

SECTION 1 GRANT APPLICATION

GRANT APPLICATION FORM

- 1.) Applicant: (Legal name of organization as incorporated in the State of Florida)
City of Port Orange
Address: (mailing) 1000 City Center Circle
City: Port Orange State: FL Zip Code: 32129
Address: (Applicant's physical address)
City: _____ State: _____ Zip Code: _____
- 2.) Federal ID #: 59-6000412
Florida Not-For-Profit Corporation Charter # (IF applicable) _____
Florida Dept. of Agriculture & Consumer Services Registration # (IF applicable) _____
- 3.) Resident County Council District of Project: District 3, Deborah Denys
- 4.) Contact Person:
Name: Kent Donahue
Title: Public Information Officer (PIO) and Grants Manager
Telephone #: 386-506-5522 E-Mail: kdonahue@port-orange.org
- 5.) Project Title Port Orange Train Depot Acquisition
- 6.) Project Location Address: 415 Herbert Street
City: Port Orange State: Florida Zip Code: 32129
- 7.) Type of Project: (Check one – See ECHO project categories)
☐ Renovation ☐ Restoration ☐ New Construction ☒ Acquisition
- 8.) ECHO Category: (Check all that apply – See ECHO categories)
☐ Environmental ☐ Cultural ☒ Historical ☐ Outdoor Recreation
- 9.) The project site or facility is: (Check one)
☐ Owned by Applicant ☐ Leased by the Applicant – length of lease _____
☐ Applicant has Land/Project Management Agreement – length of Agreement _____
Lease or Land/Project Management Agreement dates: _____ to _____
Note: Leases/Agreements must be binding and non-cancelable.
- 10.) Is the project site/facility mortgaged or will it be? ☐ Yes ☒ No
Current Mortgage: \$ _____ Mortgage at Closing: \$ _____
Mortgage length: _____ years Term ending date: _____
Name and Address of Lien Holder: _____
- 11.) Is the facility in a Community Redevelopment District (CRA)? ☐ Yes ☒ No
- 12.) Type of Organization: (must be "A" or "B" to be eligible)
A.) ☒ Municipal government or a budgeted organization of Volusia County government.
B.) ☐ Not-For-Profit Corporation classified as a 501(c)(3)
- 13.) Project Funding (Grant Amount Request and Match):
1.) Standard Grant Request (Up to \$400,000.00):
- | | | |
|---------------------------------|----|-------------------|
| a. Volusia ECHO Program Request | \$ | <u>78,125.00</u> |
| b. Confirmed Match Funds | \$ | <u>78,125.00</u> |
| c. Total Project Cost | \$ | <u>156,250.00</u> |

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14.) Mandatory Workshop was attended by: Kent Donahue Date: 10/28/14

NOTE: If applying for an Exceptional Grant the form on page 6 must be complete.

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

2004	ECHO No.: 04-06	Gamble Place Restoration	\$72,200
2004	ECHO No.: 04-16	Amphitheater Pavilion Phase I	\$420,000
2007	ECHO No.: 07-03	Coraci Ball Fields Phase I	\$500,000
2008	ECHO No.: 08-06	All Children's Playground PI & Dog Park	\$175,000
2009	ECHO No.: 09-04	Coraci Ball Fields Phase II	\$250,000
2012	ECHO NO.: 12-01	All Children's Playground Phase II	\$125,000
2014	ECHO No.: 14-16	Coraci Ball Field Phase III	\$300,000

1.1 MISSION:

Operating under the council/manager form of government, the City of Port Orange has elected officials that serve on the City Council and make policy. The policy direction established by the council is put into action by the City Manager. The mission of Port Orange's Parks & Recreation Department is to make available to the community leisure and recreational activities and opportunities. To achieve this mission, the department provides park staff, maintenance, supervision, and administrative staff.

1.2 PROJECT TEAM:

- 1.) City Attorney Margaret Roberts
1000 City Center Circle
Port Orange, FL 32129 | (386) 506-5525

The City Attorney Margaret Roberts and her office will conduct the due diligence required to confirm the title and any issue with the acquisition of the historic train depot and the property. Furthermore, the City Attorney's Office will handle the closing and will work with the closing agent once all documents have been finalized.

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- 2.) The acquisition price cited in the 3.1 Budget was developed during negotiations between the property owner and the Mayor of Port Orange.
- 3.) If a complete list is not available, explain why and when the project team will be selected.
Not applicable.

1.4 MANAGEMENT PROSPECTUS:

Once acquired, the intent is to have Parks & Recreation, under the Direction Susan Lovallo, oversee the maintenance of the depot. In the future, the City plans to relocate the depot from its current location on Herbert Street one half a mile east on city owned land in Riverwalk Park. It must be noted that the current location on Herbert Street is not the original of the train depot when it was constructed in 1894. The original location was at the southeast corner of Dunlawton Avenue and the Florida East Coast Railroad tracks adjacent to the Port Orange Elementary School. The depot was sold by the Florida East Coast Railway in the 1960s and then moved by the new owner one block north where is today.

Project Staff	Project Responsibilities	Time Dedicated to Project (per week)
Margaret Roberts, City Attorney	Acquisition/Title Review/Closing	2%
Kent Donahue, PIO and Grants Manager	Grants Reports & Reimbursement	1%

1.5 RESTRICTIVE COVENANTS – NOTICE OF FUTURE REQUIREMENT IF GRANT IS AWARDED

- 1.) Do you agree to comply with the requirement to file Restrictive Covenants with the Volusia County Clerk of the Court if ECHO Grant is awarded? (A sample of the Restrictive Covenants language is found on page ---- in the ECHO Application Guide)

☒ 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 State or Federal land not owned by the applicant, a letter from the Mortgagee or Lessor, stating that they agree to sign the Restrictive Covenants, must be supplied with the application.

