



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

**Deltona Family YMCA Athletic
Fields and Playground Project**





ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

APPLICANT INFORMATION

1. Applicant (Legal name of organization): **Volusia Flagler Young Men's Christian Association, Inc**

2. Address (mailing): **761 East International Speedway Boulevard**

City: **DeLand**

State: **Florida**

Zip Code: **32724**

3. Type of Organization:

☐ Municipal government ☐ Volusia County Government

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

4. Federal ID #: **59-3284968**

Florida Not-for-Profit Corporation Charter # (if applicable): **1345**

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

CH18219

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: **Chris Seilkop**

Title: **Chief Executive Officer**

Telephone #: **386-738-9622**

E-Mail: **cseilkop@vfymca.org**

8. Provide the Mission Statement for your organization:

The mission of the Volusia Flagler Young Men's Christian Association, Inc. is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.



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PROJECT INFORMATION

1. Project Title: **Deltona Family YMCA Athletic Fields and Playground Project**

Project Location Address: **280 Wolf Pack Run**

City: **Deltona**

State: **Florida**

Zip Code: **32725**

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**



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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):

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

The Volusia Flagler Family YMCA continues to exemplify the goals set by the ECHO Resolution 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 Volusia Flagler Family YMCA is a leading nonprofit committed to strengthening the community by empowering young people, improving the health and well-being of people of all ages, and inspiring action in and across communities.

The Volusia Flagler Family YMCA is made up of Camp Winona, DeLand Family YMCA, Deltona Family YMCA, Holly Hill Family YMCA, Ormond Beach Family YMCA, Port Orange Family YMCA, and Southeast Volusia Family YMCA. All programs and activities of the YMCA are designed to build a healthy spirit, mind, and body for all residents of Volusia County. Each improvement and addition to our programs and facilities is specifically designed to meet critical needs in the community by connecting families, improving health, and impacting youth.

The Deltona Family YMCA, formally known as The Four Townes Family YMCA, is in an area known as Four Townes consisting of DeBary, Deltona, Orange City, and Enterprise. The Deltona Family YMCA is designed to meet the needs of these communities, offering swimming and exercise needs for all age groups as well as a variety of programs and services.

All services of the Volusia Flagler Family YMCA Association are available to the public. Anyone can enjoy the YMCA whether it be through membership, by using a daily pass, or by enrolling in specific programs or activities. No one is turned away from the Volusia Flagler Family YMCA for financial reasons. In 2022, the Volusia Flagler Family YMCA gave \$217,210.12 in financial assistance.

The Volusia Flagler Family YMCA is requesting ECHO funding for a new construction of a new ADA playground and improvements to the adjoining soccer fields that include bleachers, updated irrigation and picnic tables. These amenities will be available for public use during YMCA operating hours, and they will meet



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the goals of Resolution 2020-79 to enhance the quality of life for its residents by providing environmental, cultural, historical, and outdoor recreational opportunities. The new ADA playground will include a solar powered shade structure and picnic tables and a play area with equipment for modern play stations to appeal to a larger group of children and families. All the features are designed to help children of all abilities learn and grow through play. The playground will be available for siblings, relatives, and friends who come with the youth sports participants.

Improving the soccer fields with one artificial turf and one natural turf (sod) field, updated irrigation, bleachers that are ADA compliant, offers many benefits to the players with the same level of safety and performance as a grass field with increased playing time, lower maintenance, environmentally friendly, less expense over time, and works well in any climate and weather condition. The soccer fields are ADA accessible with an ADA sidewalk connecting the amenities.

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](#).

This is not an exceptional grant.

3. Describe the project and construction timeline:

The land clearing and the shade structure are scheduled to be in place by March 2024 or as soon after ECHO grant award documents are executed. The playground and turf athletic field will be finalized within 3 months of Notice to Proceed is issued from ECHO and ready for public use.

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

The playground at the Deltona Family YMCA is an outdoor project and naturally incorporates green and sustainable standards. There will be insignificant impact on the natural resources and the construction will not require removing trees or plants.

The ADA compliant surface under the play equipment is made of artificial turf with padding, meeting industry safety standards.



