Project Title: Rob Sullivan Community Park Improvements – Phase III

Applicant Name: City of Debary

Amount Requested: $121,000.00

IMPORTANT NOTICE:

THIS FINAL REVIEW BY COUNTY STAFF IS IDENTIFIES WHAT IS MISSING FROM THE APPLICATION YOU PROVIDED AND ALERT YOU TO ADDITIONAL QUESTIONS / REQUESTS FROM THE COUNTY. YOU MAY ADDRESS ANY QUESTIONS DURING THE ECHO BOARD RANKING MEETING IN FEBRUARY.

APPLICANTS REMAIN SOLELY RESPONSIBLE FOR PROVIDING ACCURATE AND COMPLETE INFORMATION.

APPLICATION RECEIVED BY COUNTY STAFF:

Arrived on time: Y
Date: 12/06/2013
Time: 10:15 am
Project #: 14-05

Checklist placed at the front of the original ☒ Y ☐ N
TABS 1-5 (6 optional) included ☒ Y ☐ N

Does applicant owe the County money and does not have outstanding code violations? ☐ Y ☐ N.
See page 3 or 5 of the Application Guide, Applicant Eligibility Requirements, for County office contacts to verify status.

Application meets the eligible applicant criteria:

☐ Not-For-Profits.
☐ 501(c)(3) status and incorporated in the State of Florida as a Not-For-Profit for at least 2 years prior to the deadline of the ECHO application, with principal offices in Volusia County. OR
☐ 501(c)(3) status less than 2 years incorporated in Florida for at least 10 years prior to the application deadline with principal offices in Volusia County and 5 years audited annual financial statements with Management Letters. OR
☐ 501(c)(3) status incorporated in a State other than Florida for at least 5 years and registered to do business as a Foreign Corporation in the State of Florida, with a local organization physically located and providing important public service in Volusia County for a minimum of 5 years.
☐ A municipality in Volusia County.
☐ A budgeted organization of Volusia County government.

SECTION 1

 grandes 1.1 Application Form (2 pages - the form is pages 1-2 of this application).
 grandes 1.2 Executive Summary
 grandes 1.3 Project Team (½ page maximum).
 grandes 1.4 Management Prospectus & Policy Statement (1 single-sided page maximum).
 grandes 1.5 Not-For-Profits ONLY ☒ IRS Letter for 501(c)(3) status and operating main office in Volusia County for two years OR
☐ IRS Letter for 501(c)(3) status less than two years with proof of 10 years incorporation with main office in Volusia County and 5 years audited financial statements with Management Letters OR
☐ IRS Letter for 501(c)(3) status in another State for at least 5 years with proof of incorporation and registration to do business in the State of Florida and proof a local group has provided public service for at least five years.
☐ Most recent Uniform (Annual) Business Report provided to the State
☐ Insert the Business Tax Receipt and, if applicable, the fundraiser license per Chapter 496, Florida Statutes.

 grandes 1.6 Proof of Unrestricted Ownership or Undisturbed Use of Facility. (Complete – 1, 2, 3, or 4)
 grandes 1) Unrestricted Ownership: Copy of: ☐ Deed OR ☐ Title Lease set to be approved by City in January
 grandes 2) Undisturbed Use: Proof of Undisturbed Use for years and copy of:
☐ Lease or Land Management Agreement. WITH
☐ Written explanation of easements, covenants, AND ☐ Other conditions affecting use of the property
 grandes 3) Exempt Application – Project is for acquisition of real property. Documents included are:
 a) Letter of Intent to sell from Property Owner including expected closing date, legal description, and purchase price AND
 b) State certified or MAI Appraisal (see page 23 of application guide).

 grandes 1.7 Restrictive Covenants – Applicant must file a Restrictive Covenants if a grant is awarded.
 grandes 1) If mortgaged or leased, include a written confirmation from Owner, Mortgagee, or Lessor agreeing to sign a Restrictive Covenants if a grant is awarded.
 grandes 2) Applicant has included a statement that they have agreed to the Restrictive Covenants.
 grandes 3) Exempt Application – Project is on State/Federal land.

 grandes 1.8 Certification of Information & Compliance Form with all signatures.

 grandes 1.9 Professional Certification Form with
 grandes (1) At least one signature AND.
### SECTION 2

2.1 Scope of prior and current phases (1 page maximum):

1) Describe prior phases including completion dates.
2) Describe current phase and schedule for completion.

