



**2024 GRANTS-IN-AID
STANDARD & EXCEPTIONAL GRANT APPLICATION**



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

APPLICANT INFORMATION

1. Applicant (Legal name of organization): City of Ormond Beach

2. Address (mailing): P.O. Box 277

City: Ormond Beach

State: Florida

Zip Code: 32175-0277

3. Type of Organization:

☒ Municipal government ☐ Volusia County Government

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

4. Federal ID #: 59-6000398

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

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

NA

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: Loretta Moisio

Title: Grants Coordinator

Telephone #: 386-676-3315

E-Mail: Loretta.Moisio@ormondbeach.org

8. 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.



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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.

PROJECT INFORMATION

1. Project Title: Nova Community Park Fields 2-5 Improvements

Project Location Address: 440 North Nova Road

City: Ormond Beach

State: Florida

Zip Code: 32174

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



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

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

PROJECT DESCRIPTION

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):

County Resolution 2020-79 seeks to “enhance the quality of life for its residents by continuing to provide environmental, cultural, historical, and outdoor recreational opportunities.” As a family-oriented community, Ormond Beach consistently works to meet the needs of its citizens and visitors. In this regard, we continually invest to keep premier recreational facilities the very best they can be by improving them, expanding them, and creating new ones as needed by our citizens. Therefore, the City’s goals align perfectly with those of Volusia County.

Nova Community Park facilities provide a wide variety of organized, self-motivated, and passive recreational opportunities. This improvement project further promotes the goals of County Resolution 2020-79 as it will provide for the “continuing need for high quality user oriented outdoor recreational opportunities.”

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 homes with some commercial uses located near the road. The Park has five (5) baseball/softball fields – four on the west side of Nova Road and one on the east side of Nova Road. In addition to the baseball/softball fields, there are six (6) tennis courts, five (5) racquetball courts, one (1) outdoor basketball court, three (3) picnic facilities, a large playground, and a skateboard park. There is also 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.

Public access for vehicles is available at two park entrances. One is directly off Nova Road (SR5A) onto park property and the other is off Main Trail which is accessible from Nova Road. Public access for pedestrians is available via sidewalks along Nova Road, and through the adjacent neighborhoods and trails within the park area.

In FY 2022-2023, Nova Fields #2-5 were actively used for a total of 171 days, totaling 2,443 hours. This usage included hosting the OBYBSA BASEBALL ASSOCIATION MINOR & MAJOR LEAGUES, the USSSA BASEBALL TOURNAMENTS, Athletx Baseball Tournament, and special populations challenger baseball league. During this time, the fields were frequented by 20,560 program participants and 28,590 event spectators. Currently, the Nova fields are rated as minor and



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bambino by Babe Ruth Baseball. Now, with the planned conversion of one of our softball fields into a baseball field, we anticipate being able to accommodate more outside teams, leagues, tournaments, and spectators. This expansion will also enable us to offer a broader range of youth baseball programs, further enriching our community's outdoor recreational opportunities.

The project of this application is to replace the softball field (field number 2) infield area and partial outfield with a youth size baseball field due to the increasing needs by the community and the demand for more regulation tournaments. In addition to field 2, this project will also improve the three (3) baseball fields (field numbers 3-5; see location map), located on the west side of Nova Road. These fields were last improved 20 years ago and have a high level of use. This project will be to completely improve the infield areas and partial outfields for each of these fields to include drainage improvements. The infield areas and partial outfields will receive new clay, drainage improvements, Bermuda sod, irrigation and new pitcher rubber/bases. Ormond Beach is committed to investing in premier recreational facilities by improving them, expanding them and creating new ones.

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. For more information on exceptional projects see page 8 of the [ECHO Guidebook](#).

NA

3. Describe the project and construction timeline:

For this project, the City will be utilizing a construction manager and the award process is anticipated to occur between April and June 2024 with construction anticipated to begin in July 2024 and completed by July 2025.

4. Describe how the green infrastructure and sustainability standards will be used in the project ([Green Building Standards | US EPA](#)).

The City of Ormond Beach continually strives to implement green technologies that have low impact on the environment. By installing new "smart" irrigation technology, this will both save water and money. Efficient irrigation reduces impacts of over watering by installing a weather base controller to adjust the irrigation schedule based on local weather conditions.