■ Applicants with projects on State owned land 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.

1.6 FORM – CERTIFICATION OF INFORMATION AND COMPLIANCE

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.

1.OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE OWNER OF THE PROPERTY

Signature: _____

Typed Name: _____

Phone Number: _____

Date: _____

2.OFFICIAL WITH AUTHORITY TO CONTRACT FOR THE APPLICANT

Signature: _____

Typed Name: _____

MAYOR ALLEN GREEN

Phone Number: _____

386-506-5501

Date: _____

01-06-15

3.CHIEF FINANCIAL OFFICER FOR THE APPLICANT

Signature: _____

Typed Name: _____

TRACEY RIEHM, FINANCE DIRECTOR

Phone Number: _____

386-506-5710

Date: _____

2-18-15

4.NOT FOR PROFITS ONLY – PRESIDENT, BOARD OF DIRECTORS

Signature: _____

Typed Name: _____

Executive Board or Board of Directors meeting when this grant application was reviewed and approved. Meeting Date: _____ Phone Number: _____

Bryan and Barbara Berntsen
5940 Riverside Drive
Port Orange, FL 32127
386-767-0130

We, Bryan and Barbara Berntsen, consent to sell the old Port Orange FEC Railroad Station and the property on which it sits @ 415 Herbert Street to the City of Port Orange for the amount of \$145,000.

This is not an exclusive promise to sell to the City of Port Orange but will depend upon "timely" efforts on the part of the city to acquire necessary ECHO grants, financing etc. with which to purchase the property. "Timely" will be determined by the owner and at which time if progress is not made by the city to acquire this property the owner will look to other entities interested in purchasing the property.

This correspondence is solely a letter to confirm the selling price of \$145,000.00 and to allow the city first chance to secure the property before it goes on the market.

Sincerely,

Bryan Berntsen *Barbara J. Mock Berntsen*
Bryan Berntsen Barbara Berntsen

STATE OF FLORIDA
COUNTY OF Volusia

The foregoing instrument was acknowledged before me this 27 day of Feb, 2015, by

Bryan Berntsen

(NOTARY SEAL)

(Signature of Notary Public-State of Florida)
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☒
Type of Identification Produced FL Drivers License

Cynthia K. Rivera



FOR AN ACKNOWLEDGEMENT IN AN INDIVIDUAL CAPACITY:

STATE OF FLORIDA
COUNTY OF Volusia

The foregoing instrument was acknowledged before me this 27 day of Feb, 2015, by

Barbara Berntsen

(NOTARY SEAL)

(Signature of Notary Public-State of Florida)
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☒
Type of Identification Produced FL Drivers License

Cynthia K. Rivera



2014/2015 ECHO Grants-in-Aid Standard & Exceptional Grant Application

1.7 EXCEPTIONAL GRANT REQUESTS ONLY:

Maximum grant request is \$1,800,000.00 with distribution of up to \$600,000.00 for 3 consecutive years. The required match is 4:1. The time frame to complete construction is two years following the date of the last year funds are provided.

ANNUAL AMOUNT REQUESTED/MATCHED

	<u>ECHO Request</u>	<u>4:1 Match</u>
Grant Year #1	\$ _____	\$ _____
Grant Year #2	\$ _____	\$ _____
Grant Year #3	\$ _____	\$ _____
TOTAL EXCEPTIONAL PROJECT:	\$ _____	\$ _____

The Exceptional Project Applicant: ☐ Agrees ☐ Does not agree - to accept a grant award of \$400,000.00 for one year if an Exceptional Project Grant amount is not approved by the ECHO Grant Review Panel or the Volusia County Council.

ALAN ROSEN ASSISTANT CITY MANAGER
For Mr. HARDEN

Signature:  _____
(Official with applicant signature authority)

Typed Name: DAVID T. HARDEN

Title: INTERIM CITY MANAGER

Phone Number: 386-506-5501

SECTION 2: PROJECT DESCRIPTION

2.1 PROJECT ASSESSMENT

Preserve significant archaeological or historic resources; and develop, enhance, and promote heritage tourism opportunities, experiences, and resources.

Acquisition of the Florida East Coast Railway Port Orange Train Depot will preserve a historic 20th century transportation artifact that not only has local and statewide historic significance, but also national significance. According to Florida East Coast (FEC) Railway historian Seth Bramson, from the hundreds of depots that were constructed by the FEC along the entire railway line from Jacksonville to Key West. Very few of these historic structures remain in existence today (see Section 5 for Mr. Bramson's Letter). In fact, Mr. Bramson states that only seven train depots remain, and the Port Orange Train Depot is one of the seven. What make this train depot distinctive, it's one of only two made of wood.

Listed on the National Register of Historic Places (#98000057/ listed 1998), the depot was constructed in 1894 and was assigned the number of 245 by the FEC. Originally located on the south side of Dunlawton Avenue, the depot stayed in service until the 1960s when it was sold into private ownership and moved one block north to its present location on Herbert Street. Over the years the depot was used as a feed store and storage space. It changed ownership four to five times and was even placed for sale on ebay! Still in private ownership, the current owner has indicated he plans to work with a real estate agent to place the depot and the property on the market. Volusia County's Historic Preservation Board placed the Port Orange Train Depot on its Most Endangered Property List in July 2014.

