



**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 South Daytona**

2. Address (mailing): **PO Box 214960**

City: **South Daytona**

State: **Florida**

Zip Code: **32121-4960**

3. Type of Organization:

☒ Municipal government ☐ Volusia County Government

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

4. Federal ID #: **59-6000430**

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: **James L. Gillis, Jr.**

Title: **City Manager**

Telephone #: **386-322-3014**

E-Mail: **lgillis@southdaytona.org**

8. Provide the Mission Statement for your organization: **The mission of the Parks and Recreation Department is to provide quality recreational facilities, parks, and programs, which are diverse, accessible, and enriching to the community.**



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PROJECT INFORMATION

1. Project Title: **Reed Canal Park Prehistoric Playground Expansion**

Project Location Address: **919 Reed Canal Road**

City: **South Daytona**

State: **Florida**

Zip Code: **32119**

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

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):

The City of South Daytona Reed Canal Expansion Playground Project will meet the goals set by the ECHO Resolution 2020-79, to enhance the quality of life for Volusia County residents and visitors by providing quality public outdoor spaces to be enjoyed by every resident regardless of their abilities.

Reed Canal Park is a destination park for all families living in Volusia County. Reed Canal Park encompasses 30 acres and includes a lake. It features shell hiking trails in the nature portion, as well as a Disc golf course, a multipurpose play field, playground, dog park, pavilion and picnic facilities, and



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paved paths around the park's developed sections. Fishing and sailboating is encouraged on the lake within the park.

In October 1975, a Giant Ground Sloth was discovered at the bottom of the lake in Reed Canal Park, now referred to as "The South Daytona Bone Bed." Due to the remains being found 12-feet below the ground, experts were able to identify the other animals that lived around the sloth, including a mammoth, mastodon, and the rare Cuvieronius Elephant that roamed with tapir, capybara, palaeolama, and a glyptodont (a nine-foot armadillo). Along with the sloth, experts also discovered the remains of about 50 other species of animals, including some that are still alive today, such as the deer, bobcat, and raccoon.

Dr. Gordon Edmund, Curator of Paleontology at Canada's Royal Ontario Museum, stated that the skeleton of the Giant Ground Sloth is the best preserved and most complete fossil collection of this species ever found in the history of North America. This impressive piece of South Daytona history can be seen at the Museum of Arts and Sciences in the Prehistory of Florida Gallery.

Reed Canal Park is extremely valuable to our community, not only for the discoveries, but also for recreational purposes. At any given time 20-30 children are found playing on the playground while during peek time as many as 60 children can be found on the playground while upwards of 120 individuals can be seen using the other areas of the expansive park. The current dimensions of the playground are 80'x80' and the proposed plan is to expand the playground to 116'x130' and set it back another 9' from the parking lot area.

Therefore, due to the popularity of the park, the playground is in need of an expansion which would incorporate the celebrated history of the location. The proposed plan of this expanded playground would be prehistoric themed centered around the giant sloth skeleton discovered at the park. This theme would highlight the history of the area and the interpretive signage will discuss the animals discovered here in Florida and the difference of the animals found in other parts of the United States.

The Reed Canal Park Prehistoric Playground Expansion Project will include the following:

- New and expanded accessible playground equipment
- New and expanded artificial turf and Poured-in-Place Base
- New and additional swing sets with saddle seat, netted/tire swings, parent/child swings, baby seat and accessible seat
- Additional picnic tables incorporated throughout the playground area and new benches
- Interpretive signage
- Custom sloth and dinosaurs statues
- Shade cover over the playground

The Reed Canal Park Prehistoric Playground Expansion Project will assist us in achieving three goals:



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1. **Expand Reed Canal Park's existing facilities to meet or exceed the Americans with Disabilities Act, (ADA) in keeping with the principals of Universal Accessibility to expand recreational opportunities for all residents.**
2. **Highlight the significant discovery found in the Reed Canal Lake adjacent to the play facility.**
3. **Expand the playground area and provide a well-maintained recreational facility.**

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:

If awarded, the Reed Canal Park Prehistoric Playground Expansion Project would be bid out in November 2024 and the contract award given in January 2025. It will take several months for the contractor to order the customized pieces and the playground. It is expected that the playground will be substantially complete in August 2025 with final completion expected in September 2025. In October 2025, the City will host a celebration of 50 years since the discovery of the Giant Ground Sloth and the ribbon cutting of the expanded play area.

