Parks and Recreation Department has a goal to add at least one (1) new program or special event each year. The tennis court lighting project will allow us to add tennis and basketball programs in the evenings. We will also have the ability to move our youth dodgeball program that currently takes place on the courts to evenings as well.

The first ever City of DeBary Dog Park with a variety of amenities for our local pups will attract families and visitors of all ages and will become a gathering place for community members who will visit often and enjoy comradery and make new friendships with other dog owners. This will enhance the atmosphere of supportiveness in our community.

No Fees are charged for passive use of the amenities at Bill Keller Park.



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The City of DeBary offers the community the opportunity to rent the park facilities for private individual use. The fee schedule is as follows:

See Supplemental Document for:

City of DeBary Rental Fee Schedule Page 27 and Maintenance Schedule Page 28-29.

20 YEAR REPLACEMENT PLAN:

The City of DeBary Parks & Recreation Department plans for equipment repair and replacement in all park locations through the annual budget and capital improvement process. The new project will be included in the plan. The feasibility of the new project is based on the popularity of the current Bill Keller Park amenities with both youth and adults and is planned as an additional amenity that will fit in with the current trend of amenities desired by public users.

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

BUSINESS PLAN/ PROJECT FEASIBILITY:

The City of DeBary Parks and Recreation Department plans for equipment repair and replacement in all park locations through the annual budget and capital improvement process. The Bill Keller Park Improvements project will be included in the ongoing business plan.

The feasibility of the new project is based on the popularity of the current Bill Keller Park amenities with both youth and adults, with an estimated annual user visit of 118,000. The new improvements that are planned will enhance and add additional amenities that will fit in with the current trend of the park experience desired by public users and expressed in surveys, public meetings, public workshops and attendance statistics.

The City of DeBary Parks and Recreation held a public workshop on March 4, 2020. The workshop focused on facilities and programs. Several residents, business owners, user groups and civic organizations attended.

The City of DeBary budget workshops for the Fiscal Year 2021-2022 Annual Budget were open to the public on August 11, 2021. The final Fiscal Year 2021-2022 Annual Budget was approved by the DeBary City Council on September 22, 2021.



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MARKETING PLAN:

The City of DeBary marketing plan for Bill Keller Park is to continue enhancing community awareness of the available park amenities, passive use, pavilion rentals and the first dog park in the City of DeBary. Marketing efforts will continue through various partner websites, newsletters, posters, flyers, email, and other social media sources such as Facebook, newspapers, and television. Upcoming events will continue to be advertised using social media sources mentioned above as well as follow up stories to share the success of the event with the public.

FISCAL STABILITY

The City of DeBary is a Municipal Government. The City of DeBary Parks & Recreation annual budget includes the operational expenses for Bill Keller Park. The park is already maintained by City Staff and any additional costs will be budgeted and paid out of the City's general fund. The maintenance assignments for the new project will be distributed to existing staff to cover the new amenities for Bill Keller Park in the maintenance schedule.



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

<u>Operational funding for this organization</u>	<u>Prior Completed Year</u>	<u>Current Year</u>	<u>Projected Year</u>	<u>Next Projected Year</u>
<u>Fundraising, Memberships, Donations, etc.</u>	\$0	\$0	\$0	\$0
<u>County Grants (other than ECHO)</u>	\$62,225 (CDBG)	\$62,225 (CDBG)	\$62,225 (CDBG)	\$62,225 (CDBG)
<u>Grants (Non-County)</u>	\$0	\$0	\$0	\$0
<u>Cash Donations</u>	\$0	\$0	\$0	\$0
<u>TOTALS</u>	\$62,225	\$62,225	\$62,225	\$62,225
<u>Administrative Costs</u>	\$80,000	\$80,000	\$80,000	\$80,000
<u>Program Costs</u>	\$40,000	\$40,000	\$55,000	\$55,000
<u>Educational Outreach Programs</u>	\$0	\$0	\$0	\$0
<u>Contractor Services (for this project)</u>	\$0	\$0	\$0	\$0
<u>Marketing & Advertising</u>	\$2,000	\$2,000	\$2,000	\$2,000
<u>Payroll Total Expense</u>	\$789,032	\$813,436	\$900,000	\$900,000
<u>TOTAL</u>	\$911,032	\$935,436	\$1,037,000	\$1,037,000
<u>Not-for-Profit</u>	\$0	\$0	\$0	\$0
<u>Endowments</u>	\$0	\$0	\$0	\$0
<u>TOTALS</u>	\$0	\$0	\$0	\$0
<u>Number of Full-time Employees</u>	11	11	12	12
<u>Number of Part-time Employees</u>	6	6	8	8
<u>Volunteer Hours</u>	10,000	10,000	10,000	10,000
<u>Value of Volunteer Hours (15 /hr.)</u>	150,000	150,000	150,000	150,000
<u>TOTALS</u>	160,000	160,000	160,000	160,000

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

☐ Yes ☒ **No**

The City of DeBary has a proven record of sound fiscal and project management and has not defaulted on any previous grant award.

If yes, please explain:

Explanation of default



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FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

1. County of Volusia and Local Municipalities must provide a link to their Financial Statement under GASB 34.

[Financial statement link](#)

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.
 - 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.

See Supplemental Attachment Document for Financial Audit Pages 33-64



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DRAWINGS

See Supplemental Attachment Document for all drawings Pages 4-24

1. Permanent ECHO Sign documents should include site design, materials and site placement.

The sign design and material will be approved by ECHO staff and consistent with all other ECHO funded parks. Sign site placement is on page 5 of Supplemental Attachments and labeled with a purple star.



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CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

SIGNED 3/21/2022



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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:	
Printed Name:	Carmen Rosamonda, City Manager
Phone #:	(386) 668-2040
OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT	
Signature/Date:	
Printed Name:	Carmen Rosamonda, City Manager
Phone #:	(386) 668-2040
CHIEF FINANCIAL OFFICER FOR THE APPLICANT	
Signature/Date:	
Printed Name:	Elizabeth Bauer, Finance Director
Phone #:	(386) 668-2040
NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS	
Signature/Date:	
Printed Name:	<u>Name</u>
Phone #:	<u>Phone Number</u>
Executive Board or Board of Directors reviewed and approved this application on (date): <u>Board approval date</u>	

PROJECT/CONSTRUCTION TIMELINE CHART

[illegible]

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.

APPLICANT

- ☒ **ECHO Application, completed and signed**
- ☒ **Mission Statement for Organization**
- ☒ **Proof of ownership or copy of lease**
- ☒ **Restrictive Covenants or Statement agreeing to follow this requirement**
- ☒ **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) N/A**
- ☒ **Completed and signed Drawings**
- ☒ **Street Locator**
- ☒ **Map Site Plan**
- ☒ **Preliminary & Schematic Drawings**
- ☒ **Design & Development Documents**
- ☒ **Construction Documents**
- ☒ **Permanent ECHO Sign Documents**
- ☒ **Certification of Information and Compliance**
- ☒ **Project/Construction Timeline Chart**
- ☒ **Other-Additional Information**