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The surface under the playground equipment and artificial turf for the soccer field will require no fertilizer to maintain it. Fertilizers are known to contribute to greenhouse gas levels, cause issues with aquatic life, reduce soil fertility and attract pests. Further, chemical-based fertilizers can be harmful to children and animals and should be used with caution on lawns and gardens that are easily accessed by kids and pets.

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

The surface under the playground equipment and the artificial turf for the soccer field is eco-friendly by reducing the use of water to maintain the surfaces.

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

While the solar panels are not part of this ECHO project, we would like to note that the Deltona Family YMCA is installing 2MW of solar panels with a minimum production capability of 2,660,000kWh's. By building customized structures, the patrons not only get the benefit of renewably sourced energy generated on site, but also the added value of the covered shade areas that will enhance the user experience. The project will also feature learning tools and data analyzation that is then turned into real world suggestions on how to further lower power usage and bring demand down.

According to the US Environmental Protection Agency (<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator#results>), once energized the solar systems will reduce the YMCA's consumption significantly, directly correlating to a yearly avoidance of:

- 2,078 tons of CO2 equivalent released into the atmosphere. or
- 2,111,596 lbs. of coal burned or
- 367 homes worth of electricity use or
- 4,360 barrels of oil consumed or
- 81,598 trash bags of waste recycled instead of landfilled.

The yearly offsets are guaranteed under the agreement for the next 25 years, and after that the system will continue to perform for nearly double that amount of time with virtually no foreseeable replacements or upgrades to the system.

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

Although there is not a new facility in the ECHO project, we are adding solar panels to the top of the shade structure that will provide energy to the entire facility.



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

The surface under the play equipment will be covered with artificial turf with a cushion pad underneath for safety and is ADA compliant.

The playground will include a transfer station which complies with ADA requirements making the project accessible to those with varying abilities. Ground-level play stations that are lower to the ground to enable play opportunities for children of all sizes, ages, and abilities, especially those using mobility devices will be included.

9. If applicable, describe any additional phases:

Currently, there are no additional phases to the Deltona Family YMCA Athletic Fields and Playground Project.

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:

**Chris Seilkop, Chief Executive Officer
Volusia Flagler YMCA
761 E. International Speedway Boulevard
DeLand Florida 32724**

**Dave Shaw, Chief Financial Officer
Volusia Flagler YMCA
280 Wolf Pack Run
Deltona, Florida 32725**

**Charles Lydecker, President, Board of Directors
1540 Cornerstone Blvd, Suite 230
Daytona Beach, Florida 32117**

**Paul Pomfret, Association Facilities Director
Volusia Flagler YMCA
761 E. International Speedway Boulevard
DeLand Florida 32724**



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

**Chris Seilkop, Chief Executive Officer
Volusia Flagler YMCA
761 E. International Speedway Boulevard
DeLand Florida 32724**

- **Chris Seilkop has 29 years of experience with the YMCA, with the last 10 years serving as the Chief Executive Officer (CEO). He spent 19 years with the Volusia Flagler YMCA and then 7 years at the YMCA in Victoria, Texas before returning to Volusia County. He has renovated/built four (4) YMCA facilities with a construction value of over \$16 million. Chris holds a degree in Political Science from the University of Central Florida and earned his Master of Business Administration (MBA) in 2022 from Keller School of Management.**

**Dave Shaw, Chief Financial Officer
Volusia Flagler YMCA
280 Wolf Pack Run
Deltona, Florida 32725**

- **David Shaw holds a Master of Business Administration (MBA) degree from Stetson University. He has more than 40 years of experience in finance and accounting, with 35 years employed in nonprofit accounting management in Central Florida. He was the CFO for this association for 7 years in the 2000s and returned to this position in 2021. During both periods of employment here, David has managed grant reports and reimbursements for several ECHO grant projects.**

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

When the final vendor is chosen, we will provide the project team to ECHO staff.