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

In the Reed Canal Park Prehistoric Playground Expansion Project, incorporating green infrastructure and sustainability standards can be transformative in several ways:

1. **Permeable Surfaces:** Utilizing permeable surfaces like porous artificial turf or poured-in-place which helps to mitigate stormwater runoff, reducing erosion and pollution of local waterways. It also allows rainwater to infiltrate the ground, replenishing groundwater resources.
2. **Native Plant Landscaping:** Incorporating native plants into the landscaping not only reduces the need for irrigation and maintenance but also provides habitat for local wildlife, promotes biodiversity, and enhances the aesthetic appeal of the playground.
3. **Energy Efficiency:** Implementing energy-efficient lighting and equipment can significantly reduce energy consumption and operating costs over time. This might include using LED lights, solar-powered fixtures, or energy-efficient playground equipment.
4. **Recycled Materials:** Choosing playground equipment and materials made from recycled or sustainably sourced materials helps reduce the project's carbon footprint and waste generation. For example, using recycled plastic for benches or play structures can divert materials from landfills and reduce the need for virgin plastic production.



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5. **Community Engagement:** Using the feedback that has been given to staff in the planning and design process can ensure that the playground meets the needs and preferences of its users while also fostering a sense of ownership and stewardship. This can lead to greater support for sustainability initiatives and long-term maintenance of the playground.

By incorporating green infrastructure and sustainability standards into the playground expansion project, not only does it enhance the environmental performance and resilience of the site, but it also creates a healthier, more enjoyable space for children to play and learn.

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

N/A

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

N/A

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

N/A

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

Ensuring compliance with the Americans with Disabilities Act (ADA) accessibility requirements in the Reed Canal Park Prehistoric Playground Expansion Project is crucial to guaranteeing that individuals of all abilities can enjoy the playground equally. Here's how the project will address ADA accessibility:

1. **Accessible Pathways:** The project will include accessible pathways throughout the playground area, ensuring that individuals using mobility devices such as wheelchairs or walkers can navigate space safely and independently. These pathways will have smooth, firm surfaces and gentle slopes to comply with ADA standards.
2. **Play Equipment Accessibility:** All play equipment will be selected or modified to be accessible to children with disabilities. This might include ramps, transfer platforms, or inclusive play structures that accommodate children with mobility impairments. The equipment will be spaced appropriately to allow for maneuverability and reach ranges as per ADA guidelines.
3. **Swing Accessibility:** The playground will feature accessible swings designed to accommodate individuals with mobility impairments. These swings may include bucket seats with harnesses or platform swings that allow for easy transfer from a wheelchair. And netted swings which will allow those with or without disabilities the opportunity to swing and play together on the same piece of equipment.
4. **Surface Accessibility:** The playground surface will be compliant with ADA requirements, ensuring that it is stable, firm, and slip resistant. This may involve using materials such as poured-in-place rubber and artificial turf that provide a cushioned surface for falls while remaining accessible to individuals using mobility devices.



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5. **Seating and Rest Areas:** The project will include accessible seating and rest areas throughout the playground, allowing individuals with disabilities and their caregivers to take breaks and enjoy the surroundings comfortably.
6. **Community Input and Feedback:** Throughout the design and planning process, the project team has actively sought input from individuals with disabilities and advocacy groups to ensure that their needs and preferences are considered.

By addressing ADA accessibility requirements in the Reed Canal Park Prehistoric Playground Expansion Project, the playground will become a welcoming and inclusive space where individuals of all abilities can play, socialize, and enjoy the outdoors together.

9. If applicable, describe any additional phases:
N/A

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:

Design Consultant: **Marquis Latimer + Hallback**
34 Cordova Street, Suite A
St. Augustine, FL 32084

Historic Consultant: **Museum of Arts and Sciences**
352 South Nova Road
Daytona Beach, FL 32114

City Staff: **James L. Gillis, Jr., PE, City Manager**
 Jason Oliva, CGFO, Finance Director
 Becky Witte, CP, Deputy City Clerk
 Adam Thronton, Public Works Director

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

The City procured Marquis Latimer + Hallback to develop a conceptual design and master plan for the redevelopment of Reed Canal Park paying homage to the prehistoric sloth discovered there. The consultant has extensive experience with these types of recreational projects including the Riverfront Esplanade in Daytona Beach and the Whistle Stop Park in Edgewater.



