



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

**CITY OF PORT ORANGE
SOUTH CAUSEWAY PARK PROJECT**



APPLICANT INFORMATION

1. Applicant (Legal name of organization): **City of Port Orange**
2. Address (mailing): **1000 City Center Circle**
City: **Port Orange**
State: **FL**
Zip Code: **32129**
3. Type of Organization:
☒ **Municipal government** ☐ Volusia County Government
☐ Not-for-Profit Corporation classified as a 501(c) (3)
4. Federal ID #: **59-6000412**
Florida Not-for-Profit Corporation Charter # (if applicable): **N/A**
Florida Dept. of Agriculture & Consumer Services Registration # (if applicable):
N/A
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: **Theresa E. Brooks**
Title: **Grants Manager**
Telephone #: **(386) 717-9050**
E-Mail: **tbrooks@port-orange.org**
8. Provide the Mission Statement for your organization: **We are committed to providing the best possible service; we accomplish this promise by ensuring transparency with all we serve.**

PROJECT INFORMATION

1. Project Title: **City of Port Orange City South Causeway Park Project**
Project Location Address: **93 Dunlawton Avenue**
City: **32129**
State: **FL**
Zip Code: **32129**
 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): 50 Years**
☐ 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**

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):

Resolution 2020-79

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

The City of Port Orange continues to exemplify the goals set by 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.

In support of the Volusia County, Florida Sustainability Action Plan goals, the City of Port Orange continues to strive to promote a healthy community *by encouraging local food production, provide for urban open space, improve opportunities for walking and biking, and protect urban tree canopies to provide for the continued health of Volusia County's residents,*

businesses and visitors. This effort is realized by providing outdoor recreational opportunities through high-quality user-oriented parks. The City of Port Orange's Strategic Plan includes:

Quality of Life-To enhance the quality of life by creating an aesthetically pleasing environment, ample park spaces, and a multitude of community events so that residents and visitors can enjoy the natural and planned setting without having to leave Port Orange.

The City of Port Orange is seeking funding for construction improvements to the existing southeast fixed boat launch ramp at Causeway Park, 93 Dunlawton Avenue, Port Orange, Florida, with a floating concrete dock arrangement which will match the corresponding dock on the northwest side of the park. Additionally, the parking facility and drainage will be renovated for 22 vehicles including 2 ADA compliant parking spaces. The new dock will add much needed capacity for users.

The park consists of 30 acres which includes:

- 3 Fishing Piers
- 7 Boat Ramps
- Covered Pavilions
- Picnic Tables and Grills
- Restrooms
- Vehicle and Boat Parking Lot

Boat docking facilities at this park are currently not adequate for the public demand, resulting in a significant reduction of use and adequate launching and docking facilities for patrons on this part of the ICW. Due to the proximity to Ponce Inlet and Spruce Creek Lagoon, this area is one of the most popular areas on the Halifax River for recreational boating and fishing. The City considers improving this facility for recreational boating and fishing to be a high priority in accordance with the goals and objectives of the Parks and Recreation's Mission Statement.

The City has seen significant residential growth in this area, specifically in families with young children. As part of the City of Port Orange Parks and Recreation Department's Mission, it has been identified as an opportunity to improve an existing outdoor recreational area to provide an attractive and safe place to enjoy.

ADA accessibility is a strong focus of this project. The City's goal is to create an inclusive facility for boating and fishing regardless of race, gender, or ability.

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](#).

N/A

3. Describe the project and construction timeline:

The City of Port Orange is seeking funding for construction improvements to the existing southeast fixed boat launch ramp at South Causeway Park, 93 Dunlawton Avenue, Port Orange, Florida, with a floating concrete dock arrangement which will match the corresponding dock on the northwest side of the park. Additionally, the parking facility and drainage will be renovated for 22 vehicles including 2 ADA compliant parking spaces. The new dock and improvements proposed will increase capacity for all users.

Project Timeline

Date	Component
12/1/2024	Grant Award
After NTP	Bidding
9/1/2025	Start Construction
6/1/2026	Complete Construction

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

Construction of this project will be done in a way to minimize the environmental impact on the area. Where possible green products will be utilized. The City of Port Orange will be using marine grade pressure treated lumber for construction and all hardware will be grade #316 stainless steel, which is suitable for marine application.

