



**2025 GRANTS-IN-AID
STANDARD & EXCEPTIONAL GRANT APPLICATION**

CITY OF DeBARY

**BILL KELLER PARK
Pickle Ball Courts and Improvements Project**





ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

APPLICANT INFORMATION

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

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

City: **DeBary**

State: **Florida**

Zip Code: **32713**

3. Type of Organization:

☒ Municipal government ☐ Volusia County Government

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

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

Florida Not-for-Profit Corporation Charter # (if applicable): **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: **Jason Schaitz, MBA, CPRE, CYSA**

Title: **Parks and Recreation Director**

Telephone #: **(386) 601-0205**

E-Mail: **jschaitz@debary.org**

8. Provide the Mission Statement for your organization:

City of DeBary Parks & Recreation Mission

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

1. Integrity

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



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

2. Respect

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

3. Teamwork

- Work together with community organizations to assist in providing a variety of services
- Work together to accomplish common goals
- Individuals working collectively for the benefit of the whole organization & City

4. Learning

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

PROJECT INFORMATION

9. Project Title: **City of DeBary Bill Keller Park Pickle Ball Courts and Improvements Project**

Project Location Address: **338 Colomba Road**

City: **DeBary**

State: **Florida**

Zip Code: **32713**

10. Type of Project:

☐ Acquisition ☐ Restoration ☐ Construction ☒ Improvement

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

☐ Environmental ☐ Cultural ☐ Historic ☒ Outdoor Recreation

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

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

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

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

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

See Property Ownership Deed in Supplemental Documents, PAGES 63-65



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

FUNDING REQUEST

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

- | | | |
|----|--|----------------------|
| a) | Standard Grant Request (up to \$600,000.00) | \$ 110,000.00 |
| b) | Exceptional Grant Request (up to \$2,500,000.00) | \$ |
| c) | Confirmed Match Funds | \$ 110,500.00 |
| d) | Total Project Cost (ECHO + Match) | \$ 220,500.00 |

15 Mandatory Workshop was attended by: **Theresa Brooks, Caryn Miller, Tinny Ryder, Jason Schaitz.**

Date of Workshop: **10/02/2024**

16 List any prior year grant(s) received from ECHO (include year, project name and total grant amount(s)):

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

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

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

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

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

2021 – Phase V: ECHO Grant #21-01/\$150,000. This phase included the Rob Sullivan Operations Center and Shade Structure.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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

2022 – Phase I: ECHO Grant #22-01/\$75,000. The City of DeBary Bill Keller Park Improvements. The Bill Keller Park Improvements Phase I project included installing LED lighting on the tennis and basketball courts and a new dog park.

2024- Phase I: ECHO Grant# 24-13/ \$2,500,000. Alexander Island Park Improvements Phase I. Phase 1 of the ECHO project includes the development of core site infrastructure, park entry sign, entry improvements, parking, stormwater treatment, trails, lightening detector, kayak launch, picnic areas, shelters, fishing pier, observation deck/tower, educational/interpretative signage, regulatory/safety/educational signage, and restrooms with the intent of allowing visitors to experience as much of the site as possible in balance with maintaining sensitive habitats. In addition, phase 1 includes over 0.14 miles of ADA accessible paved trails, 1.11 miles of unpaved natural surface trails, opening over 1.25 miles of trail opportunities.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

PROJECT DESCRIPTION

- 17 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):

This 19-acre park is geared toward the sports enthusiast. The Park has two tennis courts, two pickleball courts, three baseball diamonds, one full court basketball court, four half-court basketball courts, a dog park, a 1.4-mile fitness trail, an ADA playground with climbers, swings, platforms, and slides, two pavilions, restrooms, concession stand for league play and unique events, and parking is available for 162 vehicles. The scope of this ECHO project is to reconstruct the existing two pickleball courts, increasing the number of pickleball courts from two to three. Add fencing, lights and resurface tennis courts and basketball court. Resurfacing tennis and basketball courts is important to maintain a safe and playable surface by repairing cracks, unevenness, and worn areas, preventing potential injuries from slips and falls, improving the overall playing experience with consistent bounces, and extending the lifespan of the court by protecting it from weather damage and wear and tear over time; essentially, it ensures a smooth, even surface for optimal performance while minimizing risks for players. This project will meet that goal and provide the safe amenities that our residents and visitors demand. This portion of the project will also increase the current use of the courts due to improved safety and playability.