5. How will the project conserve water and/or promote water efficiency?

This project will cut costs and water use by installing Falcon rotors with rain curtain nozzles to maximize performance and coverage pressure regulating systems which optimize flow rate to conserve water. Efficient irrigation reduces impacts of over watering. Powered by current



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weather data, Rain Bird controllers only irrigate when the landscape requires it, saving additional time and water.

6. How will the project conserve energy and/or promote renewable energy?

NA

7. How will the project, if a new facility, meet the green building standards or certifications?

NA

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

Mostly all of the existing walkways that lead to these fields and covered bleacher areas are ADA compliant. A person with disabilities will be able to use these walkways to navigate to these fields and be able to watch a baseball game under the covered bleacher area which has accommodations for ADA.

9. If applicable, describe any additional phases:

No additional project phases are planned.

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:

Joyce Shanahan, City Manager
Kelly McGuire, Finance Director
Shawn Finley, P.E., Public Works Director
Alex Schumann, P.E., City Engineer
Robert Carolin, Leisure Services Director
Stefan Sibley, Assistant Leisure Services Director
Cara Culliver, Principal Landscape Architect
April Martti, Engineering Projects Coordinator
Loretta Moio, Grants Coordinator

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

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



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Shawn Finley, P.E., Public Works Director, and Alex Schumann, P.E., City Engineer, created the budget for this project. Mr. Finley has been with the City for thirteen years serving first as Civil Engineer, then Deputy City Engineer, then City Engineer and now Public Works Director. Mr. Finley has served as project manager for a large number and variety of projects implemented throughout the City. Mr. Schumann has been with the City for over six years, three as a Civil Engineer, two as Deputy City Engineer and was promoted to City Engineer in 2021. During his tenure, Mr. Schumann has managed City ECHO projects. 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 (include when the project team will be selected):

Staff has engaged the services of Zev Cohen and Associates (ZCA) to prepare engineering drawings and specifications for the construction of this project. ZCA is an interdisciplinary civil engineering, land planning and environmental consulting firm with extensive experience in the design and permitting of public recreational facilities in Volusia County dating back to 1977. The City will also utilize the expertise of A.M. Weigel Construction Company (Weigel) as its Construction Managers for this project. Weigel, and its principals, are highly qualified construction managers having worked on many public projects for Volusia County Schools, the Daytona Beach International Airport, Embry-Riddle Aeronautical University, and many municipalities, including the City of Ormond Beach. Weigel has served the City of Ormond Beach as construction managers on ECHO funded projects: Ormond Beach Skate Park Expansion (2012); the Environmental Discovery Center (2014); and, the Ormond Beach Sports Complex Field Lighting (2018). The estimate provided with this application was prepared by Weigel based upon plans prepared by ZCA.

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):

Staff	Responsibilities	Weekly Time
Alex Schumann, P.E., City Engineer	Project Management: Bidding, Award, Construction	5%
Shawn Finley, P.E., Public Works Director	Project Management: Bidding, Award, Construction	5%
Cara Culliver, Principal Landscape Architect	Project Management: Bidding, Award, Construction	10%
April Martti, Engineering Projects Coordinator	Project Management: Grant Administration	5%



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Stefan Sibley, Assistant Leisure Services Director	Post Construction Management	15%
Robert Carolin, Leisure Services Director	Post Construction Management	5%

PERFORMANCE MEASURES

1. Explain the project's goals and objectives:

The objective of this project is to complete one field conversion from a softball field (field 2) to a baseball field and complete improvements to three fields (fields 3-5) as quickly as possible to ensure they are ready for seasonal play with no, or minimal, disruption. Providing the conversion and improvements of these fields will assist in meeting the expanding need for additional athletic programming within the community. The overall goal of this project is to provide a safe environment where rising athletes can perform to the best of their abilities, and to continue meeting the community's needs with enhanced outdoor playing spaces for everyone to enjoy.

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

We collect data on the usage of fields (see below) which is reported monthly, quarterly, and annually. This data collection will continue in perpetuity meeting the restrictive covenants length requirement.

Categories of Measurements: (Figures reflect FY 22-23.)