The intent of the city is first to preserve this unique historic resource by purchasing the structure. Secondly, the city's intent is to relocate the depot to city owned property within the Riverwalk Park. Future plans are to restore the structure in order for it to serve as museum space/trailhead within Riverwalk.

The city contact the Florida Division of Historic Resources (DHR) in regards to the National Register designation. Their view is to have the train depot preserved and remain in its current railway sitting. However, DHR understands the depot may potentially be sold to another buyer besides the city of Port Orange and relocated locally or even out of state. In either case, relocation of the depot would require the structure to be de-listed from the National Register. DHR does support the depot being listed locally significance by the Port Orange Historical Trust or the Volusia County

Foster public memory and community identity

Preserving this structure would further memories of a mode of transportation that is not common today.

2.2 PROJECT DESCRIPTION**1.) Describe project and construction timeline.**

Inspection of structure and title work related to the acquisition of the Port Orange Depot, 415 Herbert Street, should take roughly 30 days. With no issues, the formal drafting of the closing documents will take place and require no more than 10 days. Once completed, a formal closing days will be selected. The entire process should take roughly 60 to 90 days.

Construction Activity / Expense Flow Chart						
Description	Jul- Sept. 2015	Oct. – Dec. 2015	Jan. – Mar. 2016	Apr.- Jun. 2016	Jul. – Sept. 2016	Oct. – Dec. 201
ECHO Temp. Sign	\$1,000					
Equipment						
Acquisition Closing costs		\$145,000 \$7,250				
ECHO Permanent Sign		\$3,000				

2.) Document how construction design and operational strategies use “green”/sustainable standards: (give specific examples for this project – a statement agreeing to follow local guidelines is not acceptable)

Not applicable. This is an acquisition project. In the future when the structure is restored the City will use best management practices for historic structures. An effort would be made to utilize recycled or reuse resources when acceptable and use energy efficient lights.

3.) What is the projected date for this project to be completed and accessible to the public?

The entire acquisition process should take no longer than 90 days once ECHO grant agreements have been secured and finalized.

4.) Describe any additional phases planned for this project.

In the future, plans are to restore the train depot to utilize as museum space for the Port Orange Historical Trust (POHT). If that does not fulfill POHT's needs, the structure would be utilized as a trailhead for Riverwalk Park. Referencing FEC archives, the depot will be restored to its original color scheme and to the best ability of the city recreate its interior but at the same time accommodate its new use as a museum. The structure will be relocated to Port Orange Riverwalk Park.

2.3 Drawings: (Drawings are required by all applicants. Drawings must fold to an 8 ½ X 11 size to fit securely and neatly in the application booklet. Drawings must be to scale with a bar scale and include a legend)

- ☒ Street locator map
- ☒ Site Plan
- ☐ Preliminary and schematic drawings
- ☐ Design and development documents
- ☐ Construction documents
- ☒ Any other drawings which may be helpful in understanding the project scope/features

FEC Train Depot Street Map



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SECTION 3: BUDGET DETAIL/MATCHING FUNDS

3.1 PROJECT BUDGET DETAIL CHART:

CHART 3.1: CONSTRUCTION PHASE EXPENDITURES		UC +	LM +	In-Kind	PSC	= Match	ECHO	Total
ADD ROWS AS NEEDED								
General Requirements:								
	Mobilization, Waste Collection, etc.							
	Contractor Fees							
	Subtotal							
Acquisition Services:								
	Acquisition Price	\$145,000.00				\$72,500.00	\$72,500.00	
	Closing Costs	\$7,250.00				\$3,625.00	\$3,625.00	
	Subtotal	\$152,250.00				\$76,125.00	\$76,125.00	\$152,250.00
Site Construction:								
	Earthwork							
	Subtotal							
Electric:								
	Wiring throughout							
	Smoke Detectors, Security Alarms							
	Subtotal							
Equipment:								
	Stage lighting and Sound							
	Subtotal							
Finishes:								
	Plaster							
	Painting							
	Subtotal							
Metals:								
	Structural							
	Subtotal							
Wood and Plastic								
	Carpentry							
	Plastic Laminate							
	Subtotal							
ECHO Signage:								
	Temporary	\$1,000.00				\$500.00	\$500.00	\$1,000.00
	Permanent	\$3,000.00				\$1,500.00	\$1,500.00	\$3,000.00
	Subtotal	\$4,000.00				\$2,000.00	\$2,000.00	\$4,000.00
Thermal and Moisture:								
	Sealant, siding, etc. IP							
	Roof							
	Subtotal	\$156,250.00				\$78,125.00	\$78,125.00	\$156,250.00
						MATCH	ECHO	PROJECT
	PROJECT TOTALS	\$156,250.00				\$78,125.00	\$78,125.00	\$156,250.00

3.2 MATCH DOCUMENTATION

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Acquisition of the FEC Port Orange Depot and property totals \$156,250. The City of Port Orange requests \$78,125 (50%) of that total from the Volusia ECHO program. Port Orange, through an approved resolution will contribute a cash match of \$78,125.

The Port Orange City Council approved Resolution No. 15-11 at its February 17, 2015 meeting in support of this ECHO application. A copy of the approved resolution is submitted in this Tab Section.