Resolution 2020-79

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

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

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

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



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

The Parks and Recreation Department hosted a workshop March 4, 2020, focusing on facilities and programs that ensure DeBary citizens have space to exercise, play, and do other activities to improve their quality of life. The Department operates parks and administers youth leagues, senior programs, special events, and a Summer Day Camp program.

On August 23, 2023 a public meeting was held to discuss the application for an ECHO grant for this project. Should the project be funded, it will be added to the Capital Expenditures for the approved FY 2024-2025 Budget accordingly.

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

According to the USA Pickle Ball Association, there are more than “2.8 million pickleball participants in the nation, and more than 21,000 indoor and outdoor courts”. This project will increase the promotion of active and healthy outdoor lifestyles and meet the growing demands from the public who utilize them. In addition, it will increase the number of recreation facilities, programs and opportunities in urban areas and rural communities.

Pickleball, basketball, and tennis provide inclusivity and diversity of the different players and demand for more courts from the public has been exponential throughout the country. With public access to all three venues and the expansion into 4 courts, provides residents and visitors the ability to connect with a diverse population while participating in the activity. Thus, this project will strengthen partnerships and build a stronger community.

The City of DeBary is growing rapidly with direct access to I-4 and U.S. highway 17-92, and serves as a corridor between Orlando, Daytona Beach, and Sanford. Demand for these types of facilities has grown and will continue to do so in the future.

- 18 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 \(volusia.org\)](https://www.volusia.org/files/2023/04/ECHO-Guidebook.pdf).

This Application is not for an Exceptional Grant



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

19 Describe the project and construction timeline:

This project will be bid starting in July 2025. We plan to start construction in October 2025 and plan to finish the courts and lighting in full by Summer 2026.

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

The City of DeBary is committed to applying green building standards to this project and including them in the design. Although these courts are usually concrete or asphalt in nature, the possibility of using permeable surfacing will not only help with drainage, but also meet the green design standards.

The new court LED lighting also meets the green design standards.

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

The City of DeBary is committed to the integration of sustainable water efficiency practices in park design and management. By utilizing native plantings that are less water dependent, this project will reduce water usage throughout the improved location.

These sustainable initiatives not only showcase a community's commitment to environmental stewardship but also inspire visitors to adopt eco-conscious behaviors in their daily lives.

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

The City of DeBary is committed to the integration of sustainable practices in park design and management. The use of LED lighting will consume less electricity therefore reducing power consumption.

These sustainable initiatives not only showcase a community's commitment to environmental stewardship but also inspire visitors to adopt eco-conscious behaviors in their daily lives.

23 If the project is a new facility, how will it meet the green building standards or certifications?

N/A



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

24 Describe how the project will comply with the ADA accessibility requirements:

All access points to the park, facilities, and amenities will be ADA accessible where required. This includes the use of ramps, railings, appropriate surfaces, larger walkways or entryways, and more to ensure all can enjoy everything the park has to offer.

25 If applicable, describe any additional phases:

No additional Phases are contemplated at this time.

PROJECT TEAM

26 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:

Carmen Rosamonda, City Manager

Elizabeth Bauer, Finance Director

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

**NIDY Sports Construction
751 General Hutchinson PKWY
Longwood, FL 32750**

Musco Lighting LLC

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

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



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

The City of DeBary held a Council meeting on August 23, 2023 to discuss and get public input on the Keller Park Pickle Ball Courts and Improvements Project.

The City of DeBary budget workshops for the Fiscal Year 2024-2025 Annual Budget were open to the public. The final Fiscal Year 2024-2025 Annual Budget was approved by the DeBary City Council on September 20, 2023. Should the project be funded, it will be added to the Capital Expenditures for the approved FY 2024-2025 Budget accordingly.

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

N/A

PROJECT MANAGEMENT TEAM

29 List the name of staff dedicated to this project (include their responsibilities and the amount of time each will be spending on the project per week):

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

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

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



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

PERFORMANCE MEASURES

30 Explain the project's goals and objectives:

Goal 1:

The overarching goal of the Keller Park Pickle Ball Courts and Improvements Project Marketing Plan is to increase community and county awareness and engagement by utilizing environmentally responsible stewardship and developing a positive brand for the Keller Park Pickle Ball Courts and Improvements Project for residents, community leaders, community organizations and businesses located in the City of DeBary, Florida and Volusia County.

In addition, demands from residents and visitors require the City to address those needs. This game with the funny name is one of the fastest growing sports in the U.S. According to the USA Pickleball Association, there are more than "2.8 million pickleball participants in the nation, and more than 21,000 indoor and outdoor courts."