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3. If a complete list is not available, explain why (include when the project team will be selected):
The City has not procured a contractor as of yet to install the proposed improvements. If ECHO funding is awarded, a contractor will be secured using the City of South Daytona's procurement policy.

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):

Adam Thornton, Public Works Director, City of South Daytona – 20 hours weekly each in tandem
Project duties include design input, oversight of construction, grant management and park maintenance schedule.

James L. Gillis, Jr., PE, City Manager, City of South Daytona – 10 hours weekly
Project duties include project research, design input, project presentation to staff, boards and City Council, assistance in the oversight of construction and grant management. Responsible for the overall delivery of a successful project.

Jason Oliva, Finance Director, City of South Daytona – 5 hours weekly
Project duties include project procurement, financial management, invoice payments and budget tracking.

Becky Witte, CP, Deputy City Clerk, City of South Daytona – 5 hours weekly
Project duties include project research, design input, assistance with procurement and grant management.

PERFORMANCE MEASURES

1. Explain the project's goals and objectives:

Goal 1: Provide an expanded recreational facility for children of all abilities.

Objectives:

- a. **Expand Reed Canal Park's existing facilities to meet or exceed the Americans with Disabilities Act, (ADA) in keeping with the principals of Universal Accessibility to expand recreational opportunities for all residents.**
- b. **Expand the playground area from 80'x80' to 116'x130'.**



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Goal 2: Highlight the significant prehistoric discovery found in the Reed Canal Lake adjacent to the play facility.

Objectives:

- a. Install interpretive signage that discusses the history of the park and the discovery that was made in 1975 with the assistance of the Museum of Arts and Sciences.
- b. Install custom statues of the Giant Ground Sloth and Dinosaurs to show the difference between the Prehistoric Mammals that once lived in Florida found at the park and dinosaurs that lived in other parts of the United States.

Goal 3: Expand the playground area and provide a well-maintained recreational facility.

Objectives:

- a. Expand the playground and use materials that require less maintenance.
- b. Maintain the park daily and conduct daily, weekly, and monthly inspections of facilities.

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

Reed Canal Park will be observed daily by City Staff to ensure all areas are safe for visitors. Maintenance inspection forms and reports will be conducted on the park. The playground will be inspected regularly, and the deck and sidewalks will be checked for any trip hazards as the City has a Certified Playground Safety Inspector on staff. Staff will market this park to residents describing its accessibility and multigenerational aspects of the park. Marketing will be tracked through social media posts, activity, and website traffic. Staff will conduct surveys every few years to see what activities the residents who like to see at Reed Canal Park and plan new programming or adjust current programming based upon the results.

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)	\$ -
c. Confirmed Match Funds	\$ 620,000
d. Total Project Cost (ECHO + Match)	\$ 1,220,000

2. Mandatory Workshop was attended by: **Becky Witte**

Date of Workshop: **4/25/2024**



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

04-20 Reed Canal Park, \$300,000

05-13 Reed Canal Park Phase II, \$200,000

06-17 City of South Daytona James Park Improvements, \$180,338

07-10 City of South Daytona South Daytona Sensory Garden Park, \$200,000

22-05 City of South Daytona Magnolia Park Renovation, \$243,000

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:							
Mobilization, Waste Collection, etc.							
Contractor Fees							
Professional Services:							
Consultant Services							
Construction:	150,000				\$150,000	\$150,000	\$300,000
Earthwork/Excavation							
Concrete, Stucco, Paving							
Interior Construction							
Wiring, Smoke Detectors, Security Alarms							
Plumbing							
HVAC							
Landscaping							
Specialties	445,000				\$445,000	\$445,000	\$890,000
Playground Equipment							
Picnic tables, grilles							
Signage:	25,000				\$25,000	\$5,000	\$30,000
Educational Signage							
ECHO Temp Sign							
ECHO Permanent Sign							
PROJECT TOTALS	620,000				\$620,000	\$600,000	\$1,220,000

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.

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 City of South Daytona is a municipal government. Reed Canal Park's operational expenses are incorporated in the City of South Daytona Parks and Recreation annual budget. The park is currently maintained by city staff and contracted workers when needed. Additional staff will not be required to be added due to this project, and no additional costs will be incurred for this project. The expanded park amenity is expected to add no additional time to the current staff duties. The renovated facility will be maintained in accordance with current standards by current Parks and Recreation staff.