- Programs Offered: 25
- Participants: 20,560
- Attendance: 28,590
- Volunteers: 0
- Volunteer Hours: 0
- New Programs: 0
- Returning Programs: 25
- Participant/Attendee Surveys: 0

FUNDING REQUEST

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

- a. Standard Grant Request (up to \$600,000.00) \$ 216,326.00
- b. Exceptional Grant Request (up to \$2,500,000.00) \$ NA



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- c. Confirmed Match Funds \$ 216,326.00
- d. Total Project Cost (ECHO + Match) \$ 432,652.00
- 2. Mandatory Workshop was attended by: Loretta Moisio
Date of Workshop: 9/28/2023
- 3. List any prior year grants received from ECHO (include year, project name and amount of grant):
 - 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
 - 2020** – MacDonald House Restoration - \$400,000
 - 2020** – Nova Tennis Court Lighting - \$137,500
 - 2022** – Performing Arts Center Renovation - \$600,000

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
General Requirements:	63,791				63,791	0.00	63,791
Mobilization, Waste Collection, etc.							
Contractor Fees							
Professional Services:							
Consultant Services							
Site Construction:	147,035				147,035	216,326	363,361
Ballfield Site Work, Irrigation & Drainage Improvements							
Specialties							
Playground Equipment							
Picnic tables, grilles							
Signage:	5,500				5,500		5,500
Educational Signage							
ECHO Temp Sign							
ECHO Permanent Sign							
PROJECT TOTALS	216,326				216,326	216,326	432,652

Line items should be made to 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).

Request amounts should be compromised of all line items and entered in the detail category heading.

MATCH DOCUMENTATION

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

(Attachment, pages 87-89)



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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.

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:

Once the field conversion and field improvements are complete, it will allow for additional programming and expanded play on all four fields. Additional staff will not be required. If a grant is awarded, the facility will have a uniform fee structure for all of Volusia County residents based on usage, duration and specifics needed for preparation of the individual fields. The current fee schedule is attached and will be revised to reflect the same fees for all Volusia County residents should a grant be awarded. (Attachment, page 107)

The City of Ormond Beach has a full-time Leisure Services Department with sixty-four (64) 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.

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 objectives of field conversion and field improvements will assist in advancing our overall goal of meeting the continuously expanding need for additional athletic



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programming within Volusia County. By creating a high-quality recreational atmosphere with safe playing surfaces that can withstand our weather elements, the completion of this project will help attract and promote youth sports. Our persistent goal is to always provide a safe environment where athletes can perform to the best of their abilities and continue meeting the community's needs in enhancing outdoor playing spaces for all participants and spectators to enjoy.

FEASIBILITY STUDY: In 2021, the City initiated its update of the City of Ormond Beach Parks and Recreation Master Plan. As part of the update, the following occurred:

- A statistically valid survey was sent out to the public;
- An online survey was made available to the public;
- Public meetings were held and audience polling was conducted during the meetings; and,
- A joint Leisure Services Advisory Board and Quality of Life Board meeting was held during which member polling was conducted.

The responses from these activities were compiled to form the basis for a report of "Existing Conditions and Needs Assessment Findings" which was presented to the City Commission at a workshop on August 17, 2021. (Attached.) Based on the data in this report, there is substantial public support for athletic field improvements.

Statistically Valid Survey Sent Out to the Public:

- In the summary of findings and priority actions, recommendation #2 is to upgrade existing parks including athletic fields. (Attachment, page 128)
- The survey showed that 38.8% of the respondents had visited Nova Community Park during the past two years. (Attachment, page 141)
- The survey showed that 24.6% of the respondent households had participated in youth sports over the last five years. (Attachment, page 144)
- The survey responses for Residents' Level of Support for Actions the City Could Take to Improve the Parks and Recreation System showed a 51% level of support to "upgrade existing parks." (Attachment, page 150)

Online Survey Made Available to the Public:

- The online survey results showed that 52.12% of the respondents had visited Nova Community Park during the past two years. (Attachment, page 152)



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- The online survey results showed that 32.6% of the respondents and/or household members had visited parks and recreation facilities on a daily basis in the past two years. (Attachment, page 153)
- The online survey results showed that 38% of the respondents and/or household members participated in youth sports in the last five years. (Attachment, page 155)

Joint Leisure Services Advisory Board and Quality of Life Board Meeting held with Member Polling Conducted:

- In interviews with the members of Joint Advisory Board, four members stated the need to place a priority on improvements to existing parks and facilities to ensure high quality experiences. (Attachment, page 177)

MARKETING PLAN: Currently, the Ormond Beach Leisure Services partners with Volusia County Schools, the Daytona Beach Convention and Visitors Bureau, the Ormond Beach Youth Sports Associations, Bethune-Cookman University, various local, state and national sport associations.