There is already an existing footprint for the seawall and dockage that will be utilized during construction to avoid any environmental impacts.

Silt fence will be installed to ensure construction activities are contained within the project boundaries. There will be a minimal number of trees taken down to ensure a natural look and avoid unnecessary environmental destruction.

5. How will the project conserve water and/or promote water efficiency?
Boat ramp and parking improvements. No water conservation or efficiency aspects to the project.
6. How will the project conserve energy and/or promote renewable energy?
Boat ramp and parking improvements. No energy conservation or renewable energy aspects to the project.

7. How will the project, if a new facility, meet the green building standards or certifications?
Boat ramp and parking improvements. No green building standards or certifications will be used.
8. Describe how the project will comply with the ADA accessibility requirements:

In accordance with ADA guidelines this project will offer:

The construction improvements to the existing southeast fixed boat launch ramp at South Causeway Park, 93 Dunlawton Avenue, Port Orange, Florida, with a floating concrete dock arrangement which will match the corresponding dock on the northwest side of the park. Additionally, the parking facility and drainage will be renovated for 22 vehicles including 2 ADA compliant parking spaces. The new dock and improvements proposed will increase capacity for all users, including ADA ramp.

9. If applicable, describe any additional phases:
No additional 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:
 - **The project has been designed and engineered by DMC Engineers and Scientists, 4643 S Clyde Morris Blvd., Port Orange, FL 32129. <https://www.dmc-es.com/>**
 - **Form 1.6 was signed by the Chief Elected Official of Port Orange, Mayor Donald O. Burnette, and the Chief Financial Officer of Port Orange, Finance Director/ Assistant City Manager**
 - **Jonathan McKinney, 1000 City Center Circle, Port Orange, FL 32129.**
2. List the person/persons who created the budget and describe their experience with this type of project:
Shailesh Patel, P.E. with DMC Engineers and Scientists, created the section 3.1 budget. Mr. Patel has been the Principal at DMC since 2002 and has extensive experience with budgets relating to waterfront projects.
3. If a complete list is not available, explain why (include when the project team will be selected):
N/A

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):
 - **Junos Reed, P.E., Engineering Director:**
 - **Mr. Reed will manage the project construction. He has been the Engineering Director since 2018 and has overseen the construction of many of the City's Capital Improvement Projects, including but not limited to, infrastructure improvements, roadways and drainage and stormwater projects and facility construction. It is estimated he will spend 12-13 hours per week focused on the construction project including coordination meetings and onsite inspections.**
 - **Peter Ferrera, Deputy Parks & Recreation Director:**
 - **Mr. Ferrera will oversee the bidding and award of the project. During the construction process, it is estimated he will spend 5 hours per week on the project.**
 - **Theresa Brooks, Grants Manager:**
 - **Ms. Brooks is a contracted Grants Manager for the City of Port Orange. She is responsible for writing and administration of grants for the City of Port Orange. It is estimated that she will average two hours per work week over the life of the project to coordinate progress reports, gather invoices and checks, and attend project manager meetings.**

PERFORMANCE MEASURES

1. Explain the project's goals and objectives:
Goals for South Causeway Park Project:

GOAL 1: IMPROVE THE EXISTING FACILITIES.

Objectives:

1. **Boat docking facilities at this park are currently not adequate for the public demand, resulting in a significant reduction of use and adequate launching and docking facilities for patrons on this part of the ICW. Due to the proximity to Ponce Inlet and Spruce Creek Lagoon, this area is one of the most popular areas on the Halifax River for recreational boating and fishing. The City considers improving this facility for recreational boating and fishing to be a high priority in accordance with the goals and objectives of the Parks and Recreation's Mission Statement.**
2. **The City of Port Orange proposes to construct improvements to the existing southeast fixed boat launch ramp at South Causeway Park, 93 Dunlawton Avenue, Port Orange, Florida, with a floating concrete dock arrangement which will match the**

corresponding dock on the northwest side of the park. Additionally, the parking facility and drainage will be renovated for 22 vehicles including 2 ADA compliant parking spaces. The project will increase capacity and use of the facility and be a welcome addition to the experience visitors and residents want.