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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):

<u>Project Staff</u>	<u>Project Responsibilities</u>	<u>Time Dedicated to Project (per week)</u>
Chris Seilkop, Chief Executive Officer	Project Management	2%
David Shaw, Chief Financial Officer	Bidding & Award	1% (bid process only)
David Shaw, Chief Financial Officer	Grant Reports & Reimbursement	5%

PERFORMANCE MEASURES

1. Explain the project's goals and objectives:
The goals and objectives of the new Deltona Family YMCA playground and artificial turf for soccer field are as follows:
 - **Goal 1: Attract more children in Deltona and the surrounding area to active outdoor recreation and play.**
 - **Objective 1A:**
 - **Provide a safe environment for children to play.**
 - **Objective 1B:**
 - **Advertise to the community that a new and modern playground is available to children and families in the community.**
 - **Goal 2: Increase the hours of outdoor play for the children who participate in programs at the Deltona Family YMCA.**
 - **Objective 2A:**
 - **Install modern safe play equipment.**
 - **Objective 2B:**
 - **Add more outdoor playtime into our program curriculum.**
 - **Objective 2C:**
 - **Increase playing time on the soccer field. A grass field play time must be limited to maintain good condition. Artificial turf can withstand heavy repeated use without damage.**



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- **Goal 3: Improve the mental and physical health of children through free and organized play.**
 - **Objective 3A:**
 - Provide a safe environment for children to play.
 - **Objective 3B:**
 - Incorporate more play into children's programs at Deltona Family YMCA.
 - **Objective 3C:**
 - Increase the use of the soccer field through advertising the resurfacing of the field and amend the schedule to allow for more play and practice time.

- **Goal 4: Make physical activity and a healthy lifestyle part of their life as children grow into adulthood.**
 - **Objective 4A:**
 - Provide a safe environment for children to play.
 - **Objective 4B:**
 - Incorporate more play into children's programs at Deltona Family YMCA.
 - **Objective 4C:**
 - Increase the use of the soccer field through advertising the resurfacing of the field and amend the schedule to allow for more play and practice time.

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

The Deltona Family YMCA tracks the number of children who attend the programs of the YMCA and use daily passes to access all the amenities we offer, including the playground, as well as the number of soccer practices and games scheduled on the soccer field. We also track the number of hours of physical activity of children and all our members.



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FUNDING REQUEST

1. Project Funding (Grant Request Amount and Match Amount):
 - a. Standard Grant Request (up to \$600,000.00) \$ **428,500.00**
 - b. Exceptional Grant Request (up to \$2,500,000.00) \$ **0.00**
 - c. Confirmed Match Funds \$ **428,500.00**
 - d. Total Project Cost (ECHO + Match) \$ **857,000.00**
2. Mandatory Workshop was attended by: **Theresa Brooks, Kelly Crane, Barbara Storz, Sondra Henderson**
Date of Workshop: **September 28, 2023**
3. List any prior year grants received from ECHO (include year, project name and amount of grant):

2008	DeLand Splash Park	\$71,000
2008	Deltona Splash Park	\$57,000
2013-2014	Ormond Beach Community Aquatic Project	\$382,000
2015-2016	Ormond Beach YMCA Community Aquatic and Park Project	\$400,000
2017-2018	DeLand YMCA Playground Project	\$77,750
2017-2018	Ormond Beach Aquatic and Park Project	\$237,900
2018-2019	Ormond Beach Aquatic and Park Project	\$400,000
2020-2021	Ormond Beach Aquatic Park Project Playground and Pool Shade Structure	\$112,500
2020-2021	DeLand YMCA Playground	\$29,900



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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).

BUDGET DETAIL CHART							
Construction Phase Expenditures <i>Add rows as needed</i>	UC +	LM +	IN- KIND +	PSC	= MATCH	ECHO	TOTAL
Construction:	315,875.00	107,125.00			428,500.00	428,500.00	857,000.00
Land Clearing							
Playground Equipment							
Soccer Field Resurfacing							
Picnic Tables							
Bleachers							
Irrigation							
Signage:	5,500.00				5,500.00		5,500.00
ECHO Temp Sign							
ECHO Permanent Sign							
PROJECT TOTALS	321,375.00	107,125.00			428,500.00	428,500.00	857,000.00

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.



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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.

Land match, property appraiser assessment and bank statement included for unencumbered cash are on pages 21-25 in the Supplemental Document.