Press releases, print advertisements, and social media notifications will be used for promoting upcoming events and activities. Information will also be posted on the Sports Volusia website and the Ormond Beach website.

Once the improvements are complete, the venue will continue to be marketed through the City's website, its social media platforms, and local media outlets.

Social Media Marketing: As part of the overall marketing plan for leisure services facilities, Facebook is a key tool. A multi-faceted approach to social media by focusing on programming, and customer relationships is essential to reach program participants.

The Leisure Services Facebook page was created in 2018. Since that time, the page has grown to 2,186 likes and 2,768 followers. The Leisure Services Facebook has reached over 27,000 people within the last three months. These numbers illustrate the importance of using social media to engage with our customers.

City of Ormond Beach Website: Program participants can register from the City's website. Customers can click "registration" on the Leisure Service webpage. After clicking on the link, customers are re-directed to the registration site where they will find information about program offerings and then can select their choices and complete the registration process.

TIPS:

Tips for writing a business plan:



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- A business plan is a document detailing a business's future objectives and strategies for achieving them.
- A business plan should be a detailed road map that explains the goals and plans to achieve them.

Tips for writing a feasibility study:

- A feasibility study is an assessment of the practicality of a proposed plan or method that will provide a clear picture of your organization's budget and operations.
- A few factors that should be considered while writing the feasibility study:
 - How will the project provide quality of life benefits to county residents?
 - Have you conducted a survey or public meeting/workshop?
 - Is the project practical?
 - What is the life expectancy of the project?
 - Can the organization maintain the project for the 20 year compliance period?

Tips for writing a marketing plan:

- A marketing plan is an operational document that outlines an advertising strategy an organization will implement to reach its target market.
- The marketing plan should include details on the marketing channels and the campaign.



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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.				
County Grants (other than ECHO)				
Grants (Non-County)				
Cash Donations				
TOTALS				
Administrative Costs				
Program Costs	963,205.79	1,150,346.00	1,191,161.00	1,226,895.83
Educational Outreach Programs				
Contractor Services (for this project)				
Marketing & Advertising				
Payroll Total Expense	369,829.45	436,439.00	466,323.00	480,312.69
TOTAL	1,360,035.24	1,586,785.00	1,657,484.00	1,707,208.52
Not-for-Profit				
Endowments				
TOTALS				
Number of Full-time Employees	4	4	4	4
Number of Part-time Employees	7	7	7	7
Volunteer Hours	1,329	2,130	2,931	3,732
Value of Volunteer Hours (@24.69 /hr.)	32,813	52,589	72,366	92,143
TOTALS	1,365,848.24	1,639,374.00	1,729,850.00	1,799,351.52

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

☐ Yes ☒ No

If yes, please explain:

FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

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

<https://www.ormondbeach.org/ArchiveCenter/ViewFile/Item/10221>

The link should include the following documents:

- A Management Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.
- A Response Letter from the last fiscal year Independent Auditor's Report on the Basic Financial Statement.



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- 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.

DRAWINGS

1. Drawings are required from ALL applicants (documents must be legible and to scale with legends):
 - b. Current drawings and/or excavation plans for the facility.
 - a. 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:
 - 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).



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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.



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CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

Note: A fully executed copy is included in the Attachment, page 116.

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: November 8, 2023

Printed Name: Joyce Shanahan, City Manager

Phone #: 386-676-3200

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature/Date: November 8, 2023

Printed Name: Joyce Shanahan, City Manager

Phone #: 386-676-3200

CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature/Date: November 8, 2023

Printed Name: Kelly McGuire, Finance Director

Phone #: 386-676-3226

NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature/Date:

Printed Name:

Phone #:

Executive Board or Board of Directors reviewed and approved this application on (date):



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PROJECT/CONSTRUCTION TIMELINE CHART

Description	April - June 2023	July - Sept 2023	Oct - Dec 2023	Jan - March 2024	April - June 2024	July - Sept 2024	Oct - Dec 2024	Jan - March 2025	April - June 2025
Design		XXXXXX	XXXXXX						
Construction					XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
ECHO Temporary Sign						XXXXXX			
ECHO Permanent Sign									XXXXXX



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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.

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)
- ☒ 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