Goal 2: Make outdoor activities available to all citizens and visitors.

This goal is met as the project addresses amenities suitable for all ages (even centenarians!) and easy to learn, pickleball contains elements of tennis, ping-pong and badminton. While incredibly popular with seniors, the sport is picking up younger enthusiasts as well. It's a great form of exercise, and easier on the body than traditional racquet sports.

Additionally, providing safe and resurfaced tennis and basketball courts will increase the usage of those facilities to all that enjoy the sport.

Goal 3: Provide active recreation amenities for all ages.

The restructuring of the Bill Keller Park Pickleball Courts, which includes demolition of the two existing courts that have exceeded their life span after being converted from an old basketball court. The City of DeBary will build three new pickleball courts, add fence and lights and resurface the basketball and tennis courts. This restructuring addresses this goal and will increase the promotion of active and healthy lifestyles outdoors. Increasing the number of pickleball courts and resurfacing the basketball and tennis courts will attract more individuals to all the courts addressing this goal and increasing the number of the recreation facilities, programs and opportunities in urban areas and rural communities.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

- 31 Elaborate on how these goals and objectives will be measured for the length of the restrictive covenants:
- **Analyze maintenance tracking measures to ensure best practices for conservation and sustainability are being met.**
 - **Get public feedback from surveys, public meetings, and recreation program participants.**
 - **Track park users and program participation annually**
 - **Use analytics from all communication and marketing tools to include email, website, and social media to ensure we are reaching the desired target markets.**

BUDGET INFORMATION

- 32 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).

SEE # 34

- 33 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



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

34 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:	10,000.00				10,000.00	10,000.00	20,000.00
Demolition							
Professional Services:							
Consultant Services							
Construction:	100,000.00				100,000.00	100,000.00	200,000.00
Pickle Ball courts and fencing							
Lights							
Tennis Courts Resurfacing							
Pickleball Amenities							
Basketball Court Resurfacing							
Specialties							
Picnic tables, grilles							
Signage:	500.00				500.00		500.00
Educational Signage							
ECHO Temp Sign							
ECHO Permanent Sign							
PROJECT TOTALS	110,500.00				110,500.00	110,000.00	220,500.00

Line items should be made to match your project (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). Requests amounts should be compromised of all line items and entered in the detail category heading.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

MATCH DOCUMENTATION

- 35 All documentation for match must be included in the application as outlined in the ECHO Guidebook pages 9 - 12.

The City of DeBary will be using \$110,500.00 in match from its Unrestricted Fund Balance in the General Fund, plus an additional \$500 for the required temporary signage.

See Match Documentation in Supplemental Documents, PAGES 20-21

RESTRICTIVE COVENANTS

- 36 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

- 37 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:

Operational plans help in resource allocation, enabling effective management of budgets, staffing, and equipment, with the goal that the park can provide a consistently high level of service to its visitors.

Operational and Maintenance plans are vital as they help preserve physical assets and natural beauty, prolonging public investment lifespans and reducing the need for costly repairs. This plan identifies regular maintenance tasks, such as landscaping, waste management, infrastructure upkeep, and facility inspections, including the frequency, staff resources, and



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

costs associated.

By adhering to a plan, parks can proactively address issues before they escalate, saving time and money in the long run. Regular maintenance also contributes to the safety of visitors, ensuring that park facilities are in good condition and minimizing potential hazards. The City of DeBary commits to maintaining the facility/project/property for the length of the 20-year restrictive covenant period.

The following items identify assumptions and key information that helped form the development of this operational and maintenance plan:

- The City of DeBary will operate the facility.
- The initial opening of the Pickle Ball Courts and Improvements Project is projected as of 2025.
- Maintenance staff assigned to this facility will be City employees. Some specialty services such as tree removal, bush hogging and burning will be completed through contracts.
- The City does not currently charge the department's administrative costs associated with operations.
- Proposed Hours of Operation:
 - 7 days a week: Dawn-Dusk.

The City of DeBary routinely monitors all facilities, budgets and equipment and replaces as needed.

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

BUSINESS PLAN/ PROJECT FEASIBILITY:

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

The feasibility of the new project is based on the popularity of the current Bill Keller Park amenities with both youth and adults, with an estimated annual user visit of 118,000. The new improvements that are planned with the addition of Pickle Ball Courts and lighting, and the resurfacing of the basketball and tennis courts, will enhance and add additional amenities that



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

will fit in with the current trend of the park experience desired by public users and expressed in surveys, public meetings, public workshops and attendance statistics.