GOAL 2: EXPAND MARKETING OPPORTUNITIES

Objective:

1. Improvements in the South Causeway Park through the construction of a new dock, added parking, and additional stormwater improvements will provide the opportunity to increase public awareness of the available free public amenities offered by the City of Port Orange.

GOAL 3: IMPROVE PUBLIC SAFETY AND COMMUNITY PRIDE

Objective:

1. By providing a quality park system with updated and safe amenities and equipment for public use, the City of Port Orange demonstrates the ongoing commitment to residents and visitors that the safety and well-being of the community is a high priority.
2. Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants:

GOAL 1: IMPROVE THE FACILITIES AT SOUTH CAUSEWAY PARK

1. This goal will be measured by providing an improved experience through the construction of new dock, parking, and stormwater management for children and adults that are ADA-compliant and easy to access. This will increase the much needed capacity at the park.

GOAL 2: EXPAND MARKETING OPPORTUNITIES

1. This goal will be measured by increasing public awareness of the available free public amenities and tracking through City and expanded partner websites, newsletters, posters, flyers, emails, and other social media sources such as Facebook and newspapers.

GOAL 3: IMPROVE PUBLIC SAFETY AND COMMUNITY PRIDE

1. This goal will be measured by providing a safe and well-maintained park system that will cultivate a feeling of community pride that can generate lower instances of vandalism and crime. The effectiveness of public safety and security inside the park will be tracked by monitoring the user numbers based on scheduled events, lack of injury reports, and verbal and written survey comments. The City of Port Orange Police Department as well as the Parks and Recreation Staff will continue to provide active patrol of all City of Port Orange Park facilities, including The South Causeway Park.
2. The Parks and Recreation Department will track and measure goals and objectives during the restrictive covenant period and beyond by the following:
3. User numbers for registered programs and events at the park are tracked by Parks and Recreation Staff.
4. The City of Port Orange Police Department will provide patrol of the area along with annual public safety reports.
5. Ongoing Park maintenance inspection and reports for the park facilities and amenities.
6. Estimated count of public users of playgrounds and amenities will be made by Parks and Recreation staff through observation during ongoing park maintenance inspections and measuring marketing and public awareness by tracking social media posts and activity, email lists, and website traffic.

FUNDING REQUEST

1. Project Funding (Grant Request Amount and Match Amount):
 - a. Standard Grant Request (up to \$600,000.00) \$ **600,000**
 - b. Exceptional Grant Request (up to \$2,500,000.00) \$ **0**
 - c. Confirmed Match Funds \$ **902,500**
 - d. Total Project Cost (ECHO + Match) \$ **1,502,500**
2. Mandatory Workshop was attended by: **Theresa Brooks, Kelly Crane, Barbara Storz**
Date of Workshop: **April 25, 2024**

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

The City of Port Orange has been fortunate to have received 12 ECHO Standard Grant Awards in prior grant cycles.

- **2004 - GRANT #04-15/\$420,000 Amphitheater Pavilion – construction of amphitheater and pavilion**
- **2007 - PHASE I: GRANT #07-03/\$500,000, 2009 - PHASE II: GRANT #09-04/\$250,000 and 2014 – PHASE III: GRANT #14-06/\$195,877 Coraci Athletic Field – batting cages, bleacher covers, concession/restroom, improved athletic fields**
- **2008 – PHASE I: GRANT #08-06/\$175,000 and 2012 – PHASE II: GRANT #12-01/\$125,000 All Children’s Playground - construction of a dog park consisting of two areas, one for large and one for small dogs; 6,800 sqft playground constructed for children of all abilities**
- **2015 – ECHO GRANT #15-09/\$73,225 Port Orange Train Depot Acquisition - Purchase of the Florida East Coast Railway 20th century transportation artifact**
- **2015 – PHASE I: ECHO GRANT #15-10/\$399,500 Riverwalk Park – Playground, trailhead and restroom facility**
- **2019 – PHASE I: ECHO GRANT #19-11/\$398,232 REC Center and 2022 – PHASE II: ECHO GRANT #20-10/\$400,000 REC Center – construction of Recreation Center to include housing ArtHaus**
- **2020 - ECHO GRANT #20-09/\$190,952.05 Airport Road Park Playground – Construction of playground and shading**
- **2023 – ECHO GRANT #24-17/\$150,000 City Center Playground – construction of new playground**

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
General Requirements:							
Professional Services:							
Construction:	900,000				900,000	600,000	1,500,000
Aluminum Gangways							
Concrete Floating Dock with Pilings							
Fixed Concrete Accessory Dock							
Asphalt Pavement							
Concrete Boat Ramp							
Full Depth Milling of Asphalt							
Specialties							
Signage:	2,500				2,500		2,500
ECHO Temp Sign							
ECHO Permanent Sign							
PROJECT TOTALS	902,500				902,500	600,000	1,502,500

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.