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:

The staff of the Deltona Family YMCA will manage the scheduling of the soccer complex. The maintenance will be managed by the Volusia Flagler Family YMCA's (VFYMCA) maintenance department. The VFYMCA's maintenance department is better equipped to handle the needs of this large complex than that of the Deltona branch. The VFYMCA is committed to focusing on developing the potential of youth, improving individual health and well-being, and giving back to and supporting communities through participation which brings about meaningful change in oneself and the community. To achieve that commitment, the VFYMCA provides staff, maintenance, supervision, and administrative staff. The monitoring of the depreciation of park equipment by City Staff is ongoing, with the identified



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needs for repairs or replacements addressed during the city budget and capital improvement process.

The VFYMCA annual budget includes the operational expenses for the ADA playground and the adjoining soccer fields and is maintained by VFYMCA staff and no additional costs will be incurred for this project. The maintenance assignments for the new project will be distributed to existing staff to cover the new amenities for the park in the maintenance schedule.

The complex will be used for 2 YMCA youth soccer seasons, spring and fall, with an estimated seven hundred participants. Outside of those two 8-week seasons, the artificial turf field will be rented out to local soccer clubs and other sports organizations. In the summer, the complex will be used by the YMCA day camp program. During the school year, the Deltona Family YMCA's afterschool care program will use the complex to satisfy its outdoor recreation component. We also anticipate requests for birthday parties and other group rentals throughout the year.

The use of the grass field will be rotated out of service for 2 months after each season to allow for the grass to re-seed. It will also be scheduled for fertilization two times a year. Since youth soccer plays on a variety of field sizes based on the age group, the goals will be routinely moved to prevent the grass from being killed. The current irrigation system will be upgraded for better coverage and more efficient use of the water.

Traditionally, in youth soccer, many of the players are between 5 and 11 years old. The artificial turf soccer field will be lined for younger ages' smaller fields. These ages have the most games, saving the grass field from overuse. The grass field will be lined for the older ages, since they have fewer games. With proper scheduling, rotating the use of both fields, the life span of the turf can be expanded past the life expectancy. Staff will follow recommended maintenance program from the artificial turf manufacturer to increase the durability.

The rental rate for the artificial turf field will be \$30 per hour. The same rate will be used for the grass field, but availability will be determined by the condition of the field. Non-members of the YMCA will have access to the fields through scheduled activities. Any activity in the complex during free time when there are no scheduled activities must be approved by YMCA staff. In the past, unsanctioned activities on the soccer field have led to damage to the field and structures.



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

Business Plan: Volusia Flagler County YMCA Soccer Fields and ADA Playground

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

Business Model: The VFYMCA is part of a nonprofit organization dedicated to strengthening the communities that they serve, and funding is provided through charitable contributions, membership dues, program fees, foundations, corporate partnerships, individual donors, and government grants.

Objective:

The objective of constructing a new ADA playground and improving the existing soccer fields, is to provide a safe and high-quality, user-oriented outdoor recreational opportunity for public use that is in line with the ECHO program standards.

Strategies:

With the planned upgrades to the existing soccer fields and the construction of a new ADA playground, the Deltona YMCA plans to create another safe and unique playground that continues to spark the imagination and builds an interest in staying physically active while having fun. The upgrades will fit the needs of different age children and their families.

Action Plan:

- Upon award of the ECHO grant and Notice to Proceed, a design-build bid will be released and awarded.
- July 1, 2024: Complete construction according to budget and timeline.



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Feasibility Evaluation: Volusia Flagler County YMCA Soccer Fields and ADA Playground

Services:

- The new construction of an ADA playground and improvements to the adjoining soccer fields at the Deltona YMCA that appeals to different age groups.
- As kids grow and develop, they play in diverse ways and have different abilities and limitations. For this reason, having a new ADA playground with all abilities in mind will offer a safer environment to play in and will fit their different interests. In addition, improving the adjoining soccer fields will re-engage the different age groups to encourage our youth to maintain active lifestyles and enjoy outdoor recreation.

Personnel:

- A thorough analysis of the funds necessary to operate and maintain this facility after completion has been reviewed and the new ADA playground and improvements to the adjoining soccer fields will not result in an increase in operational expenses.

Timeline:

- Upon award of the ECHO grant and Notice to Proceed, a design-build bid will be released and awarded.
- The project will be completed and open to the public July 1, 2024.