1.) Provide official documentation of Match:

- a. Unencumbered Cash (UC):
 - i. ☐ Current Bank Statement **OR**
 - ii. ☒ Copy of signed resolution including pledged dollar amount, project name and dates the funds will be available
- b. Irrevocable Pledges (UC):
 - i. ☐ Notarized letter stating the pledged amount, the purpose of the pledge and the date the funds will be available (must include an itemized budget if pledge is for services).
 1. Pledged funds must be in the bank prior to the Grant Review Panel.
- c. In-Kind Services (IK) services/donations must have taken place no more than 7 years prior to the project:
 - i. ☐ Itemized list of products/services to include name of person/organization, description of goods/services, fair market value of in-kind contribution and date goods/services were provided.
 - ii. ☐ Future in-kind donations must have notarized letter from donor describing items/services and value of such.
 - iii. ☐ Previously provided in-kind service/donations do not require backup in this application, however, official documentation must be available for review upon request.
- d. Previously Spent Cash (PSC)
 - i. ☐ the encumbrances or cash expenditures completed within the seven (7) year period prior to the application.
- e. Land Match (LM) (trails of the County's Master Plan, projects on State or Federal land and property donated by the County are not eligible for match):
 - i. ☐ Copy of deed
 - ii. ☐ Copy of appraisal (property appraisal assessment or recent outside appraisal)

RESOLUTION NO. 15-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA, AUTHORIZING THE MAYOR AND CITY MANAGER TO SUBMIT AN APPLICATION FOR FINANCIAL ASSISTANCE TO VOLUSIA COUNTY, VOLUSIA ECHO GRANT PROGRAM FOR ACQUISITION OF THE FEC PORT ORANGE TRAIN DEPOT AT 415 HERBERT STREET TO PRESERVE HISTORY AND UTILIZE THE DEPOT AS A TRAILHEAD FOR RECREATIONAL PURPOSES IN RIVERWALK PARK; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AGREEMENTS OR CONTRACTS; PROVIDING FOR MATCHING FUND CONTRIBUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the County of Volusia provides financial assistance under the Volusia ECHO Grant Program for the encouragement of Environmental, Cultural, Historic, and Outdoor projects that benefit Volusia; and

WHEREAS, the City Council of the City of Port Orange is proposing the acquisition of the National Register of Historic Places Florida East Coast Port Orange Train Depot at 415 Herbert Street to preserve history and utilize as a trailhead in Riverwalk Park for recreational purposes; and

WHEREAS, the City Council of the City of Port Orange desires to authorize the submission of an application for financial assistance to the County of Volusia under the Volusia ECHO Grant Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORANGE, VOLUSIA COUNTY, FLORIDA:

Section 1. The Mayor and City Manager of the City of Port Orange are hereby authorized to submit an application for financial assistance to the County of Volusia,

Volusia ECHO Grant Program. The grant application is for the acquisition of the National Register of Historic Places Florida East Coast Port Orange Train Depot at 415 Herbert Street to preserve history and to utilize as a trailhead in Riverwalk Park for recreational purposes. The Mayor and City Clerk shall be authorized to execute agreements or contracts necessary to implement this Resolution.

Section 2. The City has committed to a \$78,125.00 cash contribution or less but not to exceed \$78,125.00 of the total project costs.

Section 3. This resolution shall become effective immediately upon adoption.



MAYOR ALLEN GREEN

ATTEST:


Robin L. Fenwick, CMC, City Clerk

Adopted on the 17th day of February, 2015.

Reviewed and Approved:


City Attorney

SECTION 4: OPERATING FORECAST DETAIL**4.1 OPERATING FORECAST NARRATIVE**

1.)

Being an acquisition project, there is little operational items to describe besides title work, legal review and finally closing on the property. The majority of the operational items will occur in the future once the depot structure is restored. Volunteers will be the main support staff and one full-time city Parks & Recreation Department crew member will be responsible for maintenance of the depot. Like any municipal park, the expenses (\$27,000) will exceed revenues. In this case, there are no revenues planned to be generated from the depot.

2.) The City has not conducted a feasibility study or development business plan for the FEC Train Depot.

3.) No fees will be charged.

4.) Maintenance of the depot be the responsibility of the City's Parks & Recreation Department and will follow their standardize level of service policies. Every day staff will review the structure and surrounding property for safety concerns and remove trash or fallen branches. In addition, staff will determine if the facilities require any repairs, provide general maintenance and replenish supplies. Parks and Recreation is funded from the City's General Funds, and any replacement of facilities will be identified and listed in the City's Capital Improvement Program (CIP).

4.2 FISCAL STABILITY

1.) Fill out Form 4.2 Business Information.

4.2 BUSINESS INFORMATION (Riverwalk Park)				
Operational funding for this organization	Prior Completed FY 12 - 13	Current FY 13 - 14	Projected FY 14 - 15	Next Projected FY 15 - 16
Fundraising, Memberships, Donations, etc.				
County Grant(s)/Funds (other than ECHO)				
Grant(s)/Funds - other (non county)				
Cash Donations				
TOTALS				
Administrative Costs				
Program Costs				
Educational & Educational Outreach Programs				
Contractor Services (for this project)				
Marketing & Advertising				
Payroll Total Expense	-	-	-	\$27,000
TOTALS				
Number of Full-time Employees	Train Depot not acquired.	Train Depot not acquired.	Train Depot not acquired.	Maintenance – 1
Number of Part-time Employees				
Volunteer Hours				1 volunteer 20hrs./week
Value of Volunteer Hours (@\$____ hr)				\$10/hr.
TOTALS				2

The financial position of the City of Port Orange is strong. An indication of this is reflected by the City's positive fund balance numbers for the last two years. Documentation of Port Orange's fiscal stability can be found in the recent review by Fitch Ratings Company from New York City affirming their AA-rating of the City's General Obligation Bond. Even with the 2012 financial challenges related to the water meters and utility billing issues, Fitch's review stated Port Orange's outlook was stable. This news goes in concert with our improved Water and Sewer Bond Ratings from last year.