Reed Canal Park is open to the public from Dawn to Dusk daily. After the proposed expansion is completed, the park will operate as it does currently with access to more accessible facilities. The park is operated as a passive park; therefore, on-site staff is not required. Regular monitoring of the park is provided by City of South Daytona Parks and Recreation staff to assess condition of on-site equipment, empty trash receptacles and ensure park safety rules are being followed. The



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maintenance costs are funded through the City of South Daytona Parks and Recreation operational budget. The need to replace or repair equipment outside of regular maintenance is handled through the budget and capital improvement process.

After the expansion, public programs will be scheduled including fishing tournaments, soccer, flag football, city events, community picnics and outdoor activities. Parks and Recreation will advertise these events via Social Media, the Quarterly City Newsletter and during Council Meetings.

No fees or memberships are charged for the use of Reed Canal Park Playground and most city events at the park will be free.

Maintenance Schedule

- **Mowing, edging, trimming, and debris blown off surfaces**
- **Pull or spray weeds in landscaped beds regularly, replace any if needed**
- **Trim all trees and shrubs**
- **Trash picked up daily**
- **Inspection of playground and playground surfacing**
- **Inspection to ensure no graffiti, rusty pieces, or missing paint**
- **Blow off leaves in parking lot, on sidewalks, and on deck**
- **Pressure cleaning of facilities**
- **Check fencing to ensure it is secure**
- **Make any repairs or replace damaged fence**
- **Inspect decking and make any repairs**
- **Inspect sidewalk for trip hazards**

20 Year Replacement Plan

The renovated facilities will be monitored by the City's fixed asset plan and will be budgeted accordingly based upon the lifespan of the amenity. Amenities needing replacement are included in the capital replacement plan that is submitted annually and monitored every 5 years during the City's budget process. The warranty for the playground will depend on the manufacturer that is selected. However, routine maintenance of the equipment and making repairs to the equipment as needed will ensure at least 20 years of use.

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

Business Plan



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The Parks and Recreation’s Mission is to provide quality recreational facilities, parks, and programs, which are diverse, accessible, and enriching to the community. We envision an innovative, diverse, and inclusive system of parks and recreation services that enhance the quality of life for our residents.

The Department’s objectives are outlined below with strategies to achieve them:

- 1. To provide multi-generational recreational opportunities within the community as the city is comprised of people of all ages.**
 - a. Conduct surveys for those not currently attending the City’s programs or events to determine interests.**
 - b. Conduct surveys to those using the City’s programs or events to see what can be improved or expanded upon.**
 - c. Develop programming and events at the Piggotte Community Center, Youth Activity Center, and Parks that can be enjoyed by everyone in the community.**
- 2. To provide recreational facilities for individuals of all abilities.**
 - a. Develop new facilities that will expand recreational opportunities for all residents.**
 - b. Renovate existing facilities to better meet the needs of the community.**
 - c. Include the Americans with Disabilities Act, (ADA) principals of Universal Accessibility in all new facilities or renovation projects.**
- 3. To increase public awareness and knowledge of the recreational opportunities which exist for the city residents and visitors.**
 - a. Continue to attract more followers to the South Daytona Parks and Recreation’s Facebook Page. Including using paid advertisements for programs and events.**
 - b. Direct followers of the City of South Daytona – Government Facebook Page to the Parks and Recreation Page to find information related to programming, events, and parks.**
 - c. Utilize the City’s website and newsletter to provide access to information.**
 - d. Continue to add new outlets for advertising the City’s parks, events, and programming.**
- 4. To provide well-maintained and safe park and recreational facilities.**
 - a. Evaluate existing play equipment for on-going maintenance and replacement.**
 - b. Continue to improve the maintenance check list for parks and facilities. Research a digital method of tracking and reporting.**
 - c. Create a schedule for monthly and annual maintenance.**

Feasibility Plan

The purchase of the expanded playground area is requested through the City’s annual budget and capital improvement process, which was requested by residents. The Reed Canal Park Prehistoric Playground Expansion project is included in the capital improvement plan. This project is very practical



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for the city and projects like this have been completed in the last several years, including the Magnolia Park redevelopment project completed earlier this year. The City values its partnership with the ECHO Advisory Committee and Volusia County Government and we will deliver a successful project that we can all be proud of, if selected.