Recommendation:

- The Deltona YMCA new ADA Playground and improving the adjoining soccer fields is considered an imperative project for the VFYMCA. The residents and the VFYMCA board are supportive of the project and see the positive benefit it will have on residents and visitors alike.



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Marketing Plan: Volusia Flagler County YMCA Soccer Fields and ADA Playground

Marketing Overview:

- The VFYMCA and the Deltona YMCA 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 new ADA playground and improvements to the adjoining soccer fields at the Deltona YMCA.

Strategies:

- The Volusia Flagler Family YMCA Association continually informs its members, volunteers, donors and the public about any changes and upgrades at the Deltona YMCA. Word of mouth marketing has proven to be one of the most effective marketing tools.
- Social Media: The VFYMCA and the Deltona YMCA are very in tune with the trends in communication and marketing through social media.
- Distribution channels
 - Volusia Flagler Family YMCA website
 - Deltona YMCA website
 - Post card mailing to Deltona families.
 - Volusia Flagler Family Y Facebook page
 - Volusia Flagler Family Y email newsletter
 - Volusia Flagler Family Y phone app
 - Local newspapers
 - Flyers and posters on site at Y facilities
 - Notices to all local nonprofit organizations
 - Notices to local schools
 - Radio and TV PSAs
- Locations
 - Deltona
 - Volusia County
- Local Media: Both The VFYMCA and the Deltona YMCA staff work closely with local media including the local newspapers. Events and new offerings are often provided via press releases to these media outlets to reach a wide target audience.
- We will inform the residents of Volusia County with additional reach to those who are currently members at the Deltona YMCA.
- We will reach our members at least weekly through our phone app and social media and bi-weekly via email blasts with information about the progress of the project and any current impacts on their usage of the Deltona Y facilities.



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FISCAL STABILITY

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>
Fundraising, Memberships, Donations, etc.	8,460,731	9,824,878	9,977,285	10,975,014
County Grants (other than ECHO)		29,460	21,326	25,000
Grants (Non-County)	1,148,224	1,934,657	4,403,575	410,000
Cash Donations			100,000	220,000
<u>TOTALS</u>	9,608,955	11,788,995	14,502,186	11,630,014
Administrative Costs	3,488,499	3,872,504	4,111,320	4,728,018
Program Costs	545,370	603,981	622,356	672,144
Educational Outreach Programs			87,993	88,000
Contractor Services (for this project)			904,500	
Marketing & Advertising	74,625	123,237	26,540	100,000
Payroll Total Expense	4,102,698	4,784,008	5,753,408	6,041,078
<u>TOTAL</u>	8,210,673	9,383,730	11,506,117	11,629,240
Not-for-Profit				
Endowments				
<u>TOTALS</u>				
Number of Full-time Employees	28	32	39	39
Number of Part-time Employees	352	450	461	461
Volunteer Hours	_____	_____	_____	_____
Value of Volunteer Hours (@ /hr.)	_____	_____	_____	_____
<u>TOTALS</u>	_____	_____	_____	_____

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

☐ Yes ☒ **No**

If yes, please explain:

N/A



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FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES - SEE SUPPLEMENTAL APPLICATION

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

N/A

The link should include the following documents:

- a. A Management Letter from last fiscal year Independent Auditor's Report on the Basic Financial Statement.
 - b. A Response Letter from 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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DRAWINGS – SEE SUPPLEMENTAL APPLICATION

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).
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.



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.



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OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY	
Signature/Date:	<i>Chris Seilkop</i> 12/11/23
Printed Name: Chris Seilkop, Chief Executive Officer	
Phone #: 386-738-9622	
OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT	
Signature/Date:	<i>Chris Seilkop</i> 12/11/23
Printed Name: Chris Seilkop, Chief Executive Officer	
Phone #: 386-738-9622	
CHIEF FINANCIAL OFFICER FOR THE APPLICANT	
Signature/Date:	<i>David C. Shaw</i>
Printed Name: David C. Shaw, Chief Financial Officer	
Phone #: 386-490-9801	
NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS	
Signature/Date:	<i>Charles Lydecker</i>
Printed Name: Charles Lydecker	
Phone #: 386-999-0001	
Executive Board or Board of Directors reviewed and approved this application on (date):	



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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
Construction				X	X	X			



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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