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:

According to Volusia County's Comprehensive Plan, Chapter 11 Coastal Management Element, Objective 11.7 states that public services and facilities shall be adequate and available to serve both current and future residents. Additionally, policy 11.7.1 states the land development regulations shall ensure that the provision of roads, potable water, sanitary sewer, drainage, recreation, mass transit, and solid waste facilities and services required to maintain the adopted Level of Service standards shall be consistent and phased with the level of development proposed in the Future Land Use Element. The ICW is centrally located along the Halifax River in Volusia County. It is widely recognized as a strategic asset for the City of Port Orange and important to the citizens of most of east Volusia County for recreational purposes. In addition, its proximity to Ponce Inlet and Spruce Creek lagoon makes it a popular spot for boating and site fishing. The current facilities are not adequate for the demand that exists from the public. The proposed improvements are necessary to meet the high levels of demand to use this park.

- 2.

The City of Port Orange is a Municipal Government. The City of Port Orange Parks & Recreation annual budget includes the operational expenses for the South Causeway Park renovation and improvements. The park is maintained by City 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 City of Port Orange commits to maintaining the facility/project/property for the length of the 20-year restrictive covenant period.

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

Business Plan: South Causeway Park Improvements Project

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

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

Objective:

The objective of the construction of the South Causeway Improvements Project 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 park experience, the City of Port Orange plans to create another safe and unique opportunity at the South Causeway Park 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 aged children and their families.

Action Plan:

- June 18, 2024: Resolution 24-16 was approved by the City Council at a City Council Meeting that was open to the public. This Resolution approved submitting an ECHO grant application for the project as well as committing to \$902,500 in match and providing an effective date.
- Upon award of the ECHO grant and Notice to Proceed, bidding will begin.
- June 1, 2026: Complete construction according to budget and timeline.

Feasibility Evaluation: South Causeway Park Improvements Project

Services:

- The South Causeway Park boat ramp and dock facilities are very popular with residents of southeast Volusia County as well as other areas due to the park's central location and convenient access from I-95 and I-4. The addition of a new dock as well as additional parking and drainage improvements will meet the current demand for more capacity. No fees are charged to use the parks and residents from the surrounding counties of Brevard and Flagler frequently use the park due to its reputation as a productive fishing spot.

- The improvements will encourage people of all ages to maintain active lifestyles and enjoy outdoor recreation with a place they can gather, fish, and hold special events of their own while enjoying the rest the park has to offer.

Personnel:

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

Timeline:

- Upon award of the ECHO grant and Notice to Proceed, a competitive bid will be released and awarded.
- The project will be completed and open to the public June 1, 2026.

Recommendation:

- The South Causeway Park Improvements Project is considered an imperative project in the City's Capital Improvement Program. Residents and the City Council are supportive of the project and see the positive benefit it will have on residents and visitors alike.

Marketing Plan: The South Causeway Park Improvements Project

Marketing Overview:

- The City of Port Orange and the Parks and Recreation Department have a strong marketing presence and continually evaluate the best practices to reach target audiences. Targeted marketing to the press and public is essential to make residents and visitors aware of the South Causeway Park South boat ramp and dock facilities.

Strategies:

- **Social Media:** The City of Port Orange and the Parks and Recreation Department are very in tune with the trends in communication and marketing through social media. The City of Port Orange has a full-time Public Information Officer (PIO) that markets the city including a City Hall Facebook page, website, YouTube channel, and press releases. The City of Port Orange has 11,000 followers. The Parks and Recreation has a separate Facebook page with over 14,000 followers. These pages are utilized for market events as well as provide any updates to residents. The Parks and Recreation Department also creates videos for the City of Port Orange Government Television (POGTV). YouTube videos are extremely popular and allow viewers a visual perspective of any facilities or programs offered.