2.2 Scope of ECHO & Match (3 double-sided pages maximum)

1) a) Physical Description of the project/current and proposed
   1. What exists?
   2. What will change and be added?
   b) ECHO and Match expenditures discussed individually
   1. ECHO funds – how will ECHO funds be used?
   2. Match funds – how will/have your Match funds be/been used?
   c) Timeline construction flow chart with estimated expenditures (See Page 28 of Guide)
2) Infrastructure Protection / Impact on neighboring facilities
3) Project/Operation
   a) Sustainability Form (Form 2.2)
   b) Narrative on Sustainability
      1. Construction Phase (How will you reduce/recycle waste, conserve resources, or utilize recycled products?)
      2. Operations (What operational plans do you have to reduce environmental impact?)
4) Timeline of expected public access **Timeline in this section does not match timeline in section 2.2c**

2.3 Scope of Future Phases (if applicable), (1 double-sided page maximum)

1) Describe concurrent and/or future phases of this project.
2) Provide a timeline when these phases will be completed.
3) Describe when and how the public will have use of the total facility.
4) Describe the total project costs and actual funding sources that are currently available.

2.4 Locator Map / Design Drawings (unlimited number of pages)

1) Street locator map
2) Drawings to scale of project (existing and proposed) with legends, survey drawings

   a) The following drawings are required for all projects: Existing & Proposed, site & facility
   b) The following drawings are required for projects with structures: Elevations & Floor Plans
   c) The following drawings are required if the project has expected future phases: Site plan of future phases
   d) Drawings of architectural features, landscaping, and other features encouraged but not required.
3) Other drawings

### SECTION 3

3.1 Project Budget Detail Chart with Match Codes (unlimited number of pages): Include Expenses and Revenues.

3.2 Matching Funds Statement including Match Summary Chart: (1 double-sided page limit - w/chart)

1) Narrative including a) through f) as needed
2) Match Summary Chart

3.3 Match documentation inserted. (Unlimited number of pages)

### SECTION 4

4.1 Operating Forecast Narrative (1 double-sided page maximum):

1) Form 4.1, Business Plan, Feasibility Study, and Marketing Plan
2) Describe facility use; include expenses and funding sources (5-year minimum)
   a) What staff will be needed?
   b) What additional maintenance will be required?
   c) What new programs will be added?
   d) What new revenue sources for operations will you have?
3) User Fees
   a) Insert fee schedule which demonstrates that fees are common for all residents living in Volusia county
   b) Statement of use of facility: organized groups, individual use only, or both.
4) Example spreadsheet of operating budget (5-year minimum)
5) Projects that are amenities only – evidence of maintenance/replacement.
6) Two Measurable Operational Goals and how to track them: **No goals described, just methods to track users & maintenance**

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<tr>
<td>a)</td>
<td>Two measurable goals</td>
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<td>b)</td>
<td>Method of tracking</td>
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4.2 Fiscal Stability (1/2 page maximum):

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<td>1)</td>
<td>Narrative on sustainable fiscal stability</td>
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<td>2)</td>
<td>Explain financial trends, deficits, etc.</td>
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4.3 **Financial Audit / Review** completed within 18 months of the application deadline:

- **Not-For-Profit Organization**
  - 1) Certified Financial Audit (over $100K) or **Financial Statement Review** (under $100K)
  - 2) Management letter from Certified Audit or review
  - 3) Response Letter relative to the Management Letter.
  - 4) Most recent **month-end financial statement**

- **Municipal or County Government**
  - 1) **Basic Financial Statement** under GASB34 (not the full document)
  - 2) Management Letter from last fiscal year full audit
  - 3) Response Letter from last fiscal year full audit
  - 4) Opinion from certified Audit

- **Project Management Organization** (if different from the applicant)
  - 1) The financial information as requested above is required for the management organization.
  - 2) Insert contractual agreements between the applicant and the management organization.

- **Not-for-Profit**
  - If applicable, insert documents to receive a check at closing of an acquisition project.
  - If applicable, insert documents to prove your organization operated on less than $100,000 per year, averaged over three (3) years.

**SECTION 5**

5.1 **Discuss how the project will meet the goals** set by resolution 2000-156 as listed below.

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<tr>
<td>1)</td>
<td>Provide environmental/ecological, cultural, historical/heritage, and/or outdoor recreational opportunities.</td>
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<td>2)</td>
<td>Preserve significant archaeological or historic resources and develop, enhance, and promote heritage tourism opportunities, experiences, and resources.</td>
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<td>3)</td>
<td>Foster public memory and community identity by promoting and providing access to destinations and experiences</td>
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<td>4)</td>
<td>Provide high quality, user oriented outdoor recreational opportunities</td>
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<td>5)</td>
<td>Improve the quality of life for Volusia citizens by providing access to the cultural arts, increasing culturally based tourism, and encourage redevelopment and revitalization of downtown/urban areas.</td>
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<td>6)</td>
<td>Stimulate investment in local projects by Regional, State, and National public and private sources through provision of local matching funds for grants.</td>
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5.2 **Three Measurable Goals** at minimum **AND** how you will track them.

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<td>1)</td>
<td>Provide three program goals</td>
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<td>2)</td>
<td>As part of each goal, insert the method that will be used to measure achievement of each of the goals.</td>
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**SECTION 6**

- Appendices - Applicant has provided additional information