Reed Canal is a beloved park throughout the entire County and the improvements proposed will allow the park to be accessed by more users of all abilities. Since there will be no other park with a prehistoric theme in Volusia County, these improvements should draw visitors from throughout the County. In the past several years, we have heard from our residents through in person surveys about what improvements they would like to see, these improvements included more shade, more play area, more equipment for all abilities, improved surfacing, and more educational information about the Giant Ground Sloth near the playground area. In addition, this item has been brought before the City Council for discussion. The warranty for the playground will depend on the manufacturer that is selected. However, routine maintenance of the equipment and making repairs to the equipment as needed will ensure at least 20 years of use.

Marketing Plan

Reed Canal Park Prehistoric Playground Expansion and events in the park will be marketed through the City's social media accounts, City website, City newsletter, flyers, posters, City's message boards, Port Orange South Daytona annual magazine, and other local news outlets. The target audience for this park are Volusia County families and those with disabilities. Events and programs held at the park will be advertised through the same channels along with paid advertising on Facebook. The park will be showcased for its accessibility for all Volusia County residents and visitors.

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?



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- 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.	0	0	0	0
County Grants (other than ECHO)	\$77,117 (CDBG)	\$77,117 (CDBG)	\$77,117 (CDBG)	\$77,117 (CDBG)
Grants (Non-County)	0	0	0	0
Cash Donations	0	0	0	0
TOTALS	\$77,117	\$77,117	\$77,117	\$77,117
Administrative Costs	\$13,500	\$13,600	\$13,750	\$14,000
Program Costs	\$25,000	\$25,000	\$25,000	\$25,000
Educational Outreach Programs	\$6,000	\$6,000	\$6,500	\$6,500
Contractor Services (for this project)	0	0	0	0
Marketing & Advertising	\$4,000	\$4,000	\$4,000	\$4,000
Payroll Total Expense	\$367,389	\$386,725	\$398,326	\$410,275
TOTAL	\$415,889	\$435,325	\$447,576	\$459,775
Not-for-Profit	-	-	-	-
Endowments	-	-	-	-
TOTALS	-	-	-	-
Number of Full-time Employees	9	9	9	9
Number of Part-time Employees	0	0	0	0
Volunteer Hours	2,000	2,000	2,000	2,000
Value of Volunteer Hours (@ /hr.)	\$23,000	\$23,000	\$23,000	\$23,000
TOTALS	\$23,000	\$23,000	\$23,000	\$23,000

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

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

https://www.southdaytona.org/egov/documents/1715184406_14271.pdf

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): **Attached**
 - 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: **N/A**
 - 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). **Attached**
4. Site Plan should show the building footprint, travel ways, parking, landscaping, etc. This section should include: **Attached**
 - a. Site Survey
 - b. Trees and topography
 - c. Civil drawing
 - d. Water retention drainage and circulation
5. Preliminary and Schematic Drawings. Drawings should show: **Attached**
 - 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: **Depends on Contractors selected for the project.**
 - b. Detailed cost estimate: **See Budget Detail Chart.**
 - c. Environmentally sustainable materials: **Depends on the Contractors selected for the project.**
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. **Attached**
 - a. Outdoor, trails, parks, sports facilities and playgrounds require a bid set of plans, which are ready to be used for the procurement process. **N/A**
 - 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. **N/A**
 - c. Historic projects need to demonstrate research and compliance with the Historic Preservation Standards and Guidelines. **N/A**
8. Permanent ECHO Sign documents should include site design, materials and site placement.
Attached



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

I/We certify that all of the information contained within this application and subsequent attachments is true and correct to the best of my/our knowledge and that the project for which the application is made shall be in compliance with the Americans with Disabilities Act of 1990, and that should a grant be awarded, the organization agrees to comply with the conditions of the grant award agreement including the Restrictive Covenants.

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature/Date:

Printed Name: **James L. Gillis, Jr.**

Phone #: **386-322-3014**

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature/Date:

Printed Name: **James L. Gillis, Jr.**

Phone #: **386-322-3014**

CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature/Date:

Printed Name: **Jason Oliva**

Phone #: **386-322-3063**

NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature/Date:

Printed Name: **N/A**

Phone #: **N/A**

Executive Board or Board of Directors reviewed and approved this application on (date): **N/A**



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