In 2012, Standard & Poor's increased Port Orange's bond rating from A+ to AA-, Fitch upgraded the City from AA- to AA, and Moody's affirmed the City's Aa2 rating. Port Orange has made tremendous strides to reach this positive financial position, and the City is committed to improving our finances and our bond ratings.

2.) Has this organization defaulted on any grant in the past five years? If so, please explain.

No, the City of Port Orange has not defaulted on an ECHO in the last five years.

4.3 FINANCIAL AUDIT/REVIEW/AGREED UPON PROCEDURES

4.3 (1) Basic Financial Statement under GASB34

4.3 (2) Management Letter from Certified Audit

4.3 (3) Response Letter included with the Management Letter

4.3 (4) Opinion from Certified Audit

4.3 (1) Basic Financial Statement under GASB34

CITY OF PORT ORANGE, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2013

	Governmental Activities	Business-type Activities	Total
ASSETS			
Equity in pooled cash and cash	\$ 43,397,305	\$ 15,449,577	\$ 58,846,882
Investments	3,668,327	-	3,668,327
Receivables, net	1,475,584	3,754,103	5,229,687
Internal balances	(2,341,503)	2,341,503	-
Due from other governments	1,042,650	1,592,018	2,634,668
Inventories	59,018	478,540	537,558
Prepays	402,769	41,935	444,704
Investment in Communications Interlocal Agency	10,461	-	10,461
Restricted assets:			
Equity in pooled cash	-	14,289,628	14,289,628
Investments	-	1,066,974	1,066,974
Receivables	-	622	622
Net pension asset	2,729,777	254,109	2,983,886
Capital assets:			
Land and construction in progress	20,631,830	32,057,796	52,689,626
Other capital assets, net of depreciation	108,364,456	207,295,633	315,660,089
Total assets	<u>\$ 179,440,674</u>	<u>\$ 278,622,438</u>	<u>\$ 458,063,112</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred loss on bond refunding	<u>\$ -</u>	<u>\$ 908,845</u>	<u>\$ 908,845</u>
LIABILITIES			
Accounts payable and accrued liabilities	\$ 2,043,092	\$ 1,527,509	\$ 3,570,601
Customer deposits	2,117,875	3,203,325	5,321,200
Unearned revenue	-	326,981	326,981
Accrued interest payable	907,685	590,573	1,498,258
Noncurrent liabilities:			
Due within one year:			
Bonds and notes payable	960,000	6,257,568	7,217,568
Compensated absences	268,454	66,142	334,596
Due in more than one year:			
Bonds and notes payable	37,266,446	65,753,931	103,020,377
Compensated absences	2,416,082	595,282	3,011,364
Net OPEB obligation	894,422	236,901	1,131,323
Total liabilities	<u>\$ 46,874,056</u>	<u>\$ 78,558,212</u>	<u>\$ 125,432,268</u>
NET POSITION			
Net investment in capital assets	\$ 90,769,840	\$ 167,341,930	\$ 258,111,770
Restricted for:			
Pensions	2,729,777	254,109	2,983,886
Public safety	2,053,107	-	2,053,107
Community redevelopment projects	410,939	-	410,939
Transportation	6,278,968	-	6,278,968
Debt service	4,023,407	8,000,126	12,023,533
Utility plant expansion	-	3,656,896	3,656,896
Other purposes	1,984,041	2,637,682	4,621,723
Unrestricted	24,316,539	19,082,328	43,398,867
Total net position	<u>\$ 132,566,618</u>	<u>\$ 200,973,071</u>	<u>\$ 333,539,689</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF PORT ORANGE, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2013

Functions/Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Position			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:							
General government	\$ 5,509,095	\$ 2,401,749	\$ 50,100	\$ 5,782	\$ (3,051,464)	\$ -	\$ (3,051,464)
Public safety	19,193,218	416,441	300	280,579	(18,495,898)	-	(18,495,898)
Transportation	2,017,342	104,010	1,101,411	189,736	(622,185)	-	(622,185)
Economic environment	110,427	29,842	-	2,608,239	2,527,654	-	2,527,654
Culture and recreation	3,843,209	1,005,532	2,884	631,782	(2,203,011)	-	(2,203,011)
Interest on long-term debt	1,936,718	-	-	-	(1,936,718)	-	(1,936,718)
Total governmental activities	32,610,009	3,957,574	1,154,695	3,716,118	(23,781,622)	-	(23,781,622)
Business-type activities:							
Water and sewer	19,794,916	23,807,399	-	3,644,328	-	7,656,811	7,656,811
Solid waste	6,213,106	6,723,663	-	-	-	510,557	510,557
Stormwater	1,901,096	3,801,857	-	-	-	1,900,761	1,900,761
Golf course	1,551,292	1,590,760	-	-	-	39,468	39,468
Total business-type activities	29,460,410	35,923,679	-	3,644,328	-	10,107,597	10,107,597
Total primary government	\$ 62,070,419	\$ 39,881,253	\$ 1,154,695	\$ 7,360,446	(23,781,622)	10,107,597	(13,674,025)
General revenues:							
Property taxes					11,645,543	-	11,645,543
Sales taxes					2,591,545	-	2,591,545
Casualty and fire insurance premium taxes					678,287	-	678,287
Public service taxes					6,674,371	-	6,674,371
Other taxes					145,390	-	145,390
Franchise and utility taxes					2,917,256	-	2,917,256
State revenue sharing					1,557,134	-	1,557,134
Other intergovernmental revenues					443,617	-	443,617
Investment earnings					298,448	82,656	381,104
Miscellaneous revenues					500,246	165,670	665,916
Transfers					1,806,135	(1,806,135)	-
Total general revenues and transfers					29,257,972	(1,557,809)	27,700,163
Change in net position					5,476,350	8,549,788	14,026,138
Net position - beginning, as restated					127,090,268	192,423,283	319,513,551
Net position - ending					\$ 132,566,618	\$ 200,973,071	\$ 333,539,689

The accompanying notes to financial statements are an integral part of this statement.