- **Local Media:** Both the PIO and the Parks and Recreation staff work closely with local media including the Port Orange Observer and Daytona Beach News Journal. Events and new offerings provided via press releases to these media outlets to reach a wide target audience.
- **Partner Organizations:** The Port Orange-South Daytona Chamber of Commerce has a large following through social media, newsletters, and their website and understands the important impact recreational opportunities have on attracting businesses to the area.
- **Collateral:** Traditional collateral is still a popular and effective means of marketing. This includes brochures, rack cards, and flyers that can be distributed via mail, email, or placed on racks for easy accessibility to those without internet access. The flyer information can be uploaded to websites and placed on social media platforms.

TIPS:

Tips for writing a business plan:

- 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.

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>
<u>Fundraising, Memberships, Donations, etc.</u>	<u>471,108</u>	<u>528,583</u>	<u>408,000</u>	<u>408,000</u>
<u>County Grants (other than ECHO)</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Grants (Non-County)</u>	<u>56,500</u>	<u>168,500</u>	<u>0</u>	<u>0</u>
<u>Cash Donations</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>TOTALS</u>	<u>527,608</u>	<u>697,083</u>	<u>408,000</u>	<u>408,000</u>
<u>Administrative Costs</u>	<u>518,813</u>	<u>507,039</u>	<u>130,969</u>	<u>134,898</u>
<u>Program Costs</u>	<u>1,381,247</u>	<u>1,497,243</u>	<u>1,778,387</u>	<u>1,831,738</u>
<u>Educational Outreach Programs</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Contractor Services (for this project)</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Marketing & Advertising</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Payroll Total Expense</u>	<u>2,455,298</u>	<u>3,093,436</u>	<u>3,765,175</u>	<u>3,953,433</u>
<u>TOTAL</u>	<u>4,355,358</u>	<u>5,097,718</u>	<u>5,674,531</u>	<u>5,920,069</u>
<u>Not-for-Profit</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Endowments</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>TOTALS</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Number of Full-time Employees</u>	<u>32</u>	<u>44</u>	<u>44</u>	<u>44</u>
<u>Number of Part-time Employees</u>	<u>28</u>	<u>36</u>	<u>36</u>	<u>36</u>
<u>Volunteer Hours</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>Value of Volunteer Hours (@ /hr.)</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>TOTALS</u>	<u>60</u>	<u>80</u>	<u>80</u>	<u>80</u>

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

☐ Yes ☒ **No**

If yes, please explain:

N/A

FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

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

<https://www.port-orange.org/Archive.aspx?ADID=2509>

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.

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).
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.

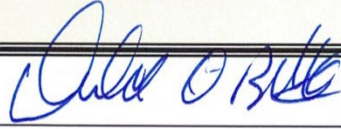
- a. Outdoor, trails, parks, sports facilities and playgrounds require a bid set of plans, which are ready to be used for the procurement process.
 - b. New construction, facility remodel and historic projects require a set of A&E plans, which are ready to be used for the procurement process.
 - c. Historic 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.

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:



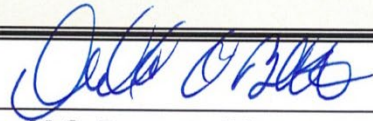
06/25/2024

Printed Name: **Donald O. Burnette, Mayor**

Phone #: **386-506-5501**

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature/Date:



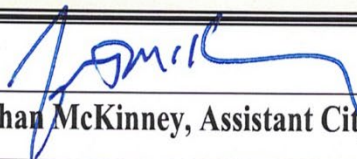
06/25/2024

Printed Name: **Donald O. Burnette, Mayor**

Phone #: **386-506-5501**

CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature/Date:



Printed Name: **Jonathan McKinney, Assistant City Manager/Finance Director**

Phone #: **386-506-5503**

NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature/Date:

Printed Name: Name

Phone #: Phone Number

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

PROJECT/CONSTRUCTION TIMELINE CHART

Description	Oct - Dec 2024	Sept 2025– June 2026	June 2026						
Original Timeline									
Temporary ECHO Sign	500.00								
Construction		1,500,000							
Permanent ECHO Sign			2,000						

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