The City of DeBary Parks and Recreation held a public meeting on August 23, 2023. The meeting focused on this particular project and its funding possibilities. Several residents, business owners, user groups and civic organizations attended.

The City of DeBary budget workshops for the Fiscal Year 2024-2025 Annual Budget were open to the public in July of 2024. The final Fiscal Year 2024-2025 Annual Budget was approved by the DeBary City Council on September 18, 2024.

MARKETING PLAN:

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

FISCAL STABILITY

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

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



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

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

39 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
<u>Fundraising, Memberships, Donations, etc.</u>	\$0	\$0	\$0	\$0
<u>County Grants (other than ECHO)</u>	\$62,225 (CDBG)	\$79,204 (CDBG)	\$79,204 (CDBG)	\$79,204 (CDBG)
<u>Grants (Non-County)</u>	\$0	\$0	\$0	\$0
<u>Cash Donations</u>	\$0	\$0	\$0	\$0
<u>TOTALS</u>	\$62,225	\$79,204	\$78,204	\$79,204
<u>Administrative Costs</u>	\$278,005	\$335,752	\$352,539	\$370,156
<u>Program Costs</u>	\$208,950	\$224,500	\$235,725	\$247,511
<u>Educational Outreach Programs</u>	\$0	\$0	\$0	\$0
<u>Contractor Services (for this project)</u>	\$0	\$0	\$0	\$0
<u>Marketing & Advertising</u>	\$2,000	\$2,000	\$2,000	\$2,000
<u>Payroll Total Expense</u>	\$1,003,434	\$1,022,748	\$1,073,885	\$1,127,579
<u>TOTAL</u>	\$1,492,389	\$1,585,000	\$1,664,250	\$1,747,462
<u>Not-for-Profit</u>	\$0	\$0	\$0	\$0
<u>Endowments</u>	\$0	\$0	\$0	\$0
<u>TOTALS</u>	\$0	\$0	\$0	\$0
<u>Number of Full-time Employees</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
<u>Number of Part-time Employees</u>	<u>8</u>	<u>8</u>	<u>10</u>	<u>10</u>
<u>Volunteer Hours</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
<u>Value of Volunteer Hours (15 /hr.)</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<u>TOTALS</u>				

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

- a. Yes ☒ No If yes, please explain:



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

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

Annual Comprehensive Financial Report FYE 9/30/2023

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. [See Supplemental Audit Reports in Supplemental Documents, PAGES 32-72](#)
 - b. A Response Letter from last fiscal year Independent Auditor's Report on the Basic Financial Statement. **N/A**
 - c. An Opinion Letter from last fiscal year Independent Auditor's Report on the Basic Financial Statement. [See Supplemental Audit Reports in Supplemental Documents, PAGES 32-72](#)
- 42 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

- 43 Drawings are required from ALL applicants (documents must be legible and to scale with legends):
- a. Current drawings and/or excavation plans for the facility.
 - b. Site survey with existing structures and site plans with structures.
[See Drawings in Supplemental Documents PAGES 5-19](#)
- 44 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.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

- 45 Street Locator Map (indicate the physical location of the project within the local areas; include road names and “North” for directional reference).

[See Supplemental Documents PAGE 4](#)

- 46 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
- 47 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 [Publications - Florida-Friendly Landscaping™ Program - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS \(ufl.edu\)](#)).
- 48 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
- 49 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.



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION



ECHO GRANTS-IN-AID STANDARD & EXCEPTIONAL GRANT APPLICATION

CERTIFICATION OF INFORMATION AND COMPLIANCE FORM

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

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature/Date: 

Printed Name: Carmen Rosamonda, City Manager

Phone #: 386-668-2040

OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature/Date: 

Printed Name: Carmen Rosamonda, City Manager

Phone #: 386-668-2040

CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature/Date: 

Printed Name: Elizabeth Bauer, Finance Director

Phone #: 386-668-2040

NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature/Date:

Printed Name:

Phone #:

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	Jan - Feb 2025	Mar- Jun 2025	Jul- Sept 2025	Oct - Dec 2026	Jan - June 2026
Temporary Sign			500		
General Requirements				20,000	
Construction					200,000



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
- ☐ Certification of Information and Compliance
- ☐ Project/Construction Timeline Chart
- ☐ Other