4.3 (2) Management Letter from Certified Audit

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA
OFFICE OF THE AUDITOR GENERAL**

To the Honorable Mayor, City Council, and City Manager,
City of Port Orange, Florida:

We have audited the basic financial statements of City of Port Orange, Florida (the City), as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated March 18, 2014.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters; Independent Auditors' Report on Compliance for each Major State Project and Report on Internal Control over Compliance in Accordance with Chapter 10.550, Rules of the Auditor General; and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated March 18, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports or schedule:

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. No finding or recommendations remain uncorrected from the second preceding fiscal year. The following is a summary of prior year recommendations:

Comments 2012-01 through 2012-09 – See Schedule of Findings and Questioned Costs.

2012-10 Excessive Administrative Time – Corrective action taken.

2012-11 Personnel Action Form Policies and Procedures – Corrective action taken.

2012-12 Documentation of Voided Checks – Corrective action taken.

2012-13 Check Sequence – Corrective action taken.

2012-14 Utility Meter Reading Adjustments – Corrective action taken.

2012-15 Utility Meter Reading and Adjustments Policies and Procedures – Corrective action taken.

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Fax: 850/422-2074
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2012-16 Tracking of Electronic Funds Transfers – Corrective action not taken. See repeat comment 2013-006.

2012-17 Cutoff of Cash Disbursements – Corrective action taken.

2012-18 Journal Entry Keying Errors – Corrective action taken.

2012-19 Maintenance of Sensitive Customer Information – Corrective action taken.

2012-20 Time Clock System – Corrective action not taken. See repeat comment 2013-005.

2012-21 Capital Asset Depreciation – Corrective action taken.

2012-22 Utility Receivable Allowance for Uncollectible Accounts – Corrective action taken.

2012-23 Invoice and Collection of Contract Revenues – Corrective action taken.

2012-24 Information Technology – Corrective action taken.

Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the City complied with Section 218.415, Florida Statutes.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we noted the following recommendations:

2013-004 Time Clock System (Repeat Comment) – We noted the City makes use of an automated time clock system for the majority of employees, but the police department and fire department use a manual timecard process. To enhance the internal control environment and provide for increased efficiency in the payroll process, we recommend the City implement and make use of its automated time clock system within all departments.

2013-005 Tracking of Electronic Funds Transfers (Repeat Comment) – During our audit, we noted the City makes some payments via electronic funds transfer (EFT) in place of physical checks, primarily as a means of increased efficiency. Currently, all such transfers are recorded in the general ledger as journal entries, and no specific tracking mechanism is in place for EFT transactions. Due to the high-risk nature of such transactions and to establish an improved tracking mechanism and audit trail, we recommend all EFT transfers be recorded in the accounting system as an accounts payable check for which a separate numbering sequence can be established.

2013-006 Waverly Media Bus Bench Revenue – During fiscal year 2013, our firm was engaged to perform agreed-upon procedures (AUP) related to the City's fiscal year 2012 bus bench advertising contract with Waverly Media (Waverly). In our report, issued October 15, 2013, we recommended the City internally research additional fiscal year 2011 and some fiscal year 2013 amounts due to the preliminary identification of certain errors in the related revenues reported and remitted by Waverly. As of February 2014, we noted management implemented a procedure to actively review monies paid by Waverly for periods subsequent to our AUP engagement, and successfully collected additional amounts deemed due from Waverly related to fiscal year 2013 revenues as a result of such review. However, we noted no analysis had been performed over fiscal year 2011 revenues. As a result, we performed a preliminary calculation and identified over \$7,000 of monies for which the City may be entitled to. We recommend the City continue to perform a detailed analysis over the accuracy of monies remitted from Waverly and similar contractors, and consider performing such analysis over revenues prior to fiscal year 2012.

2013-007 Pension Actuaries and Custodians – We noted the City’s three (3) pension plans all employ different actuaries and custodians. For increased accuracy, comparability, and efficiency in financial reporting – particularly given the upcoming changes to financial reporting standards for pensions – we recommend the City and its pension boards look into potential efficiencies and cost savings of having the same firms performing the respective actuarial and custodian duties. We also recommend the City consider hiring its own actuary to aid in the assessment of the reports obtained from the pension board actuaries.

2013-008 Consolidation and/or Elimination of Funds – We noted the City has a number of special revenue and capital projects funds for which the funds hold minimal balances and/or had minimal activity during the year. These include, but are not limited to fund 108 (FEMA), 307 (2004 Capital Improvement Bond Capital Projects), 314 (General Obligation Capital Projects), 316 (Economic Development Capital Projects), and 318 (Town Center Bond Projects). The City also has six (6) different internal service funds. To improve efficiency and clarity of financial reporting, we recommend the City perform an analysis of all open funds and identify any applicable instances in which it may be beneficial to close out the fund for increased efficiency and clarity in financial reporting.

2013-009 Modified Approach for Reporting Infrastructure Assets – During our testing of capital assets, we noted the City utilizes the modified approach for reporting infrastructure assets. In lieu of depreciating infrastructure assets, ongoing repairs and maintenance, including major expenditures such as road resurfacing, are expensed as incurred and only items to expand capacity or extend the useful life of infrastructure assets are capitalized. In order to utilize the modified approach, generally accepted accounting principles require the following: a current inventory of eligible infrastructure assets be maintained; a condition assessment of all eligible assets be performed and summarized on a measurable scale no less than once every three years; and documentation be prepared showing that roads are being preserved at or above the established condition level. Upon inquiry, it was noted that such documentation is not be maintained at the level required to utilize the modified approach. As a result, we recommend the City enhance its monitoring, documentation, and reporting of infrastructure assets if the modified approach continues to be used. Otherwise, we recommend all infrastructure assets be depreciated over their respective estimated useful lives.

2013-010 Information Technology – In planning and performing our audit, we considered the City’s information technology (IT) internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s IT internal control over financial reporting. The subject matter of some of the areas of risk identified is confidential in nature, and thus specific details of these risks are disclosed separately to avoid the possibility of compromising the City’s information and security. This separate letter is exempt from public access provided by Florida Statutes 119.07(1) and 286.001 and other laws and rules requiring public access or disclosure. This exemption is addressed under Florida Statute 281.301, Security systems; records and meetings exempt from public access or disclosure.

Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charges with governance. In connection with our audit, we did not have any such findings.

Section 10.554 (1)(i)5., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The City of Port Orange, Florida was created and reestablished as a municipal government when its present charter was approved by the voters at a general referendum in 1931 and by the Laws of Florida 14622 and the Act of 1929. Also see note 1(b) to financial statements.

Section 10.554(1)(i)6.a., Rules of the Auditor General, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the City, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

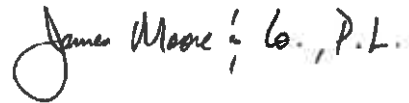
Section 10.554(1)(i)6.b., Rules of the Auditor General, requires that we determine whether the annual financial report for the City for the fiscal year ended September 30, 2013, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2013. In connection with our audit, we determined that these two reports were in agreement.

Pursuant to Sections 10.554(1)(i)6.c. and 10.556(7), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same. This assessment was made as of the fiscal year ended September 30, 2013.

The City's responses to the findings identified in our audit are described starting on page 189. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and State grant agencies, the City Council, management, and others within the City and is not intended to be and should not be used by anyone other than these specified parties.

Daytona Beach, Florida
March 18, 2014

A handwritten signature in black ink that reads "James Moore, Jr., P.L.". The signature is written in a cursive style with a large, looped initial "J".

4.3 (3) Response Letter included with the Management Letter

AUDITEE'S RESPONSE TO:
Findings and Questioned Costs
Independent Auditors' Report on Internal Controls
Independent Auditors' Management Letter
March 18, 2014

The Schedule of Findings and Questioned Costs, Independent Auditors' Report on Internal Controls, and Independent Auditors' Management Letter of the Comprehensive Annual Financial Report provide comments and recommendations for improved financial management accounting procedures and internal controls. The following is Management's response. The Auditors' comment numbers, descriptions and page numbers are included as reference.

2013-001 Pension Plan Monitoring (page 176)

The City will work with pension boards in an effort to ensure that board administrators are accurately calculating benefits for payment.

2013-002 General Fund Allowance for Doubtful Accounts (page 177)

The City will review all receivables no less than annually and establish an appropriate allowance for Doubtful Accounts.

2013-003 Timeliness of Bank Reconciliations (page 177)

The City has established a formal policy requiring reconciliation of the City's bank statements on a monthly basis.

2013-004 Time Clock System (page 186)

The City agrees and staff has evaluated six electronic time and attendance software systems none of which could demonstrate their systems were capable of immediate implementation due to needed customization for Public Safety employees. A request for proposals has been prepared for advertisement.

2013-005 Tracking of Electronic Funds Transfers (page 186)

The implementation of the recommended EFT payment process was delayed due to staff turnover in the Finance department. The City will implement the EFT payment feature of the City's Accounts Payable system to record EFT transactions as an accounts payable transaction with a separate numbering system.

2013-006 Waverly Media Bus Bench Revenue (page 186)

The City agrees and is performing analysis of payments from Waverly and similar contractors. In addition the City will audit the payments from Waverly prior to FY2012.

2013-007 Pension Actuaries and Custodians (page 187)

The City will work with the various Pension boards concerning the recommended consolidation of actuaries and administrators. The City will engage an independent actuary to review reports received from the pension boards.

2013-008 Consolidation and/or Elimination of Funds (page 187)

The City agrees with the recommendation and has already begun the consolidation and elimination of funds. The City will work toward completing this process in the upcoming year.

2013-009 Modified Approach for Reporting Infrastructure (page 187)

The City will either enhance its monitoring, documentation, and reporting of infrastructure assets in order to continue using the modified approach or the City will begin depreciating the infrastructure assets.

2012-010 Information Technology (page 187)

The City will address the issues noted in the separate Information Technology Internal Controls report. As noted this report is exempt from public disclosure by Florida Statutes 281.301.

4.3 (4) Opinion from Certified Audit

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR STATE
PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH CHAPTER 10.550, RULES OF THE AUDITOR GENERAL**

To the Honorable Mayor, City Commission, and City Manager,
City of Port Orange, Florida:

Report on Compliance for Each Major State Project

We have audited the City of Port Orange, Florida's (the City) compliance with the types of compliance requirements described in the *Florida Department of Financial Services State Projects Compliance Supplement* that could have a direct and material effect on each of the City's major state projects for the year ended September 30, 2013. The City's major state projects are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its major state projects.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General. Those standards and Chapter 10.550, Rules of the Florida Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state project occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state project. However, our audit does not provide a legal determination of the City's compliance.

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

To the Honorable Mayor, City Council, and City Manager,
City of Port Orange, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Port Orange, Florida, (the City) as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated March 18, 2014.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as findings 2013-001, 2013-002, and 2013-003, that we consider to be significant deficiencies.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

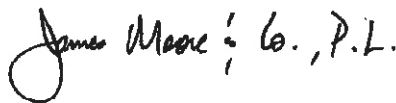
We noted certain matters that we reported to the City Council and management of the City in a separate letter dated March 18, 2014.

City of Port Orange, Florida's Response to Findings

The City's responses to the findings identified in our audit are described starting on page 189. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Daytona Beach, Florida
March 18, 2014

SECTION 5: SUPPORTING DOCUMENTS

The City of Port Orange commits to meeting the ownership or undisturbed use requirements immediately upon acquisition. In addition, the City confirms it will follow the ECHO time requirements related staying for its intended cultural/historical use once the depot is restored/renovated.

Parcel No.: 6303-11-12-0040

Legal Description of the property (as surveyed):

LOTS 3 AND 4 EAST OF RAILROAD TRACKS EXCEPT EAST 340 FEET & EXCEPT PART IN STREET PER EB 135 PG 252 BLK L WILSONS PORT ORANGE PER OR 3375 PG 0163.

LOT B SUB LOST 1 & 2 BLK L WILSONS PORT ORANGE PER OR 3375 PG 0163





Port Orange Riverwalk *Conceptual Master Plan North End - Phase 1*



1. Chamber Building
2. Trailhead
3. Kayak/ Canoe Launch
4. Sand Volleyball
5. Event Lawn
6. Splash Pad
7. Playground
8. Restroom Building
9. Entry Feature
10. Shade Structure
11. Pavilions
12. Boardwalk Overlook
13. Existing Fishing Pier
14. Boardwalk
15. Future Promenade
16. Historical/ Education Signage
17. Iconic Feature
18. Port Orange Path

Donahue, Kent

From: Seth H. Bramson <mrfec@yahoo.com>
Sent: Tuesday, July 15, 2014 12:45 PM
To: Donahue, Kent
Subject: Re: Port Orange FEC Depot

SETH H. BRAMSON
Company Historian
FLORIDA EAST COAST RAILWAY COMPANY

330 N. E. 96th St.
Miami, FL 33138
(305) 757-1016

seth.bramson@fecrwy.com, seth@fecrailway.net, mrfec@yahoo.com

Mr. Kent Donahue
Public Information Officer and Grants Manager
City of Port Orange
386-506-5522

Dear Mr. Donahue:

RE: PRESERVATION OF PORT ORANGE DEPOT

As the company historian of the Florida East Coast Railway I want to emphatically lend my support to the efforts to preserve the Port Orange FEC depot.

That building is one of only about seven (out of several hundred) of our depots still standing and, unlike so many cities and towns along our right-of-way who now wish that they had done the right thing and preserved their stations, you are moving on the right path to do just that.

I wish you well in your efforts and if I may be of assistance in providing photographs or memorabilia, or, at some point, if you wish me to give a talk on the incredible history of our fabled railway, please donot hesitate to let me know.

Cordially,

Seth

Seth H. Bramson

On Tuesday, July 15, 2014 10:42 AM, "Donahue, Kent" <kdonahue@port-orange.org> wrote:

2014/2015 ECHO Grants-in-Aid Standard & Exceptional Grant Application

ATTACHMENT CHECKLIST: Please check your application before sending.

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 in the Application Review Calendar found at <http://www.volusia.org/services/community-services/parks-recreation-and-culture/echo/current.stml>.

APPLICANT

- ☐ ECHO Application, completed and signed
 - ☐ Proof of ownership or copy of lease
 - ☐ Mission Statement for Organization
 - ☐ Form 1.6 – Certification of Information and Compliance, completed and signed
 - ☐ Street Locator Map
 - ☐ Site Plan
 - ☐ Preliminary & Schematic Drawings
 - ☐ Design & Development Documents
 - ☐ Construction Documents - Not applicable.
 - ☐ Official Documentation of Match
 - ☐ Business Plan - Not applicable.
 - ☐ Feasibility Study - Not applicable.
 - ☐ Marketing Plan - Not applicable.
 - ☐ Financial Audit Documents (listed in the Application Guide page----)
 - ☐ Not-for-Profits only: IRS Status Letter classifying Organization as a 501(c) (3)
 - ☐ Restrictive Covenants or Statement agreeing to follow this requirement
 - ☐ Other
-

ECHO STAFF

- ☐ ECHO Application, completed and signed
- ☐ Proof of ownership or copy of lease
- ☐ Mission Statement for Organization
- ☐ Form 1.6 – Certification of Information and Compliance, completed and signed
- ☐ Street Locator Map
- ☐ Site Plan
- ☐ Preliminary & Schematic Drawings
- ☐ Design & Development Documents
- ☐ Construction Documents
- ☐ Official Documentation of Match
- ☐ Business Plan
- ☐ Feasibility Study
- ☐ Marketing Plan
- ☐ Financial Audit Documents (listed in the Application Guide page----)
- ☐ Not-for-Profits only: IRS Status Letter classifying Organization as a 501(c) (3)
- ☐ Restrictive Covenants or Statement agreeing to follow this requirement
- ☐ Other